

VIRTUAL RESOURCE GUIDE

Hey HOBY! For your virtual seminar, we'll be using two platforms: HOBY Connect, where all your materials will be located, and Zoom for the live video portion. Your tech team has compiled some information below that will help you get virtually set up!

If you need additional assistance, please **FIRST** contact your Directors of Technology, Mattie Novosad or Felicia Ramos by submitting a ticket at this link:

<https://forms.gle/2d6MFnDiLbYcjg8M9>

Using the link will be the fastest way for us to help you, but you can also email us at techsupport@hobytgc.org.

If you do not have internet access to submit a form, you can call us or text us at (832) 377-1043. If we don't answer, leave us a voicemail and we will call you back right away!

How do I access the seminar?

Approximately 72 hours prior to seminar, you will receive login instructions for HOBY Connect! A step-by-step guide to help you is found on page 3 of this document.

- An email will come from elevate@hoby.elevate.commpartners.com or hoby@commpartners.com. It may go into your spam, junk, or filtered folder, so be sure to check for this.
- Remember, if you have registered with a school email address or an icloud email address, you will need to use the alternate email you provided to us. If you don't remember which email you used, reach out to us and we can help.
- Follow the instructions in the email to get logged into HOBY Connect!
- **Please do not use Internet Explorer** as your web browser, as HOBY Connect is not optimized for this. We recommend Google Chrome or Firefox.
- Please log in by 8:40 AM, June 20, 2020. Seminar will begin at 9 AM. To log in, access the site at www.connect.hoby.org. There you will be greeted by the homepage and prompted to log in.
- Once you are logged in, click on "My Connect" in the menu on the left side of your screen, then "My Courses", where the HOBY Texas Gulf Coast Seminar, or HOBY TGC, will be displayed. (see page 3)

LEADERS *connect* HERE.

For Zoom, the specific URL link to our video conference will be shown in HOBY Connect. You can click this link and can be joined right into our video conference.

- You will need to create a free Zoom account **USING THE EMAIL ADDRESS THAT YOU REGISTERED FOR SEMINAR WITH. (For those who registered with a school email or iCloud email, you'll use the alternate email you've provided to us.) Your HOBY Connect email address and Zoom account email address need to be the same.** If you don't remember which email you used to register, reach out to us and we can help. **You will not be able to join our breakout rooms without this step.**
- If you are not familiar with Zoom, or if you'd like to take a look at how to participate most effectively, you may visit <https://support.zoom.us/hc/en-us/articles/206175806> for a list of helpful videos and tutorials to get you started. On this page you'll also find common troubleshooting help.

How do I use HOBY Connect?

The seminar program is represented in HOBY Connect as a set of chronologically ordered elements, each of which contains information regarding that part of the program. To access the next element, you must first complete all aspects of the current element.

- The HOBY Connect system may ask you to enter or update personalized information upon logging in. If so, please make the requested changes and you will be able to access the program in HOBY Connect.
- If you find yourself unable to access the next program element, first check to ensure you have fully completed the current element.

How do I use Zoom?

You will click the **Zoom URL provided in HOBY Connect**, and log in to your Zoom account. Zoom can be accessed through any device, however, we recommend using the web-based version on a computer for best results.

- If Zoom is already downloaded on your device, you will simply be able to use the "click here" link. If Zoom is NOT downloaded, you must click "download and run Zoom" and download the program to your device.
- If you are joining from a mobile phone and the Zoom app is not already installed, you will need to download the Zoom app from your app store or by clicking the "Download from Zoom" button displayed on the screen.
- Once the download is complete, you should be joined into the meeting. If not, click the "Join Zoom Meeting" link. That will open Zoom and prompt you to log in, again using the personal Zoom account you created.
- You will be placed into a waiting room and will be admitted by a moderator.

LEADERS *connect* **HERE.**

Activate Your Account and Find Your Seminar

1. Look for an email from elevate@hoby.elevate.commpartners.com
2. Click the link in your email to begin to activate your account
3. Click "LOG IN" under the welcome area on the left.
4. Click "Forgot My Password" in the middle.
5. Enter the email you received your registration confirmation at and click "Send Password Reset Email"

2

The C&W Training 2020 HOBY Leadership Seminar is almost here!



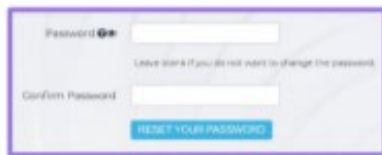
3

4

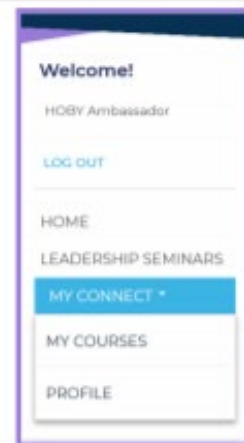
5



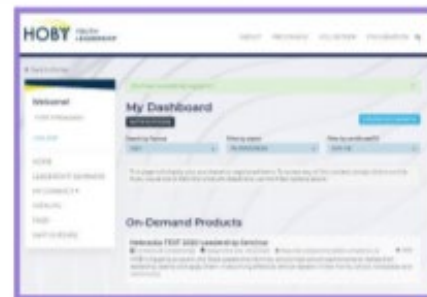
6. Click the link you get via email to reset your password.
7. Enter a password that you will remember, confirm the password, and click "reset your password".



8. Click My Connect
9. Click on My Courses

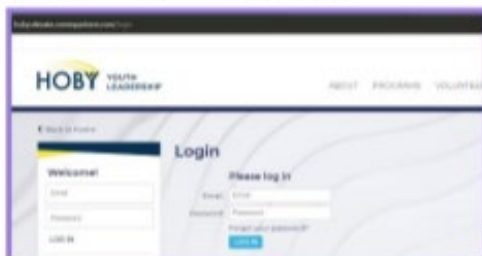


10. Under My Dashboard look for the name of your local leadership seminar
11. Click on the name of the seminar when you are ready to begin

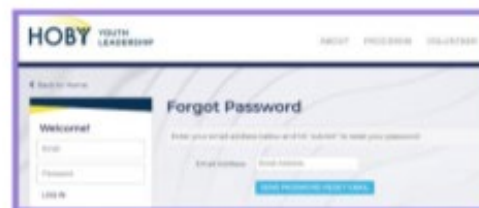


Forgot Your Password?

1. Go to hoby.elevate.commpartners.com/login
2. Enter your email
3. Click Forgot your password?



4. Enter your email address
5. Click Send Password Reset Email
6. Follow the instructions sent your email address



05/2020 v1