



**2021**

**TxPELRA and Civil Service  
Conference and Exhibition  
Know Before You Go**

**How to login, edit your profile,  
and navigate the virtual site**

We're excited to welcome you to the virtual TxPELRA and Civil Service Conference.  
Here are some useful tips and information to help you prepare for the event.

Please read through this guide before you log in.

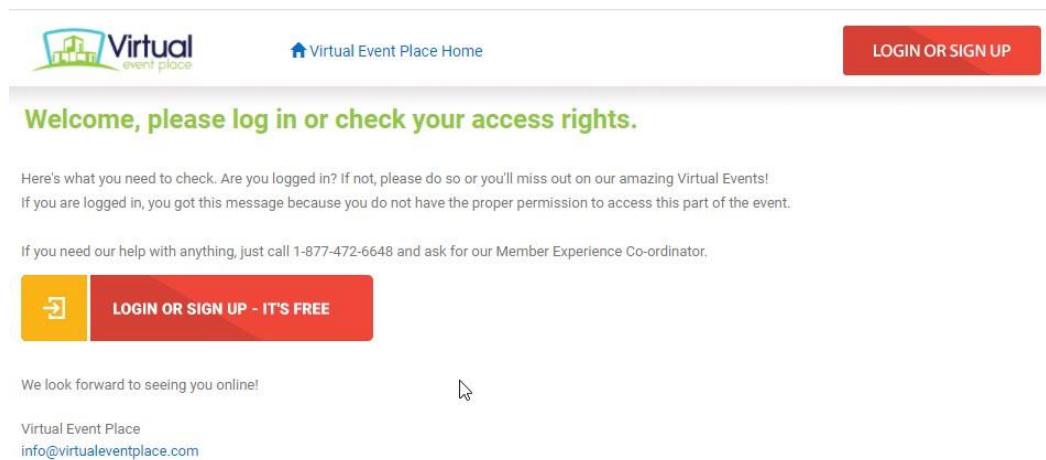
### How to access the Conference:

**Important:** Before you log in, ask your IT staff to whitelist [noreply@virtualeventplace.com](mailto:noreply@virtualeventplace.com) and/or add it to your address book so you receive your password "forgot password? reset email.

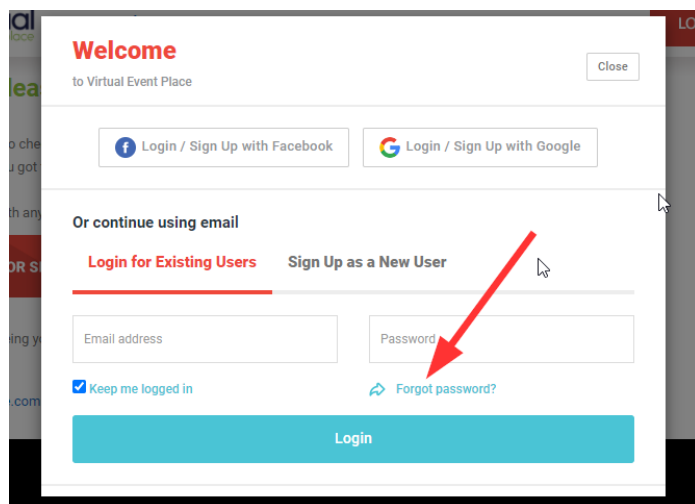
### Take these steps to take to log in:

Enter the event URL in your browser [https://virtualeventplace.com/txp\\_cs](https://virtualeventplace.com/txp_cs)

Click on the red button "LOGIN OR SIGN UP – IT'S FREE"



A pop-up window will appear. Click the "Forgot Password?" link.



The below pop-up will appear. Enter the email address that you used when you registered for the event then click the button "Send Email."

**NOTE:** Please check your inbox and spam folders for an email from [noreply@virtualeventplace.com](mailto:noreply@virtualeventplace.com)

## Forgot Your Password?

Enter your email address and we will send you a one time link to login and choose a new password. Please check your inbox or spam folders for an email from [noreply@virtualeventplace.com](mailto:noreply@virtualeventplace.com)

Once you receive the email with the temporary password, click the link in the email.

Hello Kathleen TEST,

You have requested a new password for Virtual Event Place. Please click the following link to enter your new password.

[https://www.virtualeventplace.com/en/app/user/password?&token=0V3v6k4344bAt6mBBkzUHS0t\\_NBGHat3](https://www.virtualeventplace.com/en/app/user/password?&token=0V3v6k4344bAt6mBBkzUHS0t_NBGHat3)

Please ignore this email if you have not requested a new password.

Thank you,

**The Virtual Event Place Team**  
[info@virtualeventplace.com](mailto:info@virtualeventplace.com)

Create and confirm your new password and click "Save"

User / Forgot password?

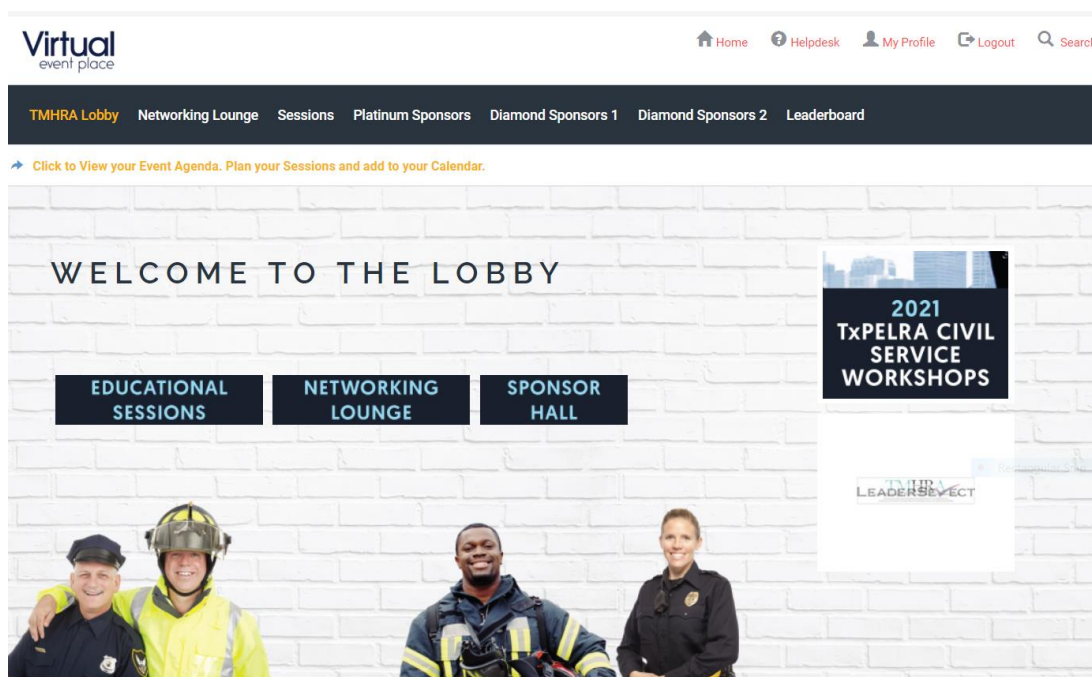
Please change your password by entering a new password.

**Password**

New Password

New Password / Confirmation

Under the “My Virtual Events” tab, click on “TMHRA” to access the conference site. You will arrive in the conference lobby. Enjoy the event!



### Your next step: Edit your profile:

To ensure that your profile is complete and accurate, select **My Profile** from the menu at the top of the TML Conference Lobby. Add the information you'd like people to view, including your image. Be sure to click **Save** at the bottom of the screen. You can view your changes by clicking on **My Profile** at the top of your screen on the right-hand side.

**IMPORTANT:** *Please DO NOT update your email address. If you change this field, you will not be able to login.*

### Event Functions and Navigation

Return to the event lobby at [https://virtualeventplace.com/txp\\_cs](https://virtualeventplace.com/txp_cs)

### Here are four main sections of the platform:

**TxPELRA Civil Service Lobby:** In the lobby, you can chat with attendees or find your way to other areas of the virtual platform.

**Networking Lounge:** This is another great place to chat with attendees either as a large group or one on one.

**Webcast:** You'll find the conference sessions here – titles, descriptions, and speakers. Just before a session starts, you will see a button that says “View Archive” for the recorded sessions. If you click this link, it will open up a new window for the session. All sessions will be available on demand through April 25, 2021 for conference registrants. **You must click each link to start your session at the scheduled time, it is not automatic.** **\*IMPORTANT:** All session times listed in **red** are local time. Pay attention to this, or you will miss a session!

**TMHRA Sponsors:** Discover services and resources from the comfort of your chair in the TMHRA Sponsors Hall.

### Gamification - How to play the game:

We are hosting a game on March 24-25, 2021 **only** where you earn points for doing the following activities:

Location and/or Booth Visited	Action Taken (clicked URL, downloaded PDF, etc.)	Points Assigned
All Booths	Downloaded PDF	15
Any platinum booth	Overall booth visit	10
Any Diamond booth	Overall booth visit	20
All Booths	Watch video within booth	25
All Booths	Click link within booth	15
All Booths	Leave Business Card	20
Networking Lounge	Visit the Lounge	15

1<sup>st</sup> Place wins a complimentary registration to the TxPELRA and Civil Service Workshops 2022

2<sup>nd</sup> Place wins a complimentary 2022-2023 TMHRA Membership

3<sup>rd</sup> Place wins a TMHRA Notebook

Remember to check the Leaderboard for up to date scores!

### How to use the chat function:

Chat is available in every area of the conference site. You can chat to everyone in the room using text, or have private one-on-one text, audio, or video chat! Here's how it works:

**Chat to all:** Use the text bar at the bottom of the chat window to type a message. Hit send and your message will be public and visible to all.

*TIP: To tag someone in your message, use the @ symbol to search for their name. The chat will automatically populate names of those who are in the same chat.*

**Private text chat (one on one):** To have a private text conversation, select the person you'd like to chat with from the right-hand side of the screen. When you click their name, a private message window will pop up. From here, you can chat.

**Audio and video calls:** To make a one on one audio or video call, follow the steps above to pull up

the person you'd like to connect with. Once you are in your private chat window, you'll see a phone icon (voice only) and a video camera icon (video call). Click on the requested icon to initiate your call.

Note that video and audio calls are only available during the dates of the event. After March 25, you will be able to send text chat messages, but the audio and video chat will no longer be available.

*TIP:* Use text chat to confirm someone has time and is ready to connect by phone or video.

### **Log into the conference in advance:**

Be sure to log in before the conference starts on Wednesday to set up your personal profile and get comfortable with the virtual platform.

### **Where to go for help:**

In the upper right corner of the platform, click on Helpdesk. There you'll find many frequently asked questions, as well as an email address for questions that aren't addressed.

There's also a chat box in the lower right corner of the platform titled "Need help?" which you can use during conference hours for any issues.

**We hope you enjoy your virtual TxPELRA and Civil Service Conference experience!**