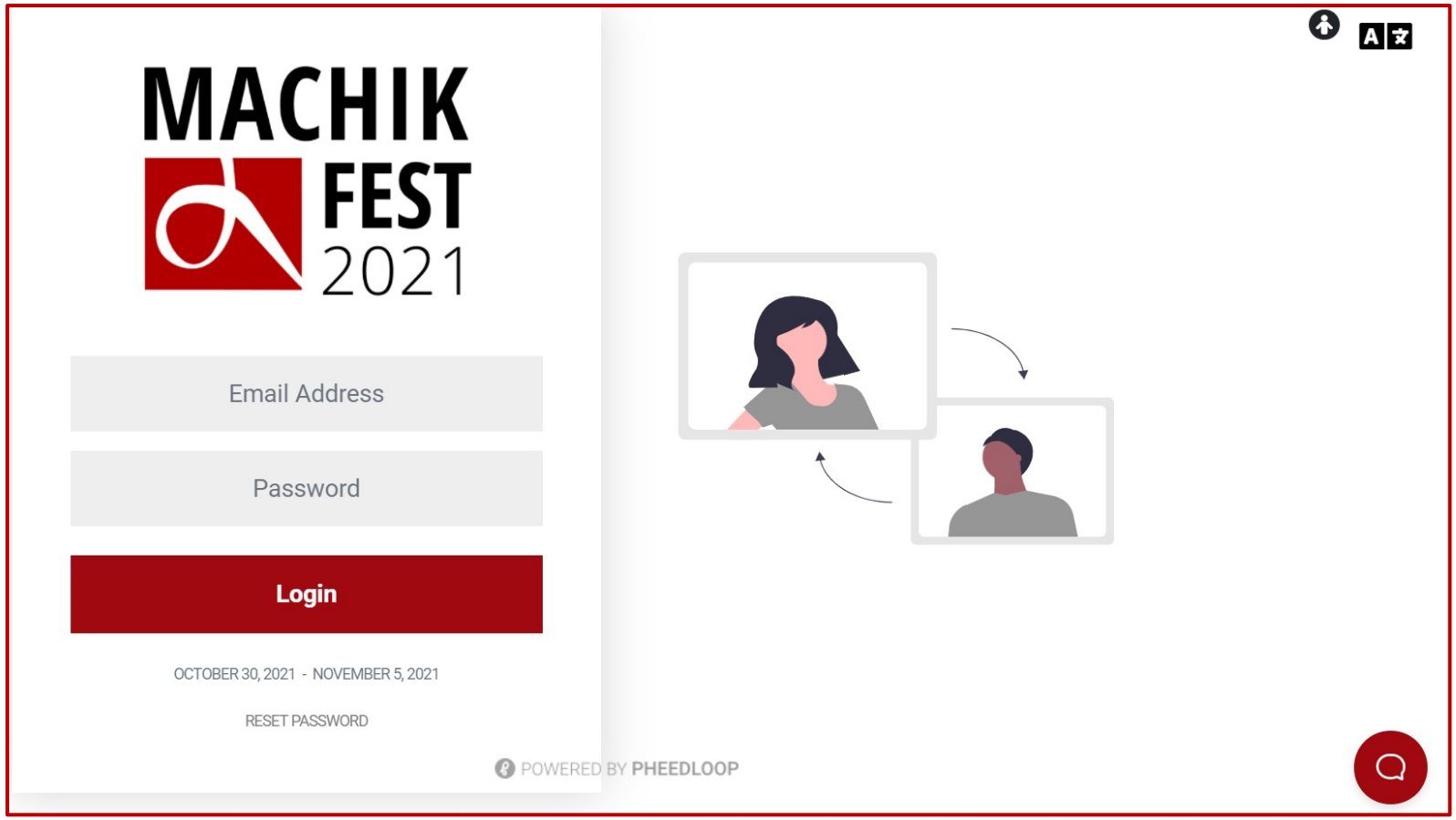
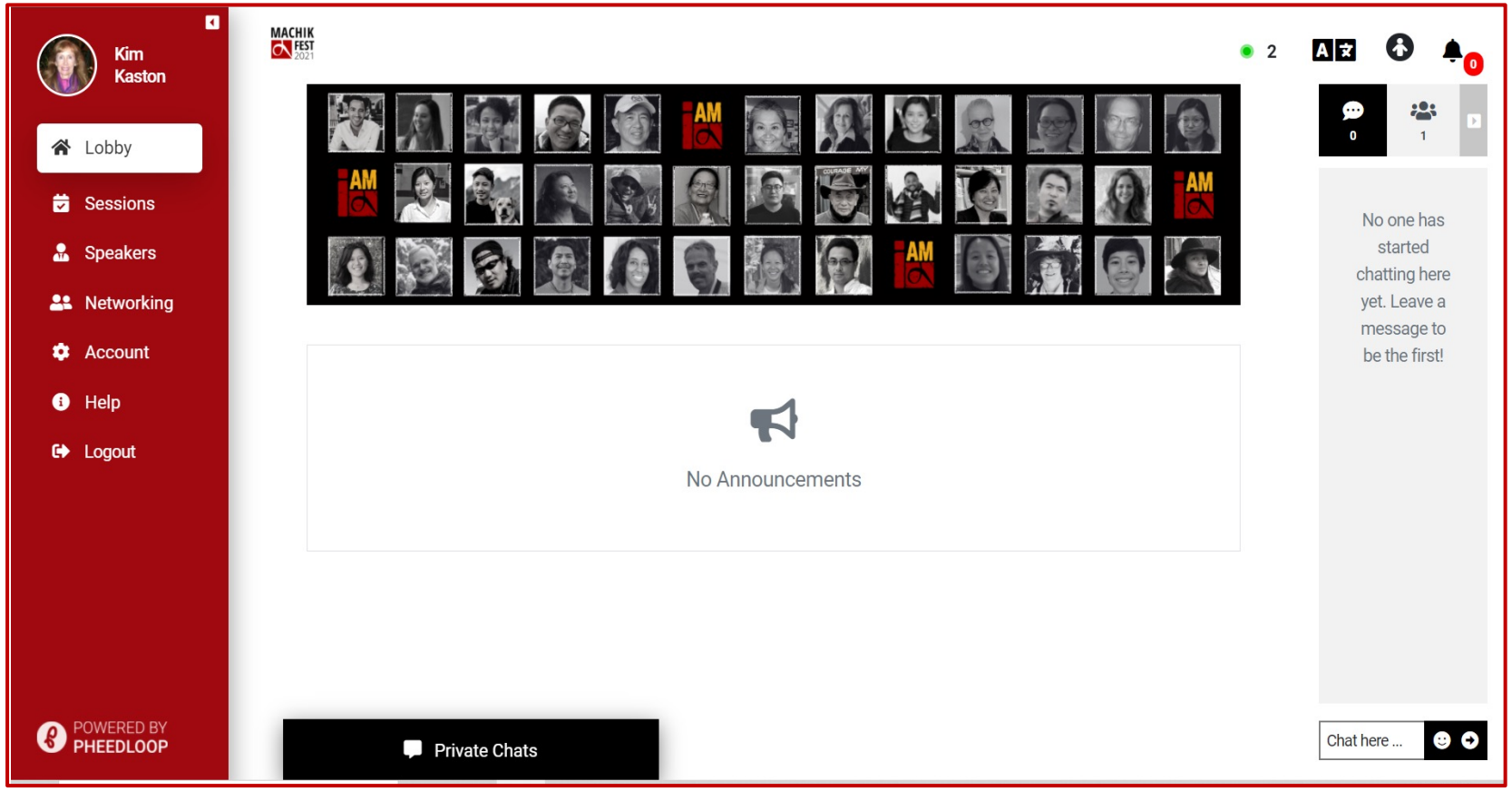
VIRTUAL PORTAL



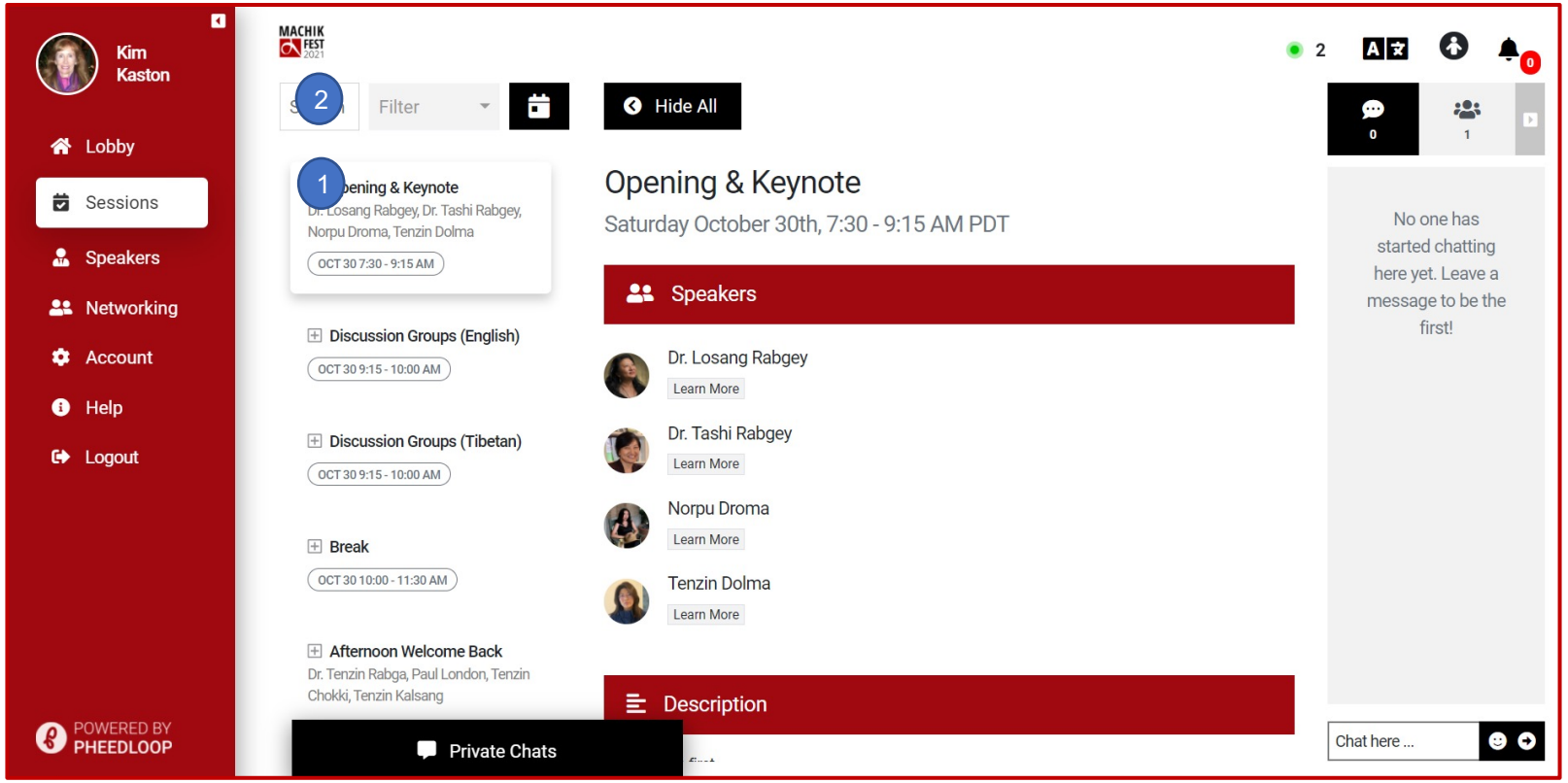
- Welcome to **Pheedloop**, the virtual event portal for Machik Fest 2021. To enter the system, please write the email and password sent to you in an email by Machik Team.
- The automatic password generated by **Pheedloop** for your account is case sensitive so make sure to enter the correct password to log in.
- Pheedloop works only with Google Chrome. Please make sure you are using Chrome when trying to access Pheedloop.

EVENT LOBBY



- You're now on the Machik Fest 2021 **Lobby** landing page.
- Your primary navigation is on the left side, and chat features on the right side.
- The Chat is accessible to everyone, so please be mindful of what you using that feature.
- When there are announcements from the Machik team, they will appear right under the main lobby banner.

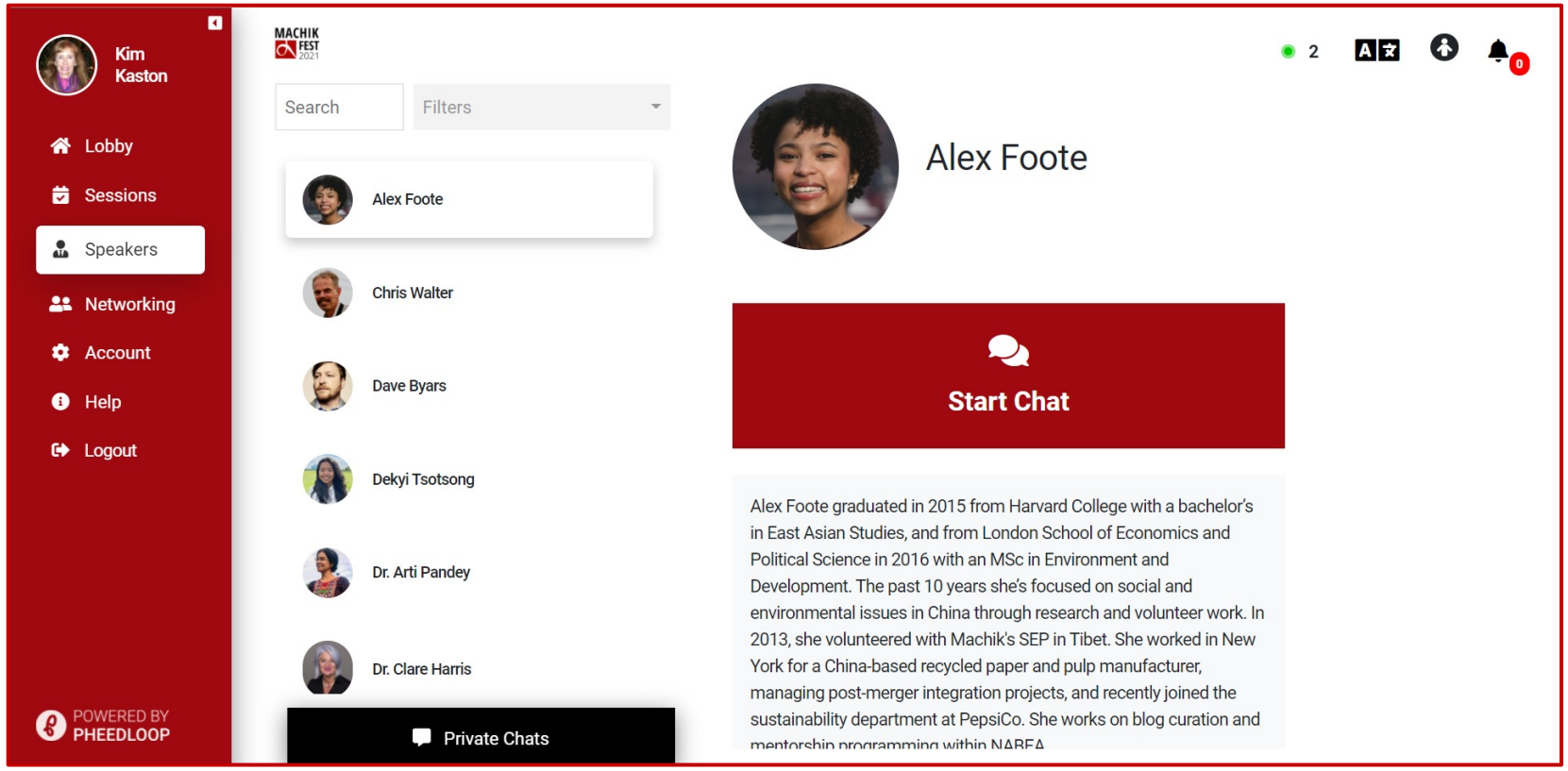
SESSIONS



1. On the **Sessions** page, you will find a listing of each session in chronological order. When you select a session, detailed information will display in the center part of the page.

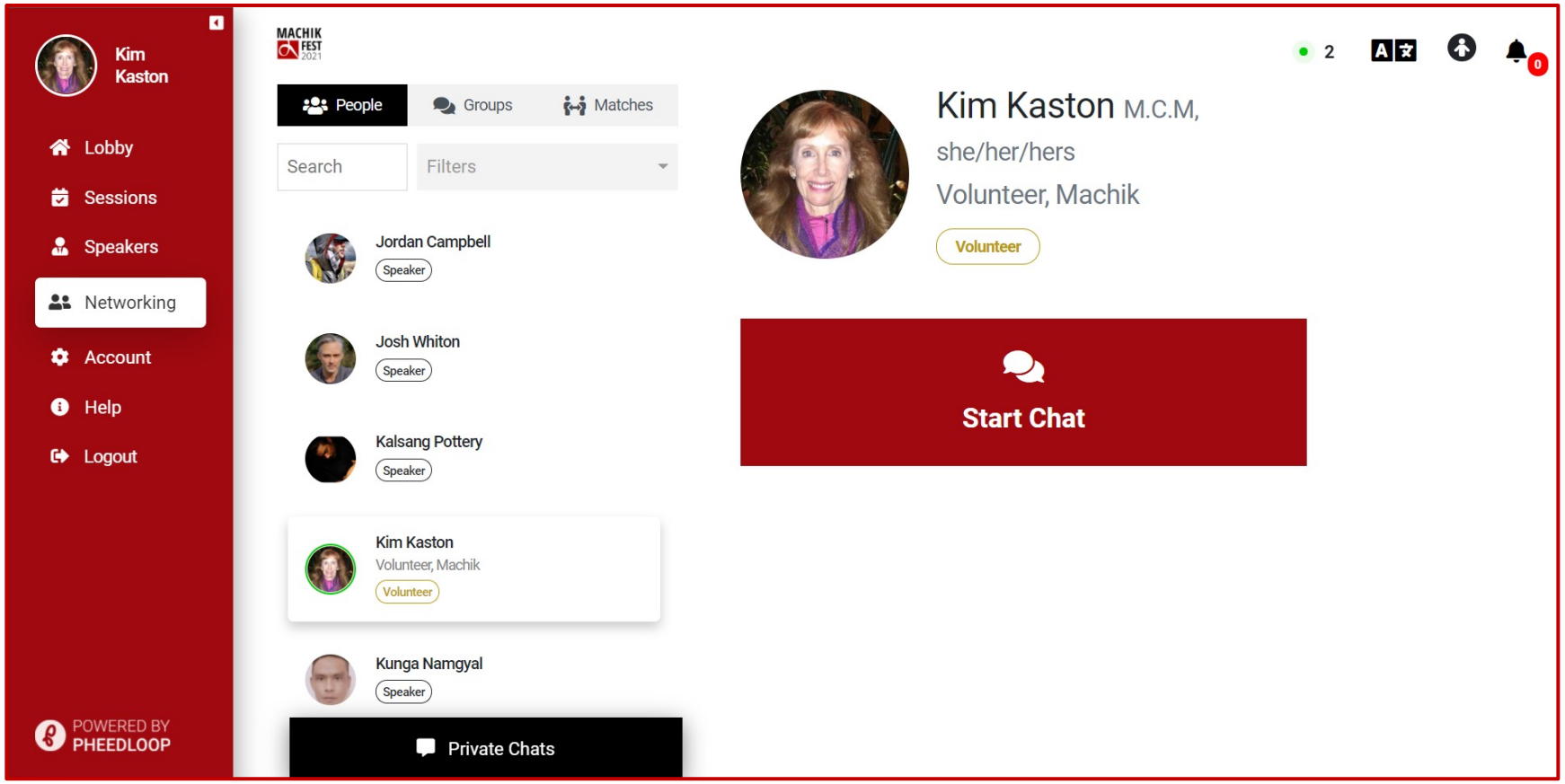
2. You can search, filter, or see the sessions displayed in a calendar view by using the navigation tool bar above the session list.

SPEAKERS



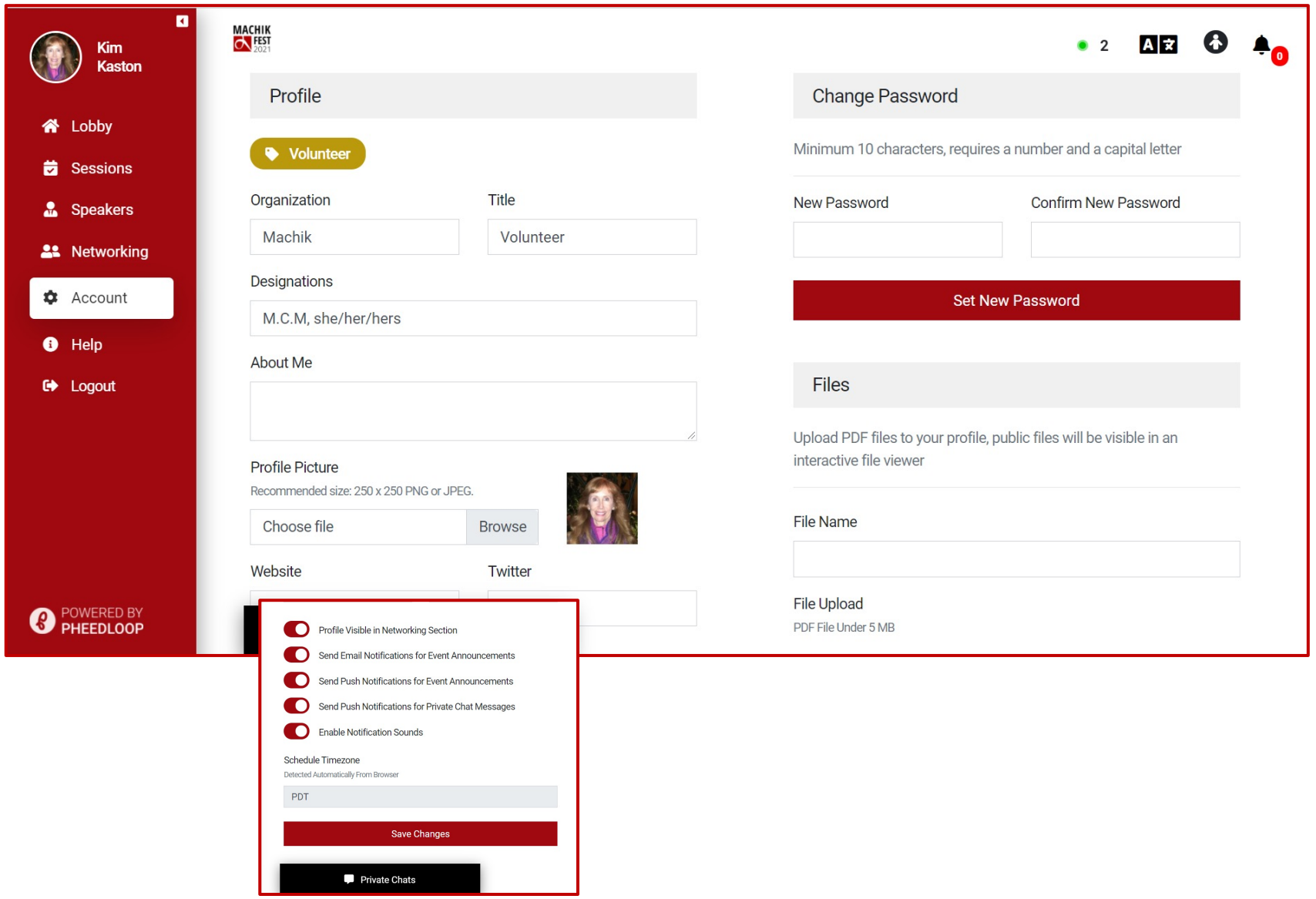
- Get to know the speakers of Machik Fest by clicking on the **Speakers** tab.
- This section provides a listing and short biography for Machik speakers.
- You can easily search for and filter the speakers listing. You can also start a chat with the 'start chat' feature in the speaker profile section after selecting a speaker.
- We're incredibly grateful to each and every one of our speakers for their care and support for the program and community!

NETWORKING



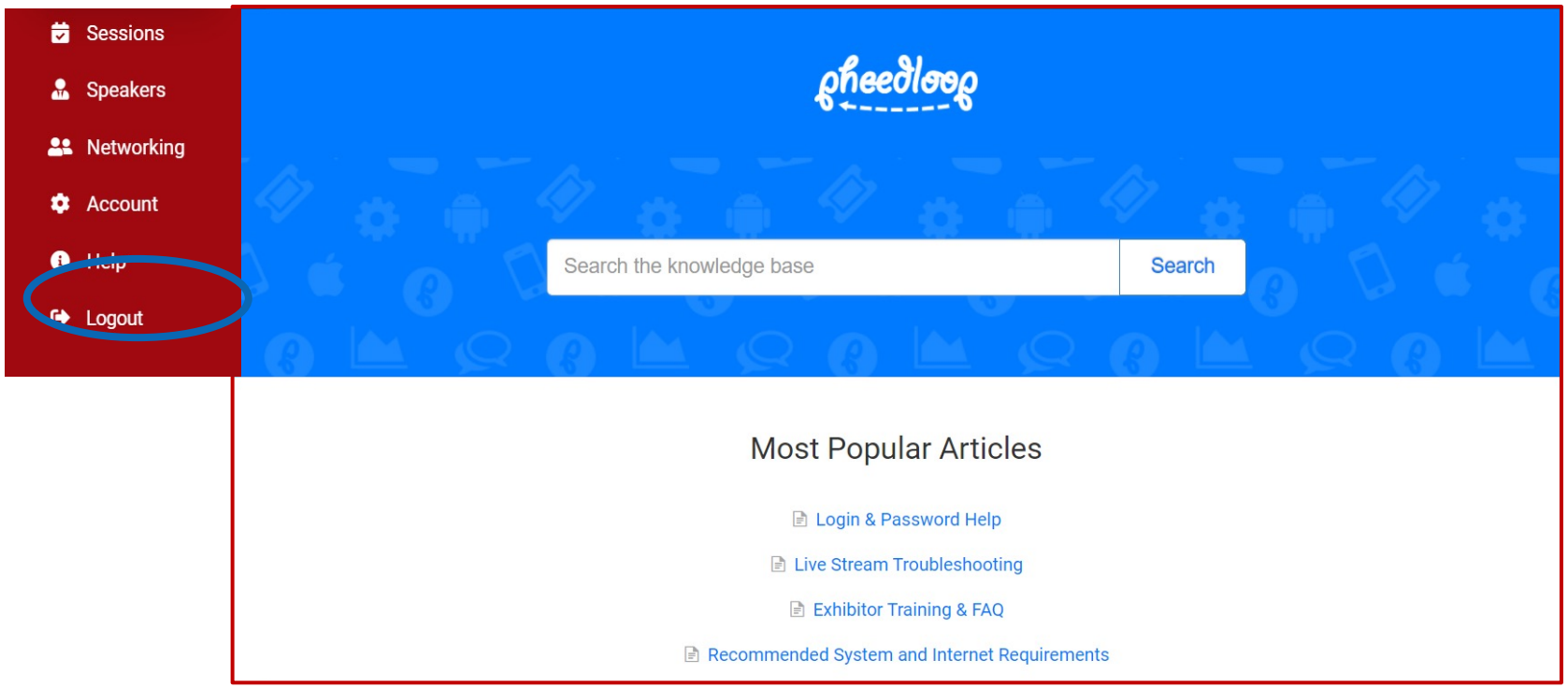
- Use the **Networking** page to find people and start individual or group chats. You can use the same search and filter features as on other pages.

ACCOUNT



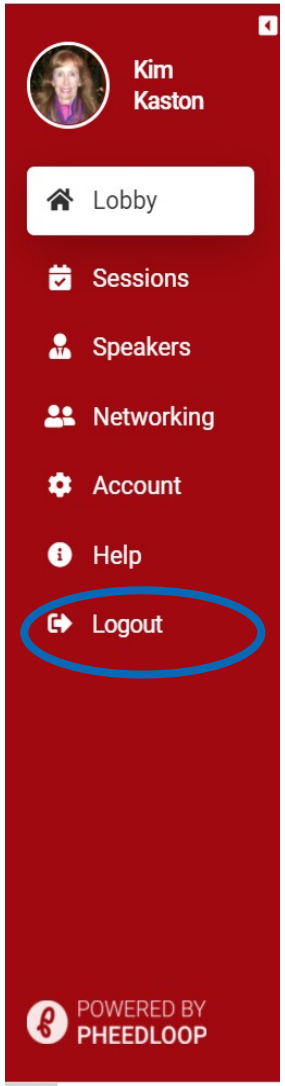
- The **Account** page is where you manage your profile and settings.
- You can provide profile information, upload a profile picture, upload your website or Twitter links, and manage and change your password.
- Other important elements include event (session) notifications, enabling your profile visibility, and setting your time zone.

HELP

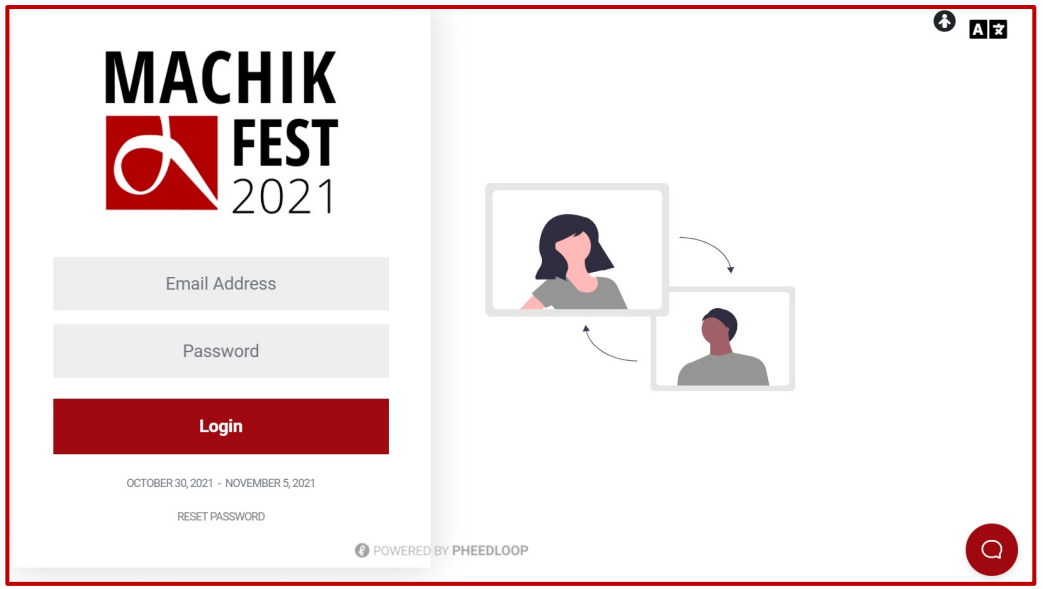


- The **Help** takes you to the **Pheedloop** search page, which includes the most common troubleshooting reference guides, including:
  - Login and Password help
  - Live Stream Troubleshooting
  - Recommended System and Internet Requirements
- You can also use the search feature to scan the knowledge base to find information regarding your need help.

LOGOUT



Click to logout



- The **Logout** feature logs you off of Pheedloop. You will be taken back to the general login page for the event.

- We are so glad you are joining us for Machik Fest and hope you find this engagement platform easy to navigate and connect with others.
- We thank you for joining the Machik Fest community!