



VIRTUAL CONFERENCE SERIES



ncge
National Council for
Geographic Education

Attendee Information

PREPARING FOR THE CONFERENCE SERIES

What do I need to do prior to accessing the virtual Conference Series Content?

- You will want to make sure that you have set up your account username and password- See how to set up a username/password below.
- We strongly recommend accessing the site prior to any webinars/workshops you plan on attending in order to become familiar with all that the series has to offer and to mitigate any log-in issues.
- To help minimize technical issues the day of the webinar/s, please review the "FAQ/Help" page by clicking on the link at the top of the Conference's main page. This is where you will find information regarding recommended browsers, navigating the site, etc.

Do I need to set up a new username/password if I already have an NCGE membership account created?

No. Your conference username/password will be the same as your NCGE membership account information. Please note: The system relies on your email in order to match your registration to your NCGE account, therefore, if you used a different email when signing up for the conference, you will need to update your contact information in your NCGE membership account.

How do I set up my username and password for the Event?

- Navigate to NCGE's website: ncge.org
- Click the "Access the Conference" button located on the right-hand side of the screen.
- An Account log-in screen will appear. At the bottom of the screen click "Having trouble logging in?"
- When prompted, enter your email. Please note: Use the email that is associated with your conference registration and follow the prompts.

DAY OF THE CONFERENCE

How do I access the webinar/s? If you have already registered for the Conference series and set up your user name and password (same as your NCGE membership account information) then follow these steps:

- Go to NCGE's website: <https://ncge.org/>
- Click the "Access the Conference" button located on the right-hand side of the screen.
- When prompted enter your username/password.
- You will be given a conference access code. Save this code in a safe place. It will be used to access all webinars/workshops (live and on-demand) throughout the series.
- Click "Access the conference series" and enter your code. You will then be directed to the conference's main page.
- Once you have logged into the main conference page, you may browse the website without having to log back into the page. Please note: If you change browsers and/or devices, you will be required to log back into the site. ** You may enter the site early in order to become familiar with all that the conference has to offer.
- If you have logged into your NCGE account prior to clicking the "access Conference Series" on the home page, you may be directed to your account page rather than the conference access code page. If this happens,
 - Click the NCGE logo at the top right-hand side of the page.
 - You will be redirected back to the homepage
 - then click, "Access the Conference." button.
- If you continue to have access problems, please email lisamarie@ncge.org and put in the subject line: "Conference Access Issue"

Where can I find Help for Technical Issues? In the upper right corner of the conference main page, you will find a "FAQ/Help" button.