

How to join the conference

Before You Begin

1. Make sure you have a Zoom account associated with the email address you used to register for the event. If you don't, go to this page: <https://zoom.us/signup> to create one. A basic (free) account is all you need.
2. If necessary, sign out of any other Zoom accounts.
3. If you haven't already done so, download the zoom client app for the device you will be using. Please note that tablets and phones will not have all the features of Zoom events that the desktop version does.
4. Check that you are using the most up-to-date version of Zoom. <https://zoom.us/download2> If you are only using the browser-based version you can skip this step.
5. Have your password handy – memorized or written down – as one step will require that you enter it manually; Google and other password savers will not enter it automatically for you.

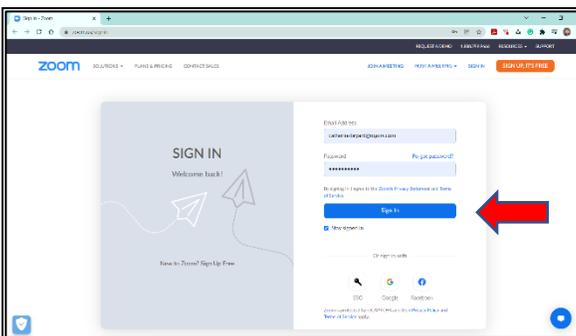
Email address: _____

Password: _____

6. Link to ATAP Winter 2022 Tax Seminar:
https://events.zoom.us/jv/AGEceccfmrELOSPhCJ1Kkckhr2v2AaVhcFSOE86s-R-R3FLGqG0T2rlk8xM_qliNLCzi9z8

Sign In to Zoom

Some of the images here may not represent the current event – we are working to update them.

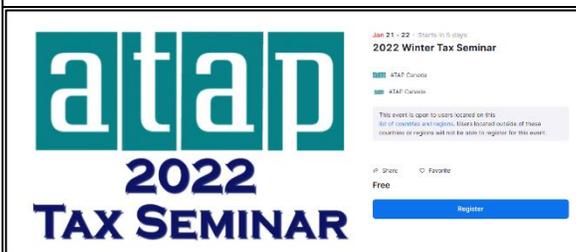


Click on the **link provided for the event**. You will have received this link in your email invitation. It will open Zoom in your browser.

The email address for your zoom account must be the same as the email you used to register for the event. If you do not have an account with this email, please create one.

<https://zoom.us/signup>

Note that if you are not registered for the event, you will not be able to join.



The link should take you to the event screen

Click on the **Register** button

This event will be recorded

By continuing, you acknowledge and agree to be recorded during this event and grant to Zoom and the event organizer a perpetual, irrevocable, royalty-free, fully paid-up, worldwide license to use your image, voice, and name in connection with the recording of the event (or modified versions thereof), including for commercial purposes. If you do not agree, please do not register for this event.

If you choose to register or attend the event, you will still be able to turn off your camera and mute your audio, but your name will still appear in the recording.

[Agree and Continue to Checkout](#) [Cancel](#)

You must agree to this privacy statement. Please note that the recordings will only be shared with other attendees.

Choose Ticket ✕

General Admission Free

Get ready for the 2022 Tax Season

[All Tracks](#)

Sales end on Sat, Jan 22, 2022 07:00PM EST

[Continue](#)

We have set this up as a private event so you will have paid for your ticket when you first registered through the ATAP website. This event is not free.

Review Order

Practicing Conference Settings - Take 2

🕒 Jan 16, 2022 9:00AM - 6:00PM EST

This event is open to users located on this [list of countries and regions](#). Users located outside of these countries or regions will not be able to register for this event.

Ticket

general admission

[All Tracks](#)

Email Address *

[Edit Ticket](#)

I agree that Zoom Events may share my contact information with the event organizer. [Learn More](#)

I have read and agree to the [Event Participant Terms of Use](#) and acknowledge the [Zoom Events Privacy Statement](#). *

Opt into the conference chat [🔔](#)

[Confirm Registration](#)

On this page, please accept the privacy terms.

Opting-in to the conference chat will allow you to network with other attendees

Once you've confirmed your registration, you will receive an email from Zoom events with your ticket which includes a link to sign in.

Keep this email as it will be a one-step sign-in to the event once all the steps below have been completed.



Your registration is complete

An email with this ticket has been sent to catherinebryant@rogers.com

Practicing Conference Settings - Take 2



🕒 Jan 16, 2022 9:00AM - 6:00PM EST

📍 ATAP Canada

🎫 1 Ticket

Add to [Google](#) | [Yahoo](#) | [Outlook](#) | [iCal](#)

general admission Free

My ticket

 [How to join the conference? Get started as an Attendee](#)

Join Lobby
Back to Event

Congratulations, you've registered for the event.

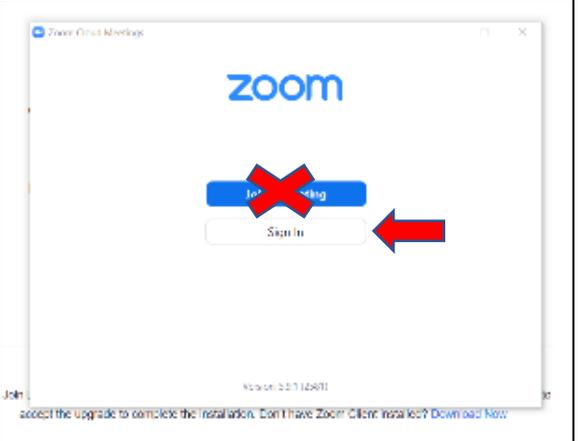
Click on Join Lobby



The screenshot shows a Zoom Cloud Meetings window. A dialog box titled "Sign in to join" is displayed in the center. The dialog box contains the text "To join, sign in to the Zoom account you used to register for this event." and a "Cancel" button. A red arrow points to the "Cancel" button.

You will be asked to sign in to join the event. Yes, you've already signed in to Zoom but this is a request for you to sign in to the Zoom Events platform. You will only need to do this once for the whole event.

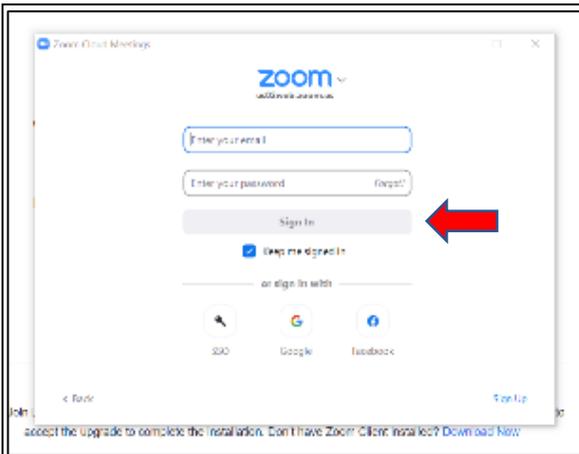
Click cancel on the Sign in to join box.



The screenshot shows a Zoom Cloud Meetings window. A dialog box titled "Join Meeting" is displayed in the center. The dialog box contains a "Join Meeting" button and a "Sign In" button. A red X is drawn over the "Join Meeting" button, and a red arrow points to the "Sign In" button.

DO NOT click on join meeting. You must sign in first so **click on sign in.**

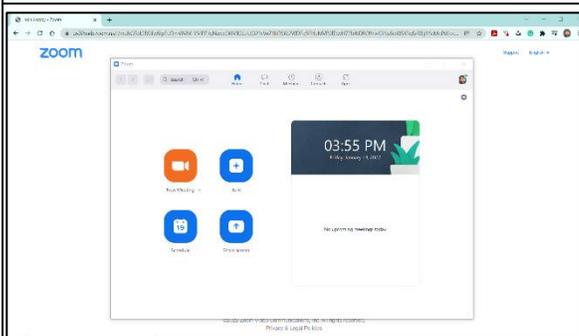
If you click Join a Meeting you will be asked for a meeting ID. If you get that message, then go back to the previous screen.



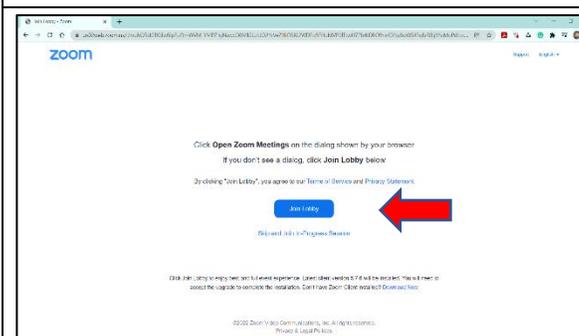
This is the sign in screen for the event. You must use the email address you used to sign up for the event.

Google and other password savers will not fill in your password, you must remember it.

You will only need to do this once.



This screen proves you have signed in; close or minimize it.



Click on the Join Lobby button.

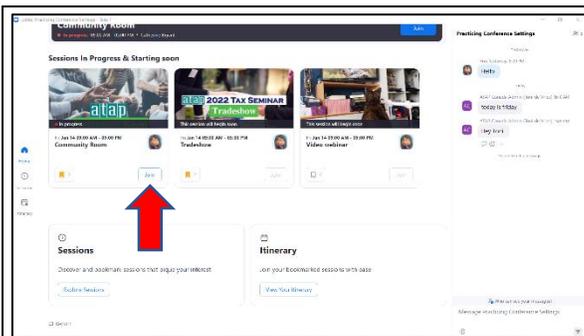
The lobby is always available even when there are no sessions running. It will be open 10 days before the events starts and several days afterwards.



This is the Lobby. Most sessions (except the community room and Tradeshow) will livestream to this page. Note that this is not the actual event page but proof that we have been practicing with this new platform.

There is a chat on the right side where you can send messages to anyone participating in the event.

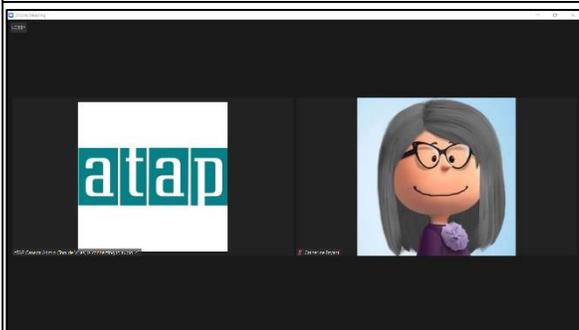
The navigation menu is on the left-hand side of the screen.



You can either select the sessions option on the left-hand menu where you will see a list of all of the sessions over the two days of the event or scroll down in the lobby to find sessions in progress or starting soon.

If you click on the join button under one of the sessions, you will be taken to that session. Note that the join button is only active for sessions that are in progress.

You can only participate in one session at a time. The lobby is considered to be a session. If you click to join another session, you will be asked if you are sure you want to leave your current session.



The sessions are either meetings or webinars and operate in the same way as these sessions would outside of a conference.

In a meeting, every participant is visible to other participants.

In a webinar, only the host and speakers or panelists can see all the participants (just their names as the participant video function will be turned off).

Each session will have a host.

If you click on the word "lobby" in the top left-hand corner of the screen you will see a message telling you whether or not the session is being screened in the lobby.

A green shield icon will also appear. If you click on the icon, you will see the details of the session you are attending (just in case you forget where you are).

If you leave the meeting, you should be taken back to the lobby if you previously joined it. If not, you will leave Zoom.