VIRTUAL PORTAL



- Welcome to Pheedloop, the virtual event portal for Machik Fest 2021. To enter the system, please write the email and password sent to you in an email by Machik Team.
- The automatic password generated by Pheedloop for your account is <u>case sensitive</u> so make sure to enter the correct password to log in.
- Pheedloop works only with Google Chrome. Please make sure you are using Chrome when trying to access Pheedloop.

EVENT LOBBY

| Kim Kaston | | 2 AR 🚯 📤 |
|--|--|--------------------------|
| Lobby Sessions Speakers Networking Account Help Logout | <image/> | vo entropy of the first! |
| POWERED BY PHEEDLOOP | Private Chats | Chat here 🙂 🗢 |

- You're now on the Machik Fest 2021 Lobby landing page.
- Your primary navigation is on the left side, and chat features on the right side.
- The Chat is accessible to everyone, so please be mindful of what you using that feature.
- When there are announcements from the Machik team, they will appear right under the main lobby banner.

SESSIONS



On the **Sessions** page, you will find a listing of each session in chronological order. When you select a session, detailed information will display in the center part of the page.

You can search, filter, or see the sessions displayed in a calendar view by using the navigation tool bar above the session list.

SPEAKERS



Get to know the speakers of
 Machik Fest by clicking on the
 Speakers tab.

- This section provides a listing and short biography for Machik speakers.
- You can easily search for and filter the speakers listing. You can also start a chat with the 'start chat' feature in the speaker profile section after selecting a speaker.
- We're incredibly grateful to each and every one of our speakers for their care and support for the program and community!

NETWORKING



 Use the Networking page to find people and start individual or group chats. You can use the same search and filter features as on other pages.

ACCOUNT

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| oby | Volunteer | | Minimum 10 characters, red | quires a number and a capital letter | | |
| ons | Organization | Title | New Password | Confirm New Password | | |
| _ | Machik | Volunteer | | | | |
| ng | Designations | | | | | |
| | M.C.M, she/her/hers | M.C.M, she/her/hers | | Set New Password | | |
| | About Me | | Files | | | |
| | | | Files | | | |
| | Profile Picture | | Upload PDF files to your pro interactive file viewer | ofile, public files will be visible in an | | |
| | Recommended size: 250 x 250 Choose file | PNG or JPEG. Browse | File Name | | | |
| | Website | Twitter | | | | |
| | | | File Upload | | | |
| LOOP | Profile Visible in Netwo | rking Section ns for Event Announcements | PDF File Onder 2 MB | | | |
| | Send Push Notification | ns for Event Announcements | | | | |
| | Send Push Notification | ns for Private Chat Messages unds | | | | |
| | Schedule Timezone | | | | | |
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Private Chats

- The Account page is where you manage your profile and settings.
- You can provide profile information, upload a profile picture, upload your website or Twitter links, and manage and change your password.
- Other important elements include event (session) notifications, enabling your profile visibility, and setting your time zone.

HELP



- The Help takes you to the Pheedloop search page, which includes the most common troubleshooting reference guides, including:
 - Login and Password help
 - Live Stream Troubleshooting
 - Recommended System and
 Internet Requirements
- You can also use the search feature to scan the knowledge base to find information regarding your need help.

LOGOUT



- The Logout feature logs you off of Pheedloop.
 You will be taken back to the general login page for the event.
- We are so glad you are joining us for Machik Fest and hope you find this engagement platform easy to navigate and connect with others.
- We thank you for joining the Machik Fest community!

