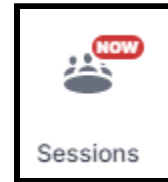
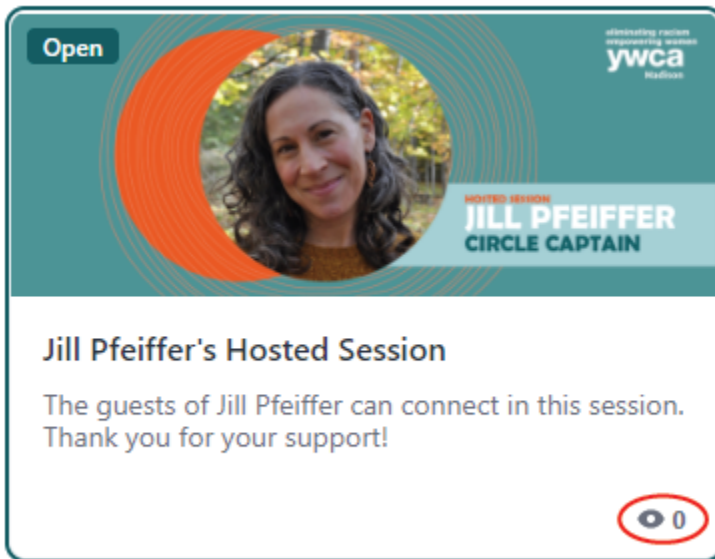


Instructions for Circle Captain Hosted Session

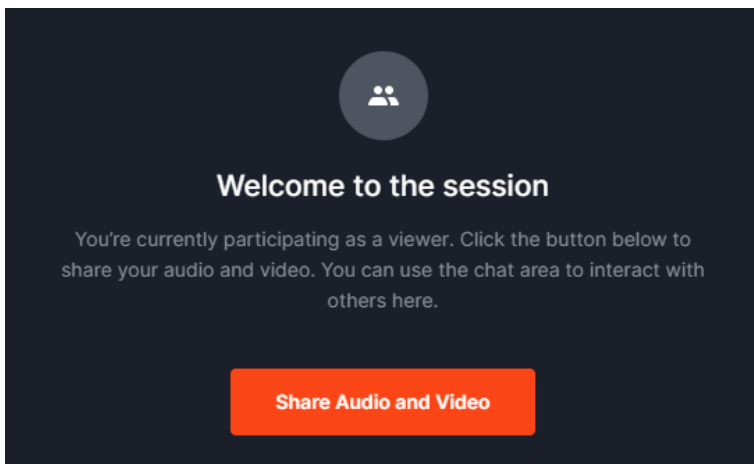
1. Sign into Hopin - Please arrive early to greet your guests at 11:20
2. You will first arrive at the Reception Page
3. Once in the event, click the Sessions Icon on the left hand navigation bar.



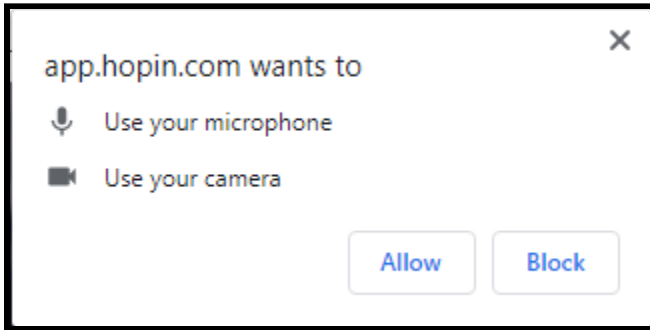
4. Once in your Session, look for the graphic with your name and/or image on it. (Please see Jill's Session below for an example. (The number next to the small "eye-con" which is circled in red below, will let you know how many people are in your session.)



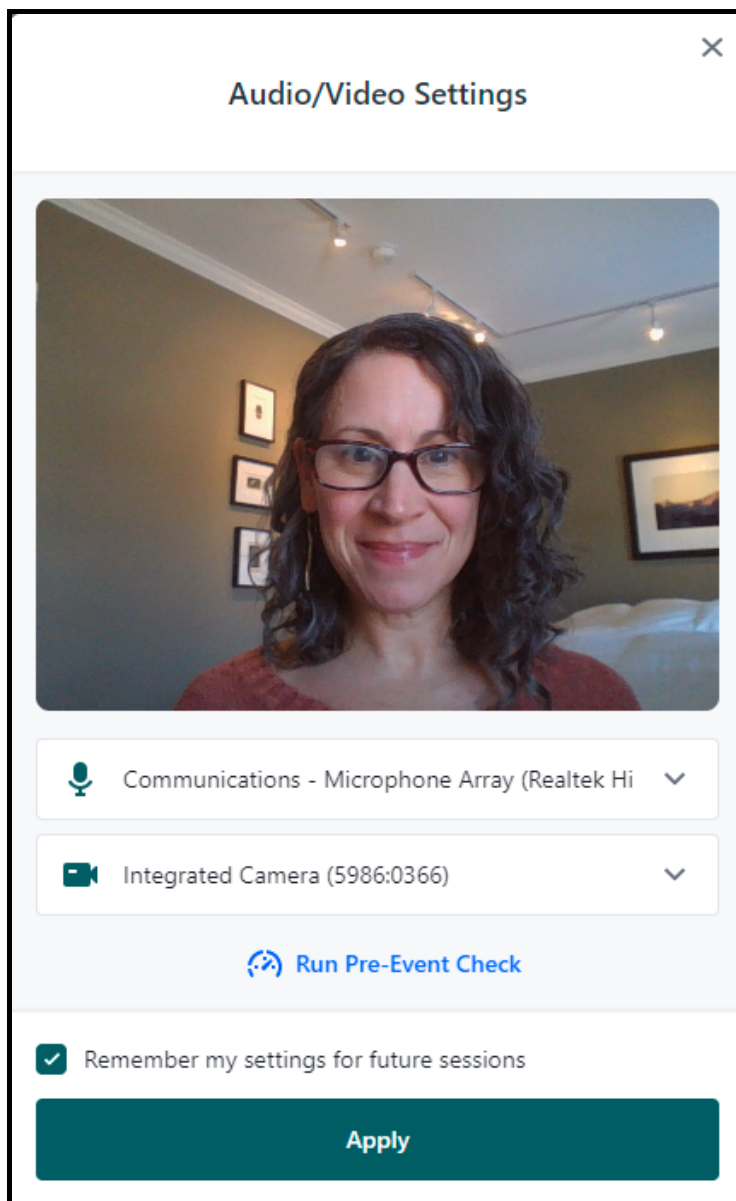
5. Once you click to open your Session, you and your guests will be asked to share audio and video, click the orange bar which says, "Share Audio and Video."



6. This window may pop up. Please click “Allow.”



7. One more step, when this screen comes up, click “Apply.” (The big blue button below Jill.)



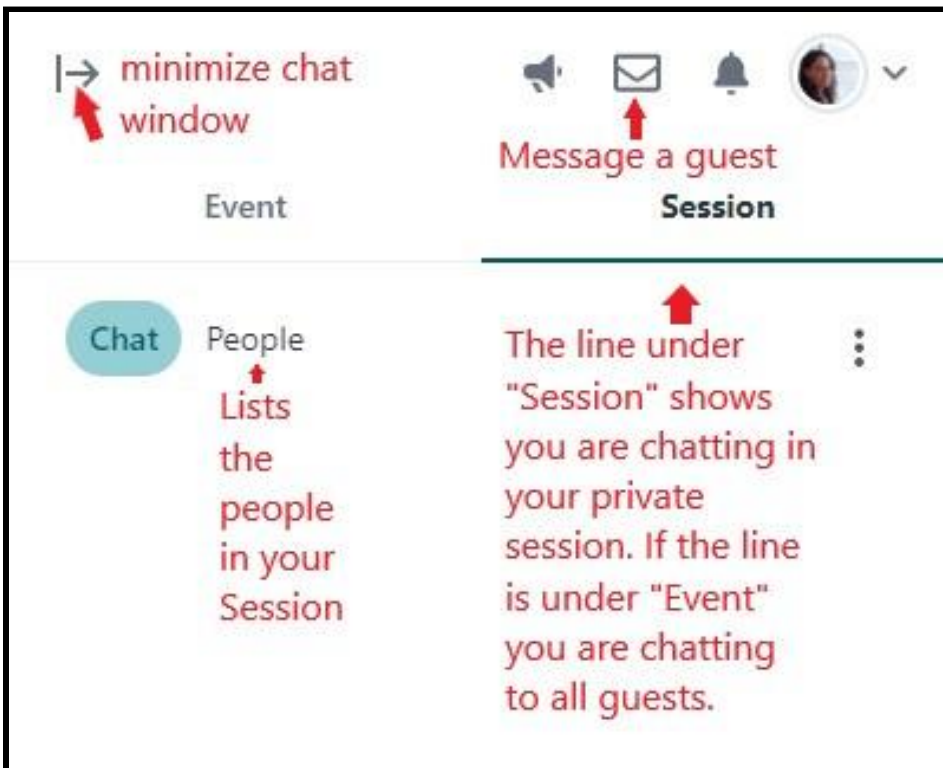
You are now in the Session!

SESSION TIPS

- Anyone you personally invite can join in your session. However, no more than 20 people can be on the video. Others will just “listen in.”
- In the upper right corner of the black “Session” screen, there are some icons.



- At the far right of the screen, you will see some more icons. Here is what they mean.



PROPOSED QUESTIONS FOR CONVERSATION

- Introduce yourselves.
- Share what's emerging for you this year?
- What does the "collective WE" mean to you?
- What's most important to you about supporting YWCA Madison?

WANT TO PRACTICE?

We will have a **Sample Session** open on Monday, February 7th from 4:00 - 5:00PM. If you'd like a practice run before Circle, please email Jill W. Pfeiffer at jpfeiffer@ywcamadison.org