

GENEROSITY AND THANKFULNESS

Inspiring and equipping our churches



WHOVA COMPUTER AND MOBILE APPS USER GUIDE FOR ATTENDEES

Saturday 24 September 2022

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YOU'VE REGISTERED AND CHOSEN YOUR WORKSHOPS, SO WHAT NEXT?

Congratulations, you have registered to attend the conference and successfully chosen your four workshop choices via the conference [registration page](#). This information has been added into Whova (the online event platform we are using to host the conference) for you.

Emails are being sent out regularly to all attendees instructing them on how to access the conference web and app sites. Please keep an eye out for this in your inbox, and a screenshot of what this looks like is shown on page 3 of this guide.

You need to complete the following steps:

1. Click on the 'Download App' link in your email
2. In the new screen, click on the black icon called 'Go To Web Portal'
3. You'll be taken to the Whova website to create your own account using the 'Sign Up Here' link. Please use the email address you used to register, and enter a password of your choice.
4. If you want to use your phone or tablet, follow the links to download the mobile app of your choice and log into it after you have created your username and password

PLEASE MAKE SURE YOU HAVE COMPLETED THESE STEPS. IF NOT, YOU WON'T BE ABLE TO WATCH THE KEYNOTE ADDRESSES OR ATTEND YOUR WORKSHOP CHOICES.

Once you have completed these steps, if you wish, you can sit back and wait for the day of the conference to arrive on Saturday 24th September. On this date, you'll need to log into the conference web or app site and follow the instructions on pages 6 and 7 to watch the keynote addresses and attend your workshop choices (in a similar way to joining a Zoom meeting).

If you'd like to be a little more adventurous and make use of the opportunities the conference offers to you and your church, please read the rest of this guide from page 8 onwards.

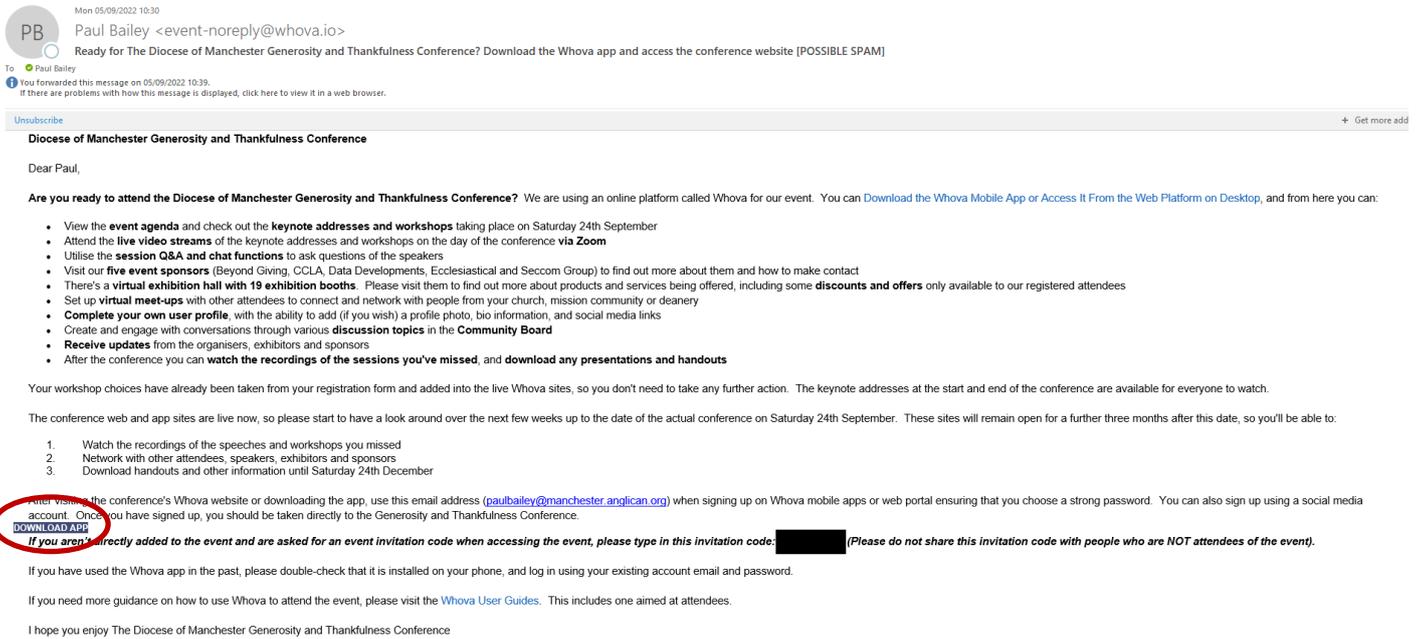
The conference site is open now, and will remain so until Saturday 24th December. You'll be able to watch the recordings of all the speeches and workshop up to that date in the Whova web and mobile apps.

If you need further assistance please contact Paul Bailey, Diocesan Giving Advisor, by calling 07436 038804 or emailing paulbailey@manchester.anglican.org

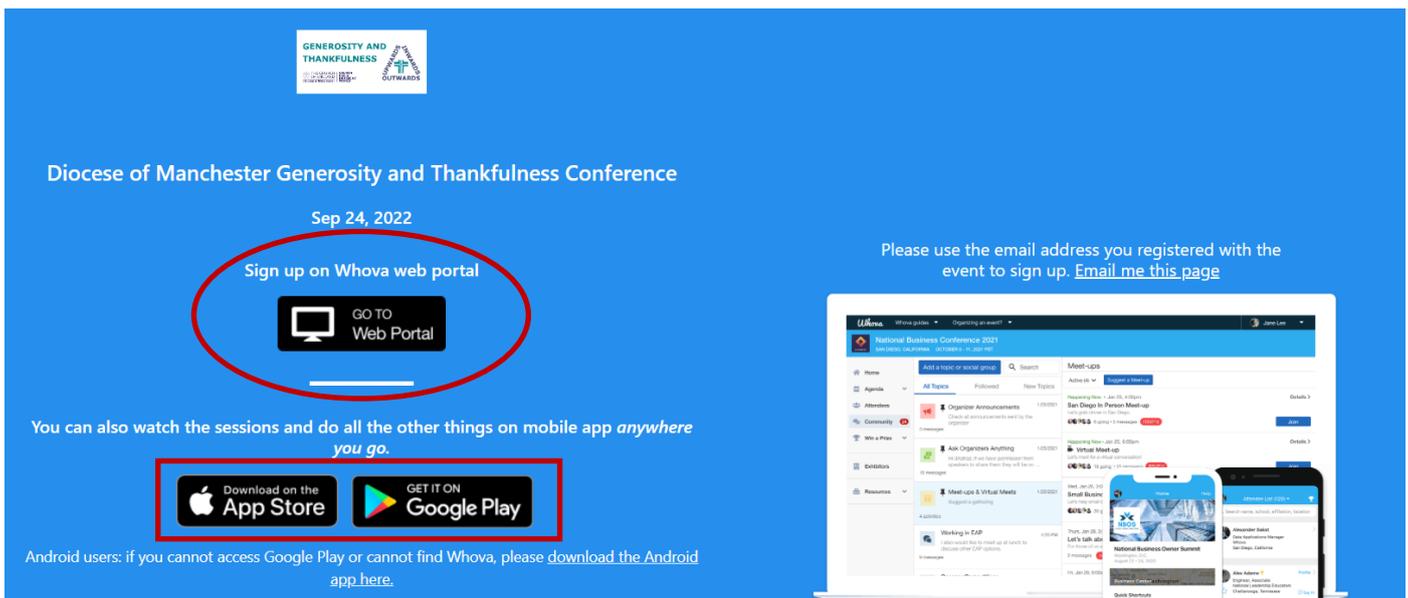
If you are having difficulties on the day of the conference, please email Dan Bainbridge (danielbainbridge@manchester.anglican.org).

SIGNING IN TO WHOVA

1. Once you have [registered to attend the conference](#), you will receive an email from Whova with instructions on how to log into the web and mobile app sites. It looks like this:



2. Please click on the ['download app'](#) link, and it will take to you to this page:



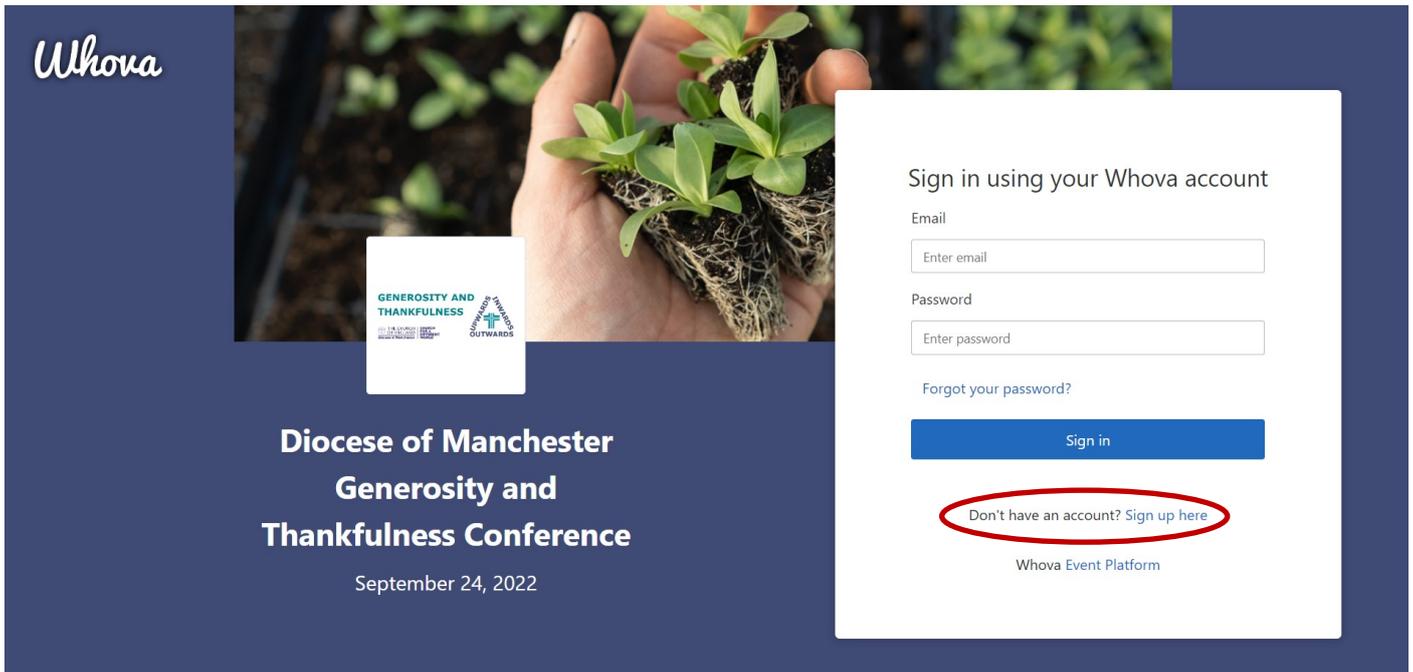
Get the most out of the app and have a more productive experience!

- 1 **NAVIGATE** the event agenda and logistics, even without Wi-Fi or data.
Access useful information like ridesharing and local attractions through the Community Board

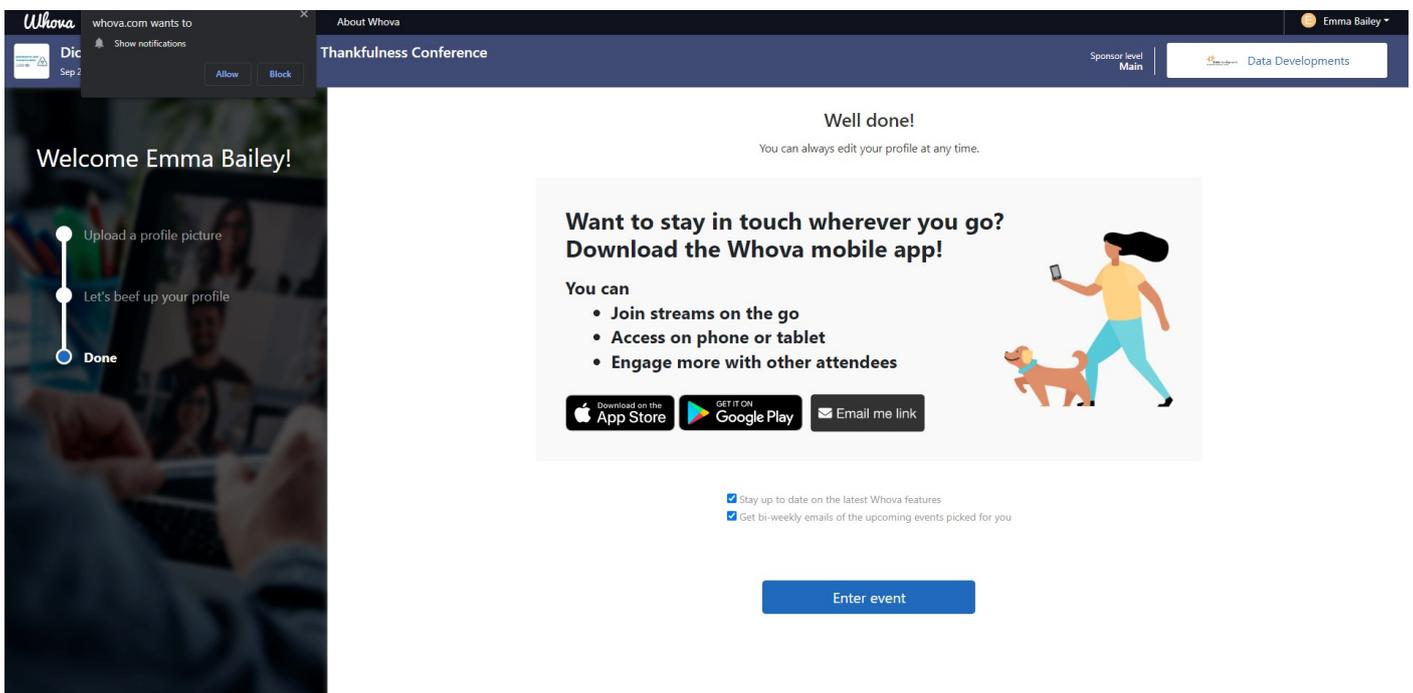
3. To sign up to use Whova, please click on the button called 'Go to Web Portal'. Once you've signed up, you can download the mobile app from the Apple or Google Play stores, by clicking the appropriate button, and log in using the email address and password you signed up to Whova with (see next page on how to do this).

4. The sign up page looks like the image below. Click on 'sign up here' and use the email address you used to register for the event. Once you have logged on you should be taken automatically to the main conference page.

If this does not happen, you may need to type in an invitation code first. If this happens to you, please enter the code that is provided at the bottom of the Whova email referred to in point 1. Paul Bailey can also provide this code via [email](#).

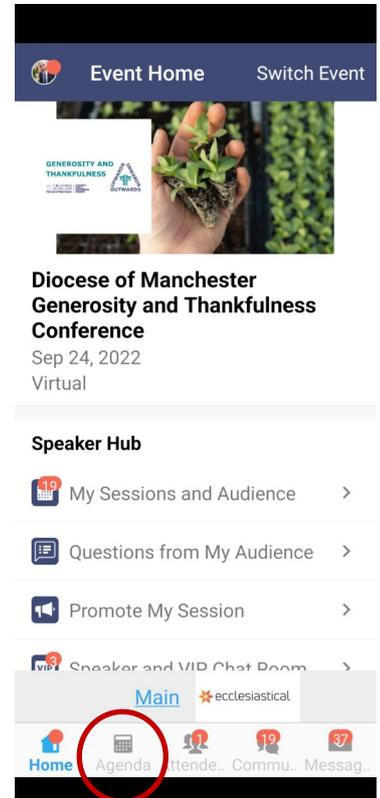
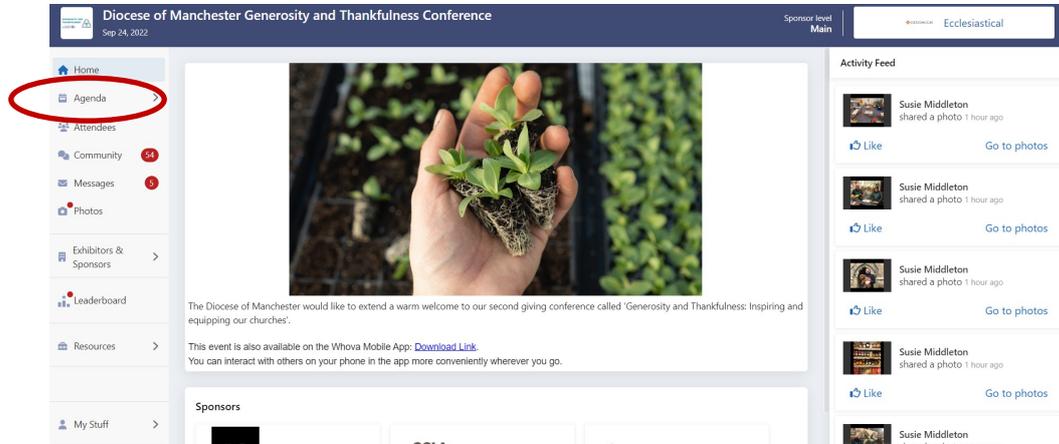


5. You then follow the on screen steps to upload a profile picture and some information about yourself, however, you don't need to do this if you don't want to. Once you have reached the screenshot below, click on 'Enter event'. Then you'll be an attendee of the conference and be able to watch the live video streams of the speeches and workshops on Saturday 24th September. You'll also be able to explore the full web and mobile sites, including visiting the exhibition booths.

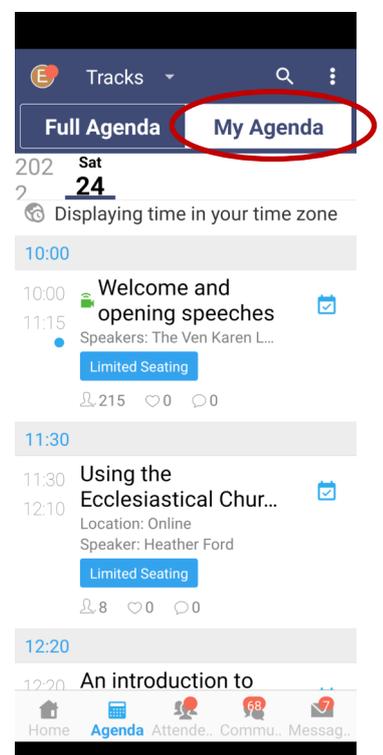
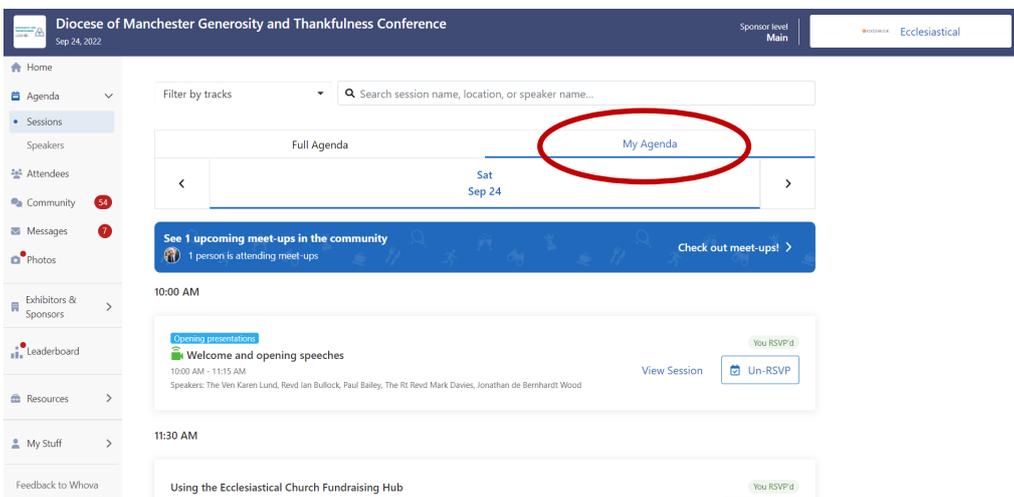


WHAT ACTIONS DO I NEED TO TAKE ON SATURDAY 24TH SEPTEMBER?

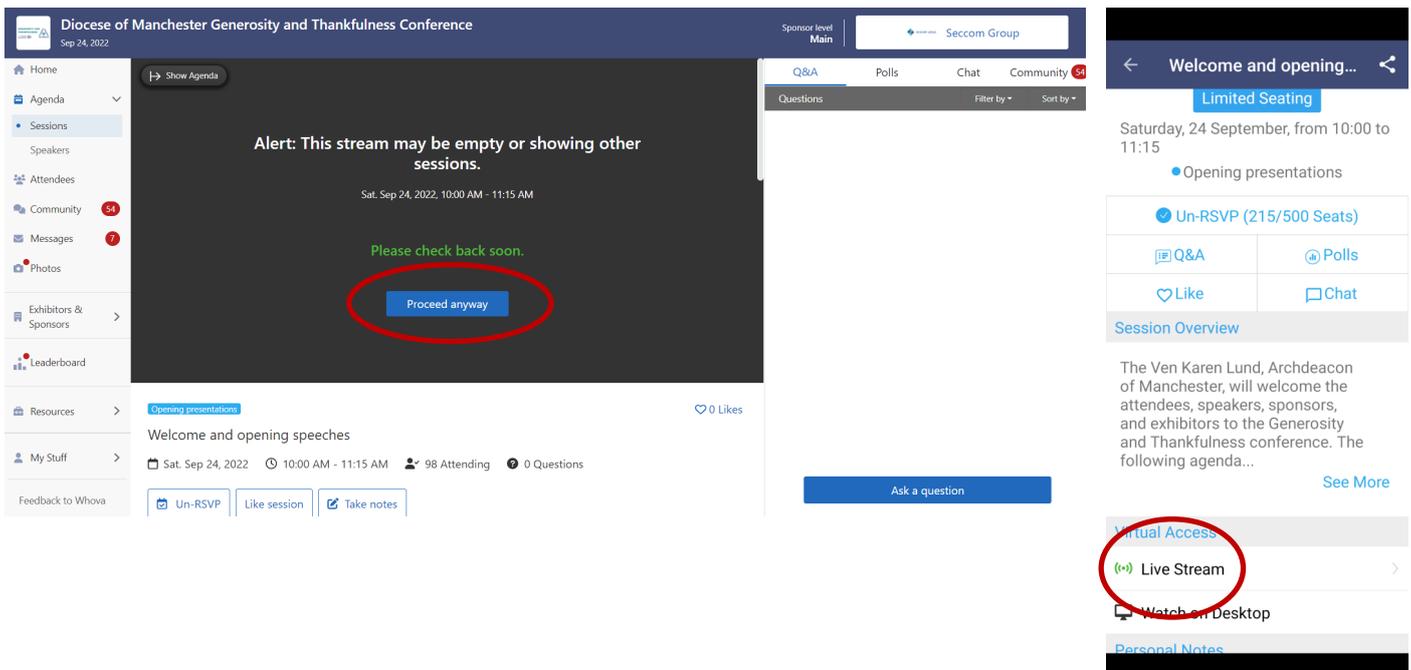
1. You'll need to [log into the conference site here](#), and sign in with your email address and password.
2. Once you have done this you will see the screens below. You need to click on the agenda tab on the left hand side of the screen in the website. It can also be found on the bottom of the screen in the mobile app.



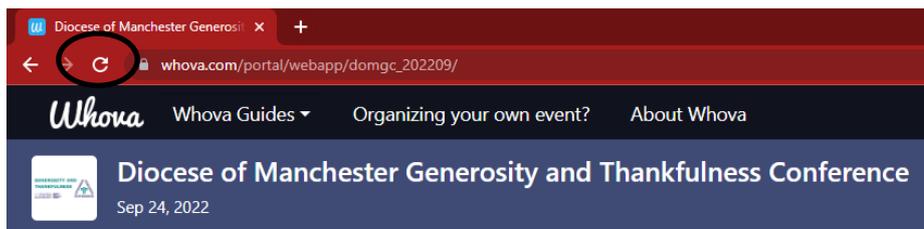
3. You will be taken to the screen below showing two tabs for the 'Full Agenda' and 'My Agenda'. Please select 'My Agenda'. This will reveal the sessions you'll be watching with everyone else, and the personal workshop choices you chose during the registration process.



- Click on the session name of your choice on or just before the start time. You will see these screens:



- In the web app click on the 'Proceed anyway' button and wait for the live stream to start. In the mobile app, scroll down until you see the 'Live Stream' button, press on it, and wait for the live stream to start.
- If you have clicked on these options too soon you may need to refresh the screen in the web and mobile apps. In the web version you'll need to click on the refresh button, which appears at the top of your screen, as shown below. In the mobile app, you'll need to pull downwards from the top of your screen.

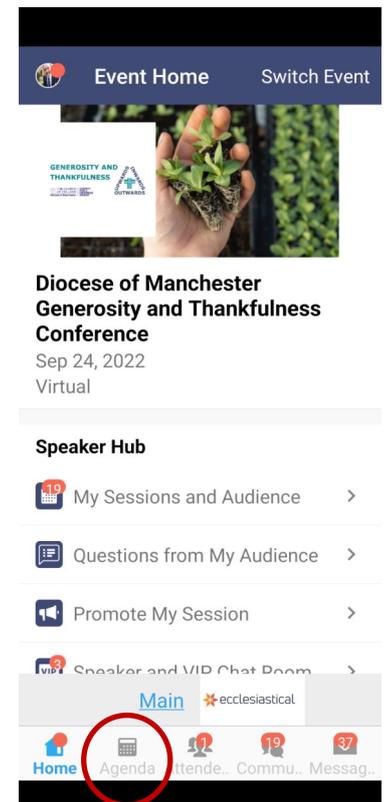
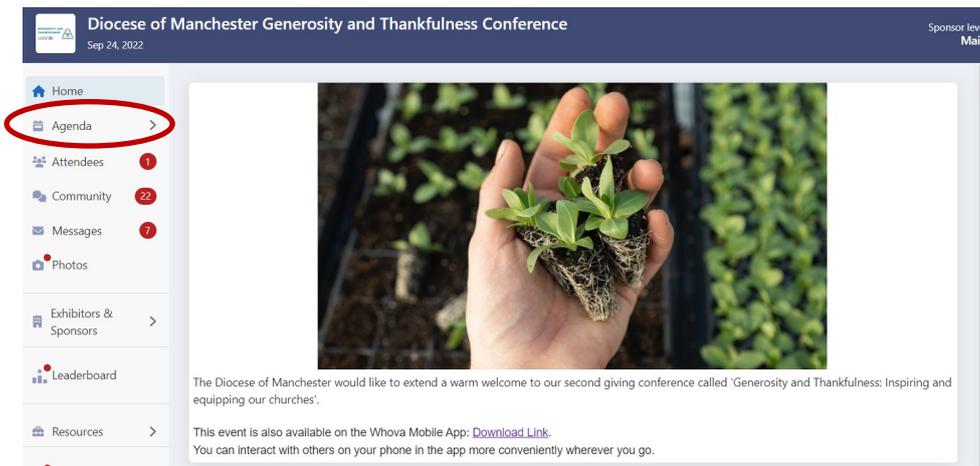


ENSURING YOU HAVE THE BEST EXPERIENCE ON THE DAY

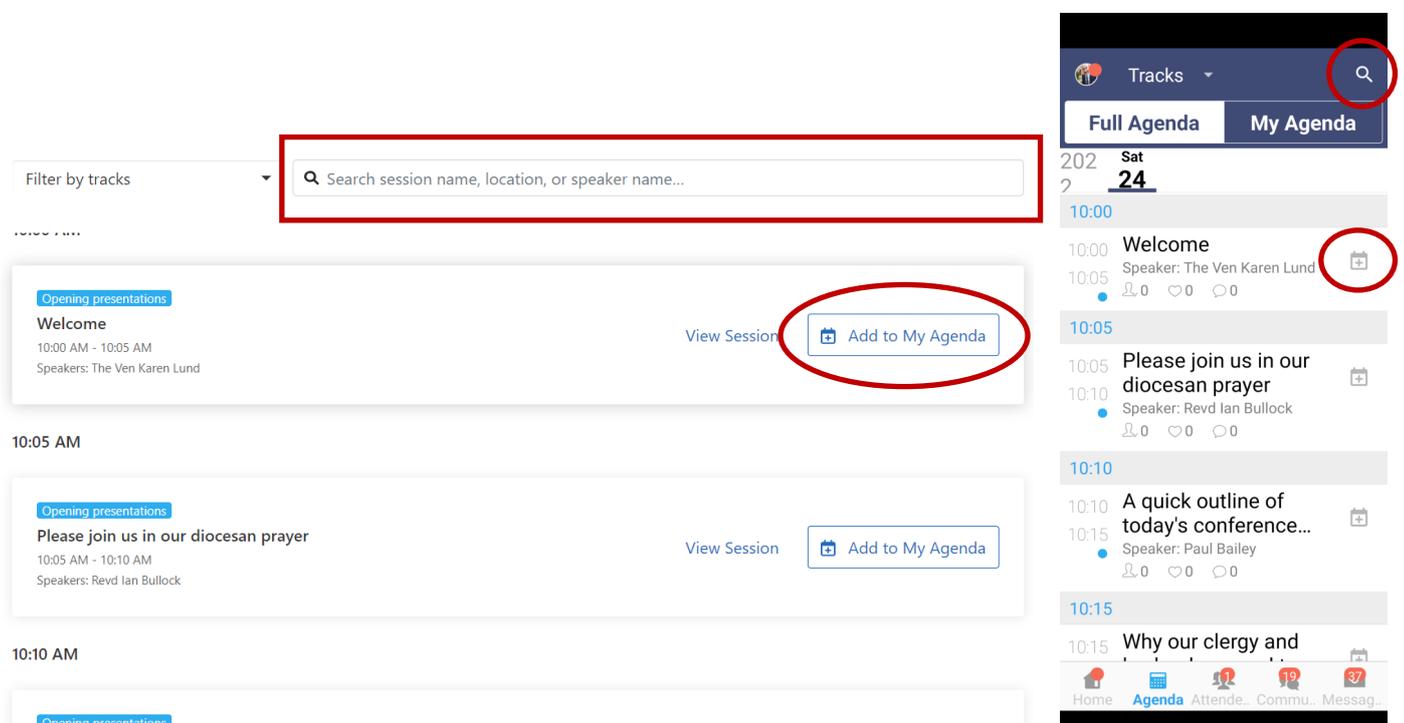
- Zoom meetings are being used within the Whova site on the day of the conference. All of the sessions are being recorded so they can be watched again for three months post event. If you are uncomfortable with being recorded, please turn off the video feed in your personal settings in Zoom. Please can you also ensure your microphone is turned off.

VIEW THE OTHER AGENDA ITEMS

1. You can find the agenda tab on the left hand side of the screen in the website and at the bottom of the screen in the mobile app.



2. You can search for sessions and speakers in the top bar.
3. Click on the session you are interested in to find out more. Please **do not** click on the 'Add to My Agenda' button as your personal workshop choices from the registration process have already been added.



- The 22 workshops are all grouped together under the following headings:
 - Morning workshops—first session
 - Morning workshops - second session
 - Afternoon workshops—first session
 - Afternoon workshops—second session

→ Show Agenda

Morning workshops

Morning workshops - first session

Sat. Sep 24, 2022 11:30 AM - 12:10 PM Online 1 Attending

Add to My Agenda Like session Take notes

Each session lasts for 40 minutes. Your first workshop choice starts at 11.30 and ends at 12.10. Then, you'll move to your second workshop choices at 12.20, and they will end at 13.00. Please make sure you choose a different workshop topic for your second choice starting at 12.20.

Subsessions

Preaching on generosity and thankfulness

11:30 AM - 12:10 PM Online

Speakers: Revd Trevor Marshall, Revd Ian Bullock

View details

Morning workshops - ...

SESSION

Saturday, 24 September, from 11:30 to 12:10

Location: Online

Morning workshops

Add to Agenda

Polls Like Chat

Session Overview

Each session lasts for 40 minutes. Your first workshop choice starts at 11.30 and ends at 12.10. Then, you'll move to your second workshop...

See More

11 Subsessions

11:30 - 12:10

Preaching on generosity and thankfulness

Online

Speakers: Revd Trevor Marshall, Revd Ian B...

Limited Seating

- Click on view details to read a description of each workshop and its speaker.
- You will also see the RSVP button, **please do not click on it**. This feature has already been used to add your own personalised workshop choices from the conference registration process. Whoova will automatically prompt you to click on a link to watch the live workshops of your choice, at the correct times, on the day of the conference. If you do click on the RSVP button, this means you will not be able to see any of the workshop live streams on the day of the event.

Community businesses in churches: the benefits of 'co-location' and how to do it

Sat. Sep 24, 2022 11:30 AM - 12:10 PM Online 2 Attending 0 Questions

RSVP Like session Take notes

Speaker

Susie Middleton

Project Manager
Plunkett Foundation

Send Message View Profile

Community businesse...

Community businesses in churches: the benefits of 'co-location' and how to do it

Limited Seating

Saturday, 24 September, from 11:30 to 12:10

Location: Online

RSVP (0/50 Seats)

Q&A Polls (2) Like Chat

Session Overview

Community businesses (businesses that are owned by the community, run democratically by the community for the benefit of the community) are a fantastic way...

See More

Personal Notes

Take Notes

Community businesses (businesses that are owned by the community, run democratically by the community for the benefit of the community) are a fantastic way to help communities address the challenges that they face including lack of essential services, loneliness and isolation, and lack of employment and volunteering opportunities.

When a community business is located in an active church, it generates an additional income stream for that place of worship as well as increasing footfall to the building and broadening engagement with the wider community.

Speaker

Susie Middleton

Project Manager
Plunkett Foundation

Bio Say Thanks

ASKING QUESTIONS

1. There is limited time available for questions in most sessions on Saturday 24th September. Therefore, many speakers may prefer it if you type your questions in WhoVa using the Q&A function, but some may offer the opportunity to ask verbal questions. If they do, please ensure you have tested your microphone settings in advance.
2. If a speaker has time for verbal questions, you can use the Raise Hand feature built into Zoom to ask your question live. To do this, click on Reactions at the bottom of the screen and then click on Raise Hand.
3. There are four tabs available on the right hand side of the web screen. On the mobile app this is above the session description. They are: Q&A, Polls, Chat, and Community.
4. You can, at any time, submit questions for the speaker via Q&A; participate in discussions with the other attendees using Chat; respond to polling from the speaker and event organiser using Polls; and browse the Community noticeboard via Community.

→ Show Agenda

Community businesses in churches: the benefits of 'co-location' and how to do it

Sat. Sep 24, 2022 11:30 AM - 12:10 PM Online 2 Attending 0 Questions

RSVP Like session Take notes

Speaker

 Susie Middleton
Project Manager
Plunkett Foundation

Send Message View Profile

Q&A Polls Chat Community 22

Questions Filter by Sort by

5. Once you have clicked on the Q&A tab, you can ask a question by clicking on the 'Ask a question button' in the web app, and by clicking on the Q&A icon in the web app.

Ask a question

← Community businesse... →

Community businesses in churches: the benefits of 'co-location' and how to do it

Limited Seating

Saturday, 24 September, from 11:30 to 12:10

Location: Online

⊕ RSVP (0/50 Seats)

Q&A Polls (2) Like Chat

Session Overview

Community businesses (businesses that are owned by the community, run democratically by the community for the benefit of the community) are a fantastic way...

See More

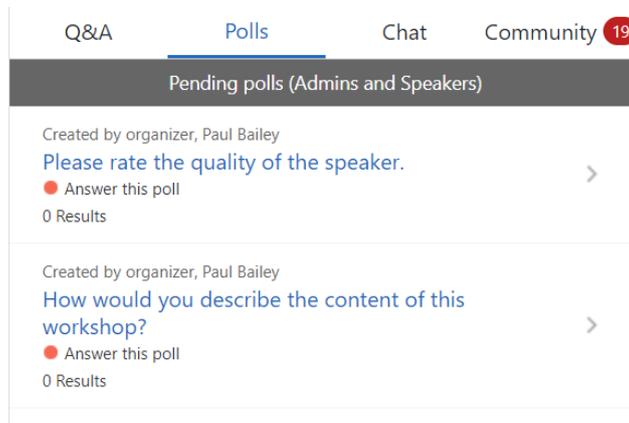
Personal Notes

Take Notes

6. Speakers may respond to your written questions once their session has ended. The Q&A and Chat from each session will remain viewable after the conference has ended.

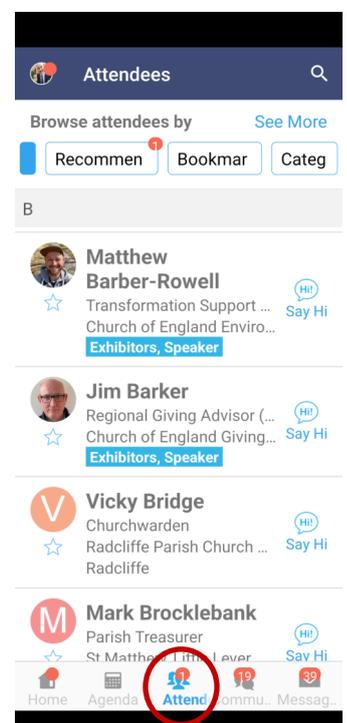
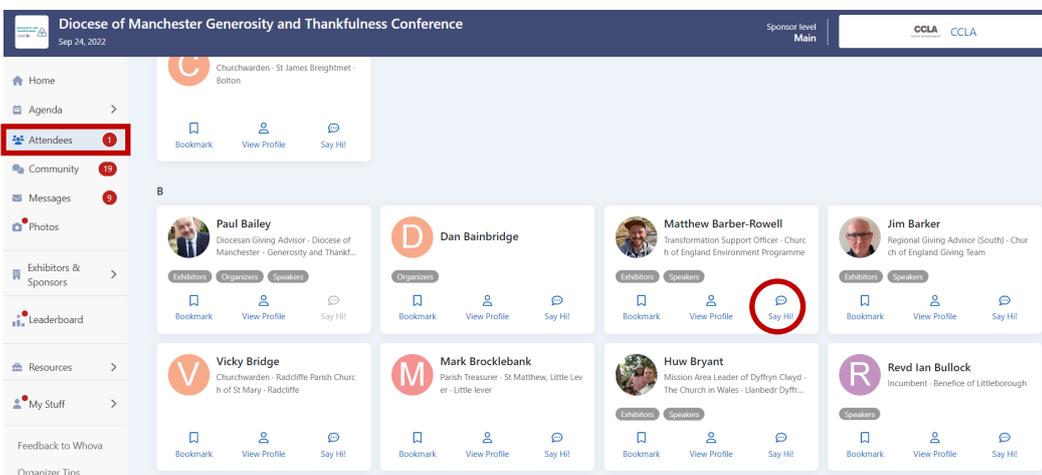
ANSWERING POLL QUESTIONS

1. During many sessions you will be prompted to answer some questions. For example, there will be a couple of questions asking you to provide feedback on the workshops.
2. Speakers may also ask you to respond to questions directly linked to their workshop content.



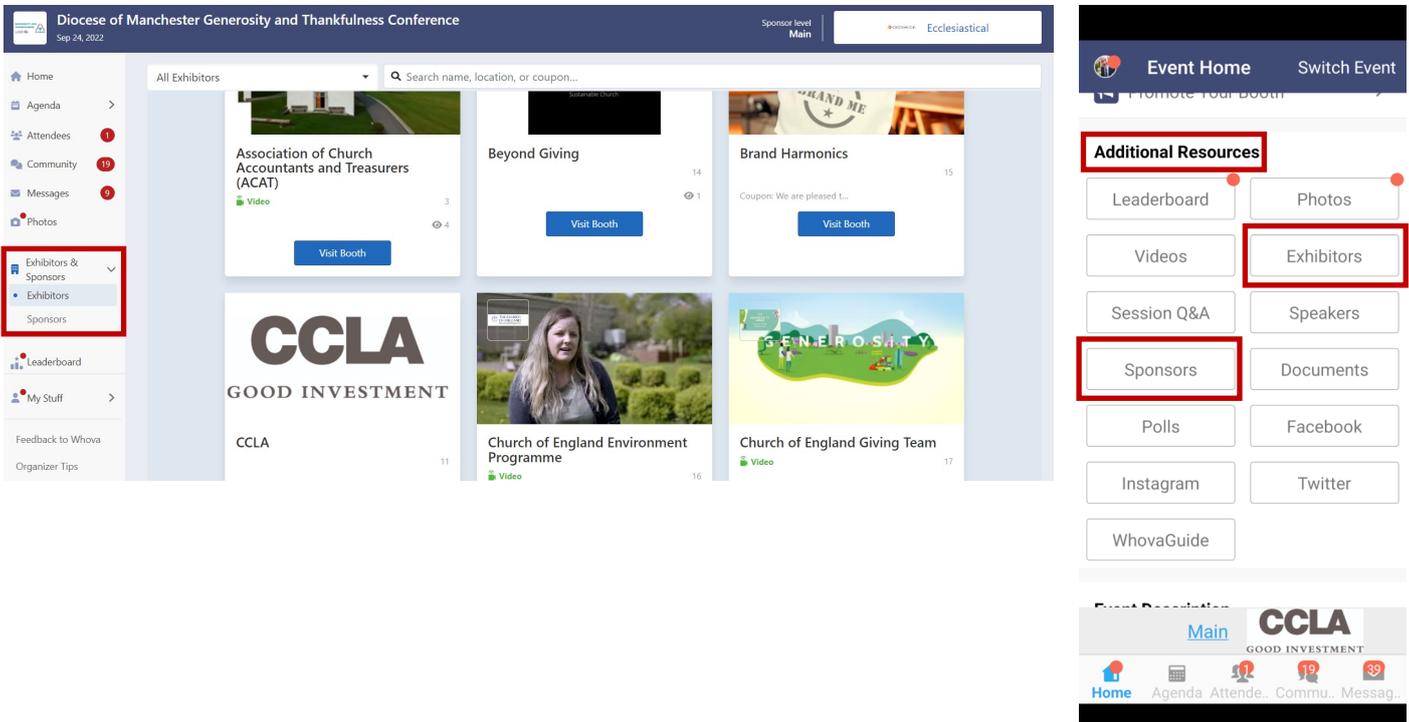
SEE WHO ELSE IS ATTENDING

1. When you register you will be asked: "Would you like to network with other attendees by listing yourself in the attendee list?"
2. If you answer yes, you will appear in the attendees tab which shows those attending from other churches, plus the speakers and exhibitors.
3. To view other attendees, click the attendees tab on the left hand side of the web app. In the mobile app click on attendees on the menu at the bottom of the screen.
4. From here you can view the person's profile (if they have completed it), and start a conversation with them by clicking on 'Say Hi!'



VISIT THE EXHIBITORS AND SPONSORS

1. The Whova site has its own online exhibition hall containing 19 exhibition booths and the details of the 5 event sponsors.
2. Please visit these spaces by clicking on 'Exhibitors and Sponsors' from the menu on the left hand side of the web app. In the mobile app scroll down to 'Additional Resources' and click on your choice.



3. Once you have clicked on 'Visit Booth' you will be taken to the exhibitor's information, which will be similar to the example shown on the next page.

The content could include:

- A short video to watch
- A description of the organisation's work and services/products
- Downloadable PDF documents
- Photos of their work
- Details of staff who you can contact, including the ability to send immediate 'Chat' messages to them
- Some exhibitors may be offering discounts to your church on eligible purchases you make following your attendance at the conference

← Back to Exhibitor List Seccom Group

Donation Solutions



Seccom Church Services

Diocese of Manchester generosity and thankfulness conference
24th September 2022



Chat



No messages yet - send them first!

← Back to Exhibitor List Seccom Group

7 Visited 0 Write a reply [Send](#)

Seccom Group

Technology services tailored for your Church

✉ philip.mather@seccomgroup.com ☎ 0203 488 3050 🌐 <https://seccomgroup.com/contactless-donations>

👤 Philip Mather 📍 13

[Deals and Offers](#) [Send Inquiry](#)

Description:
We can provide all you online and contactless payments solutions as well as Live Streaming, CCTV and AV Services.

Handouts

Contactless Donations - Seccom Group

Features at a Glance - Common to all sites

- Contactless payments
- Live streaming
- CCTV
- AV Services

Basic Features

Donation Solutions for churches



Booth Staff

 Philip Mather
Seccom Group

[Send Message](#)

 Vakis Paraskeva
Seccom Group

[Send Message](#)

4. The event's sponsors can be viewed by following the instructions in point 2 on the previous page.
5. The sponsors names and logos are also viewable throughout the site. For example, they'll be visible on screen during the keynote addresses and workshops. To open their details, just click on the name of your choice and a hyperlink will take you to their website.
6. Once you have clicked on the sponsor of your choice in the web and mobile apps, it will show a page similar to the one at the top of the next page.

This will contain:

- A description of the organisation's work and services/products
- Their website and phone number
- An email address you can contact, and the ability to send immediate 'Chat' messages

Diocese of Manchester Generosity and Thankfulness Conference
Sep 24, 2022

Sponsor level: Main

CCLA CCLA

Home, Agenda, Attendees (1), Community (19), Messages (9), Photos, Exhibitors & Sponsors, Exhibitors, Sponsors, Leaderboard, My Stuff, Feedback to Whova, Organizer Tips

Filter by sponsor level

Search name or location...

Beyond Giving

19 Visited 0

Sustainable Church

David Lynch 07479542076
https://www.beyondgiving.co.uk/ David Lynch 14

Description:
Our aim at Beyond Giving help you achieve financial sustainability through exploring new income generation ideas and the accessing of grants and funding, enabling your mission and community based projects to flourish.

Beyond Giving will work with you to accelerate the growth of income across a diversified range of streams to achieve long term, sustainable income growth.

Finding the right digital solution for your church or charity giving can be a challenge! Commission fees, subscriptions, equipment costs and how to deal with Gift Aid, can all amount to a confusion over choices.

View full description

Chat: No messages yet - send them first!

Write a reply Send

JOIN THE DISCUSSIONS ON THE COMMUNITY BOARD

1. Click on the 'Community' tab on the left hand side menu in the web app, or the 'Community' icon at the bottom of the screen in the mobile app.
2. You can create a new topic, contribute to an existing discussion, or create a virtual meet up.
3. Please check the 'Organiser Announcements' section regularly.
4. Speakers, workshop leaders, exhibitors, and sponsors can also create their own topics, and share useful articles and web links here.

Diocese of Manchester Generosity and Thankfulness Conference
Sep 24, 2022

Sponsor level: Main

Beyond Giving

Home, Agenda, Attendees (1), Community (19), Messages (9), Photos, Exhibitors & Sponsors, Leaderboard, Resources, My Stuff, Feedback to Whova, Organizer Tips

Search topic title or descri... Add topic

All topics Following By organizers New

26 topics • 18 unread • Ideas for new topics

Meet-ups & Virtual Meets

Suggest a dinner together, a morning run, or anythi...
1 activity • Friday

Organizer Announcements

Check all announcements sent by the organizer
3 announcements • Friday

Ask Organizers Anything

Have any question for the organizer? Ask here.
1 question • Feb 15

Article Sharing

2 new articles • Aug 30 + Follow

Meet-ups

Wed, Sep 7, 10:00 AM

A guided tour around the Generosity and Thankfulness Conference site

Paul Bailey, Diocesan Giving Advisor, will provide a guided tour around the Generosity and Thankfulness Conference site. He'll also answer any questions or queries you may have connected to this event.

2 RSVP'd RSVP'd

Event Home Switch Event

Diocese of Manchester Generosity and Thankfulness Conference
Sep 24, 2022
Virtual

Speaker Hub

My Sessions and Audience >

Questions from My Audience >

Promote My Session >

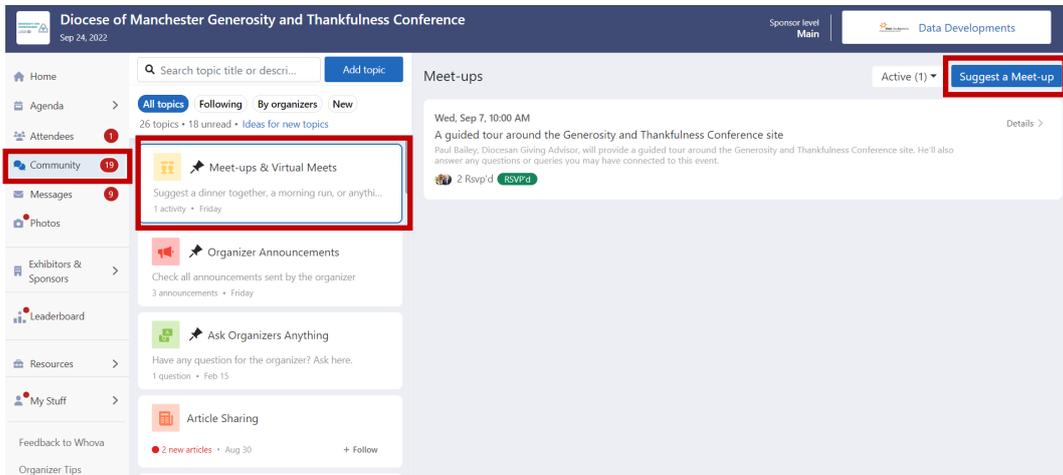
Speaker and VIP Chat Room >

Main ecclesiastical

Home Agenda Attendee Communi (19) Messag (37)

SETTING UP A VIRTUAL MEETING IN WHOVA

1. Click on 'Community' in the menu on the left hand side of the screen in the web app, then the option called 'Meet Ups & Virtual Meets', and finally the 'Suggest A Meet Up' button. You can do the same in the mobile app by clicking on 'Community' in the menu at the bottom of the screen.



2. Choose the virtual option and then next.
3. The following window will then appear:

Suggest a Virtual Meet ✕

Title *

0/200

Description *

0/2000

Virtual meeting options *

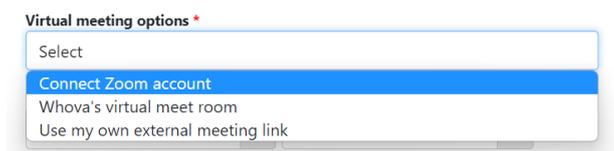
Date & Time *

⚠ Note: Meet-up is scheduled before the event start date.

Duration (mins) *

Time zone *

4. Enter your information in all of the required fields.
5. In 'Virtual meeting options' you have three choices:



6. If you click on Zoom, you need to authenticate a connection to your Zoom account by logging in using your username and password.
7. If you click on Whova's own Virtual Meeting Room, please note you can only meet with up to 20 people and for up to 60 minutes.
8. If you use Teams (or another provider), click on the 'Use my own meeting link' option. Then, you can copy and paste the meeting hyperlink into the section shown below:

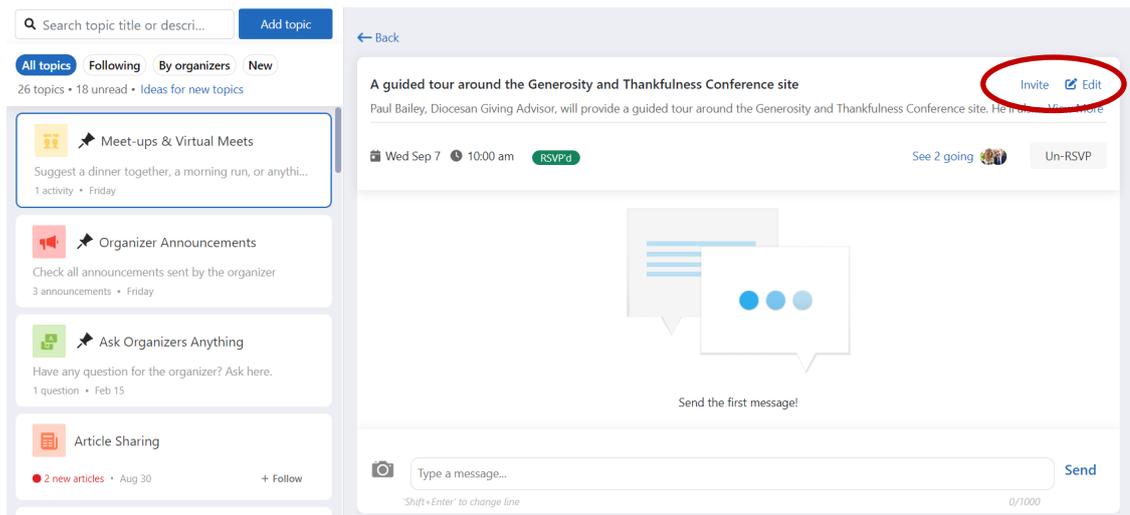
Virtual meeting options *

Use my own external meeting link

External URL *

Insert link here

9. Once you've set up your virtual meeting you'll be able to see it on screen. Click on 'Invite' to add in the names of people you'd like to include in your meeting invitation.



10. A pop up window will then appear on your screen. You can search to add in the names of the attendees you'd like to invite. You utilise the list of attendees, as outlined on page 8, to help you to do this.

Suggest a Meet-up ×

Recommended groups

No category selected (0) ▼

Add additional attendees

🔍 Search attendee name

GENEROSITY AND THANKFULNESS



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Please don't forget to follow us on social media or join our Facebook group:



@manchesterdiocesegiftaidlite



@giftaidlite



@manciocese_giftaidlite



www.facebook.com/groups/diocesefofmanchestergiving/



www.youtube.com/channel/UCVb_xE3rvBZ_jIYZX6IWxHA