



# VIRTUAL RESOURCE GUIDE for Ambassadors

**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 information below to will help you get virtually set up!**

## NEED HELP?

1. If you need additional assistance, please **FIRST** contact the Tech Staff by submitting a ticket at this link: <https://forms.gle/852iv3E4Y2ytcAdw5>
2. Using the link will be the fastest way for us to help you, but you can also email us at [techsupport@hobytgc.org](mailto:techsupport@hobytgc.org).
3. If you're unable to submit a form, call/text the Helpdesk at 512-766-6893. If we don't answer, leave us a voicemail and we will call you back! Please make sure to leave your name and number in the message.

## How do I access the seminar?

Approximately 24-48 hours prior to seminar, you'll receive an email with login instructions for HOBY Connect! A Quick Reference (w/ screenshots) is on page 3 of this guide.

1. An email will come from [elevate@hoby.elevate.commpartners.com](mailto:elevate@hoby.elevate.commpartners.com) or [hoby@commpartners.com](mailto:hoby@commpartners.com). If you don't see it by Thursday morning, check your spam, junk, or filtered folders, just in case.  
**NOTE: If you registered with a school (@myISD.net or @school.edu) or an icloud email address, you'll need to use the alternate email you provided to us. If you don't remember which email you used / need to give us a different email, contact us ASAP for help.**
2. Follow the instructions in the email to reset your password and then try logging into HOBY Connect.
3. **Please do not use Internet Explorer** as your web browser, as HOBY Connect is not optimized for this. We recommend Google Chrome or Firefox.
4. **Please log in by 8:40 AM on Friday June 11, 2021. Seminar will begin at 9 AM.**
5. To access your seminar, log into HOBY Connect from the Seminar reminder email or by navigating to [www.connect.hoby.org](http://www.connect.hoby.org)
6. Once logged in, click on "My Connect" in the menu on the left side of your screen and then "My Courses". The HOBY Texas Gulf Coast (HOBY TGC) Seminar should be displayed as a selectable course.
7. Click on the Seminar to open the modules. The link to join Zoom will be available after agreeing to the Seminar terms.

**LEADERS** *connect* **HERE.**

2021 HOBY TGC Helpdesk Info:

Submit a ticket [HERE](#) | Email us at [techsupport@hobytgc.org](mailto:techsupport@hobytgc.org) | Call/Text 512-766-6893

## USING ZOOM

The specific URL link to our video conference will be given in HOBY Connect. Once logged into HOBY Connect, click the daily Zoom link and it will take you straight to the Virtual Seminar Main Hall.

- **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. This Zoom Support page also contains 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 to open the applicatin/program. 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.
- Note: Some devices/users may be able to join from browser only, but may have limited features.
- 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](mailto: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"

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

HOBY Ambassador, you have been registered for C&W Training 2020 HOBY Leadership Seminar. You may access the content by going to this link: <https://hoby.elevate.commpartners.com/leadership-2020-hoby-leadership-seminar> and log in. You should receive a separate email with a link to log in and create your HOBY Connect account. You will not a "Forgot password" function during the log in process if you don't remember your password or did not receive the other email.

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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](https://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

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