

Moderator / Facilitator Admin Instructions

1. Go to gapna.org/moderator and click on the button that looks like this:

[Go to Moderator/Facilitator Panel](#)

2. Click on “Sign in as Temporary Guest” then click “Continue”

Please sign in using one of our recommended single sign on providers.

 Sign in with Google

 Sign in with LinkedIn

Alternative Sign In Options

 Sign in as Temporary Guest

Limited Time Credentials

Temporary guest credentials only last as long as your browser session and you may lose access if you navigate away or restart your browser.

We highly recommend using one of the Single Sign-On (SSO) providers instead, especially if you intend to attend multiple sessions.

Do you still wish to sign in as a temporary guest?

← Cancel

 Continue

3. Enter Name and Email Address and click Register Now

Sign In as Temporary Guest

Display Name

<ASSOCIATION NAME> Moderator

Email Address

youremailaddress@here.com

Register Now

4. Click Accept and Terms & Privacy Policy

← Cancel

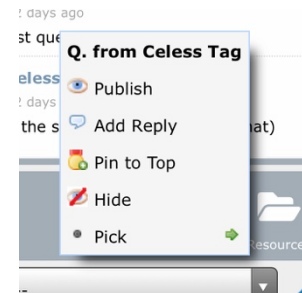
✓ Accept Terms & Privacy Policy

5. Find the session you'll be moderating and/or facilitating and click on “Moderator Panel”

NOTE – Steps 1 through 4 will not need to be repeated if iPad user does not sign out!

For Questions....

1. Click on Mod Q&A (see image below)
2. Click on “Attendees” (see image below)
3. You’ll see questions that have been submitted.
4. If you’d like to hide a question, long press on text of question to see menu, and then click “hide” (image to right)
Note, you do not need to do this!



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Connected: 1

Mod Q&A

Attendee [3]

Picks

Newest

Oldest

Top

Celess Tyrell
ANIA Staff, 1 minutes ago
Are dogs color blind?

Celess Tyrell
ANIA Staff, 1 minutes ago
Is the sky blue?

Celess Tyrell
ANIA Staff, 1 minutes ago
How much coffee is too much coffee?

3

0

1

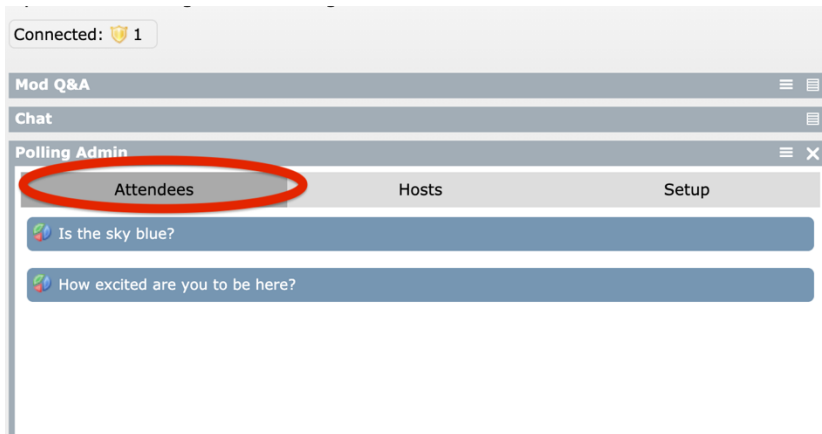
**The numbers here represent question popularity.
The higher the number, the more attendees “voted” for it -
this is called up-voting.**

Chat

Host Chat

Polling Questions

1. Click on Polling tab. If your session does NOT have polling, you will not see this tab in the panel.
2. Click on Attendees



3. Click on text of question and complete it yourself, then results will show.

You can place iPad next to speaker so he/she can see results and speak to them.
"As I can see, 100% of you believe the sky is blue"

