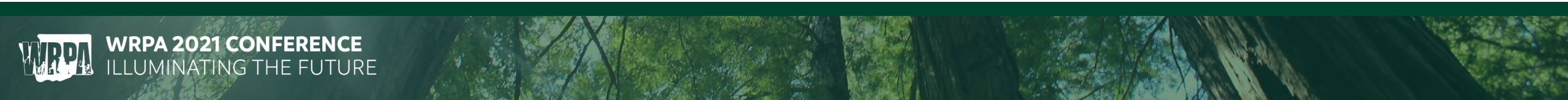
WRPA
WRPA 2021 CONFERENCE
ILLUMINATING THE FUTURE

Attendee Prep Deck

2021 Virtual Conference

April 28 – 29, 2021



Come Prepared!

Use this deck to familiarize yourself with the 2021 WRPA Conference.

- On the following slides, you will find:
  - 2021 WRPA Conference details
  - How to Access the Attendee Portal
  - Trips & Tricks
  - Contact Information for WRPA
  - Event Polices
  - And More!

Event Information

Dates

- Wednesday, April 28 – Thursday, April 29, 2021

Time

- Sessions begin at various times.

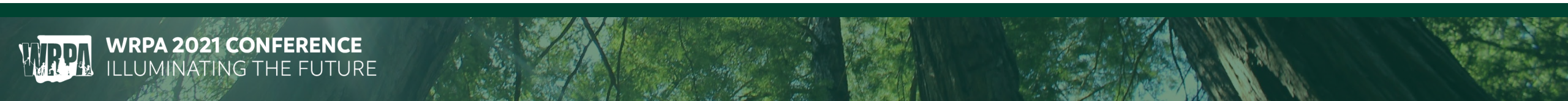
Location

- This event will take place virtually!
- An access link for each day will be emailed to all registered attendees prior to the event.
- You will also be able to access the virtual event through the WRPA webpage via the attendee portal.

View Conference Schedule

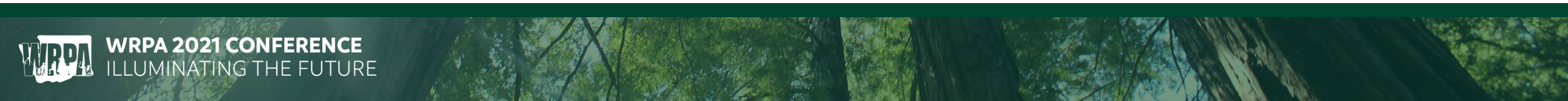
Conference Schedule

We can’t wait to see you!

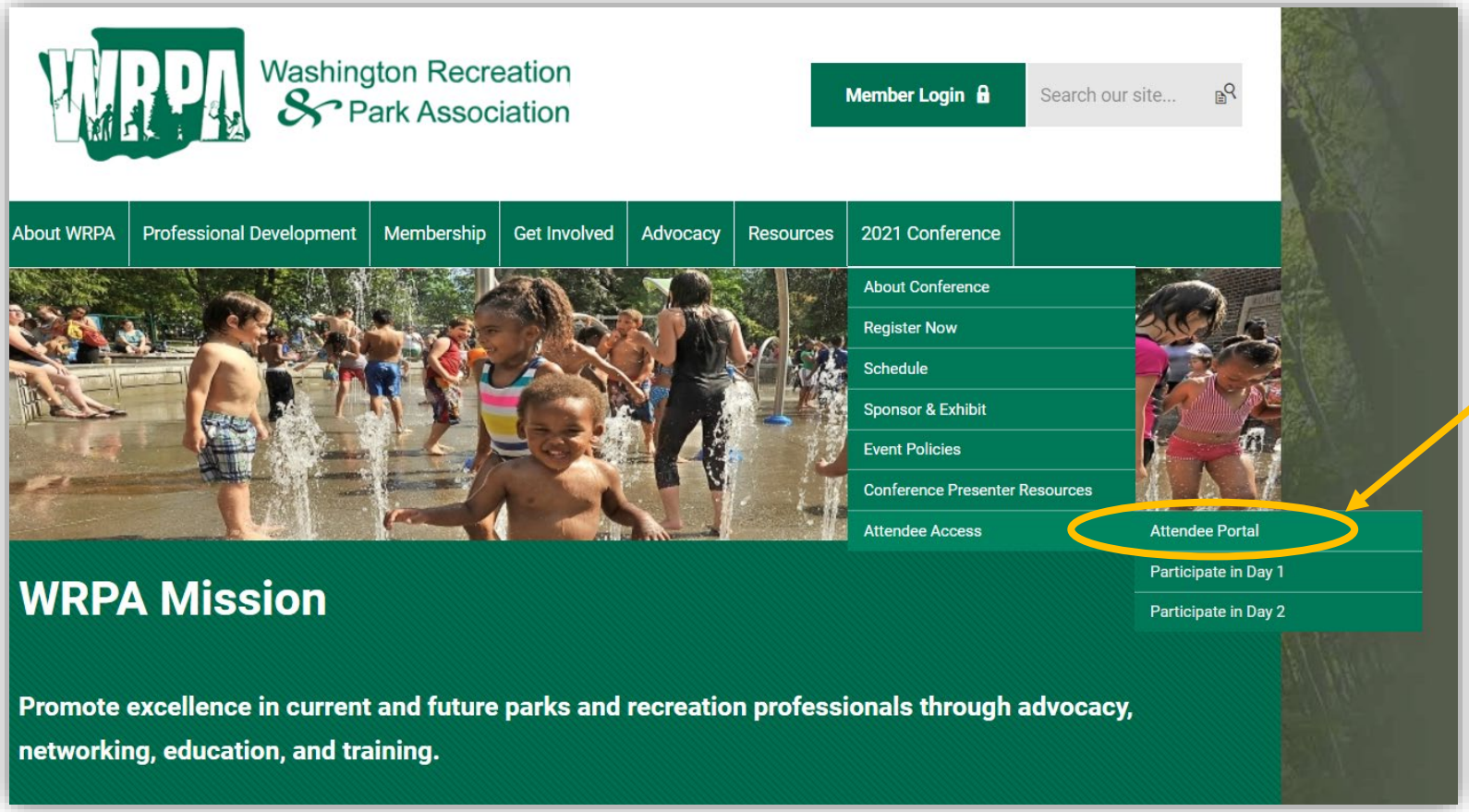


How to Access the Attendee Portal

Log In Today!

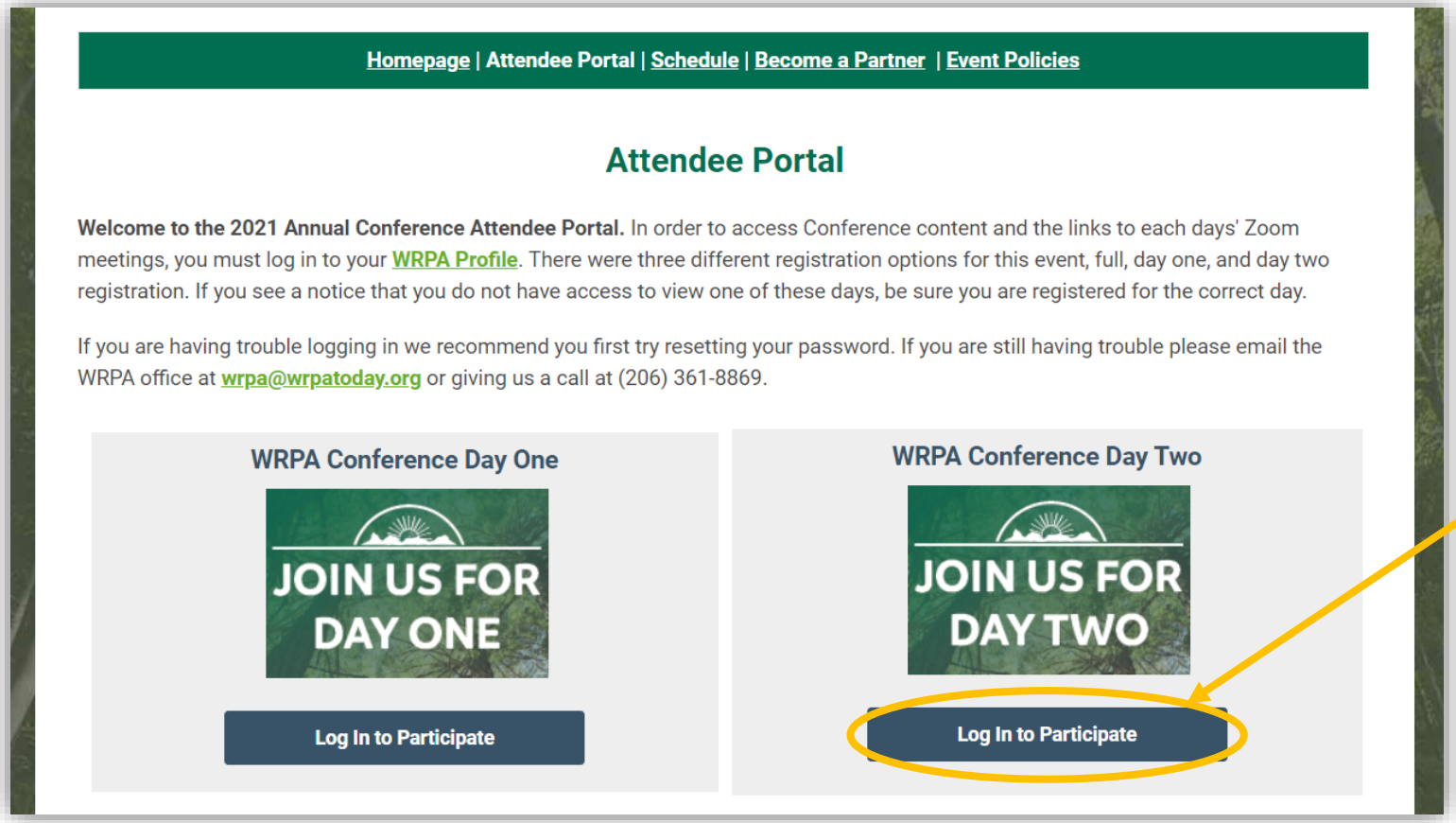


Step One: Go to the WRPA Website



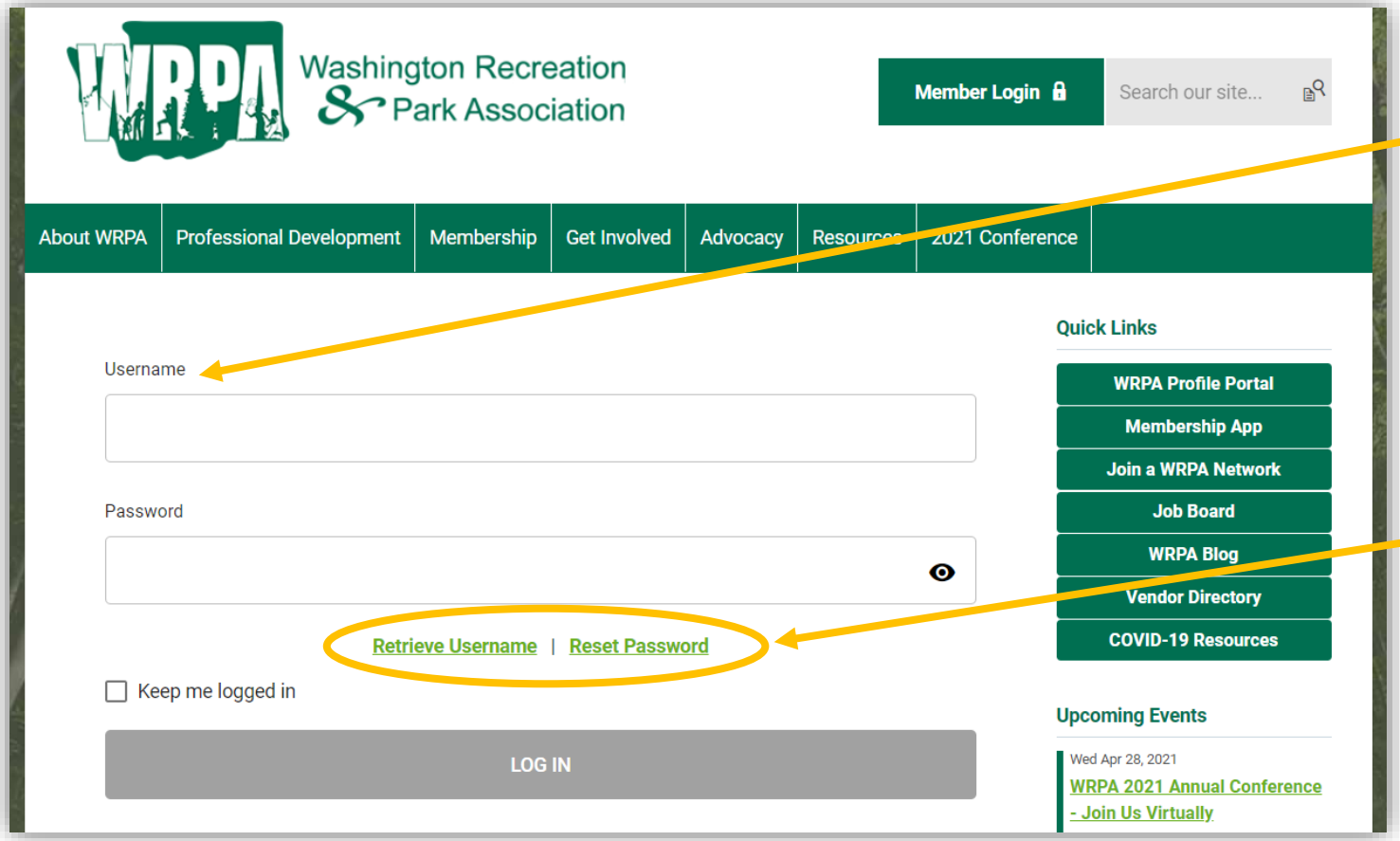
Visit wpratoday.org and go to the 2021 Conference Menu item titled "Attendee Portal"

Step Two: Select Your Day



Find the day you are looking to participate in and select "Log In to Participate"

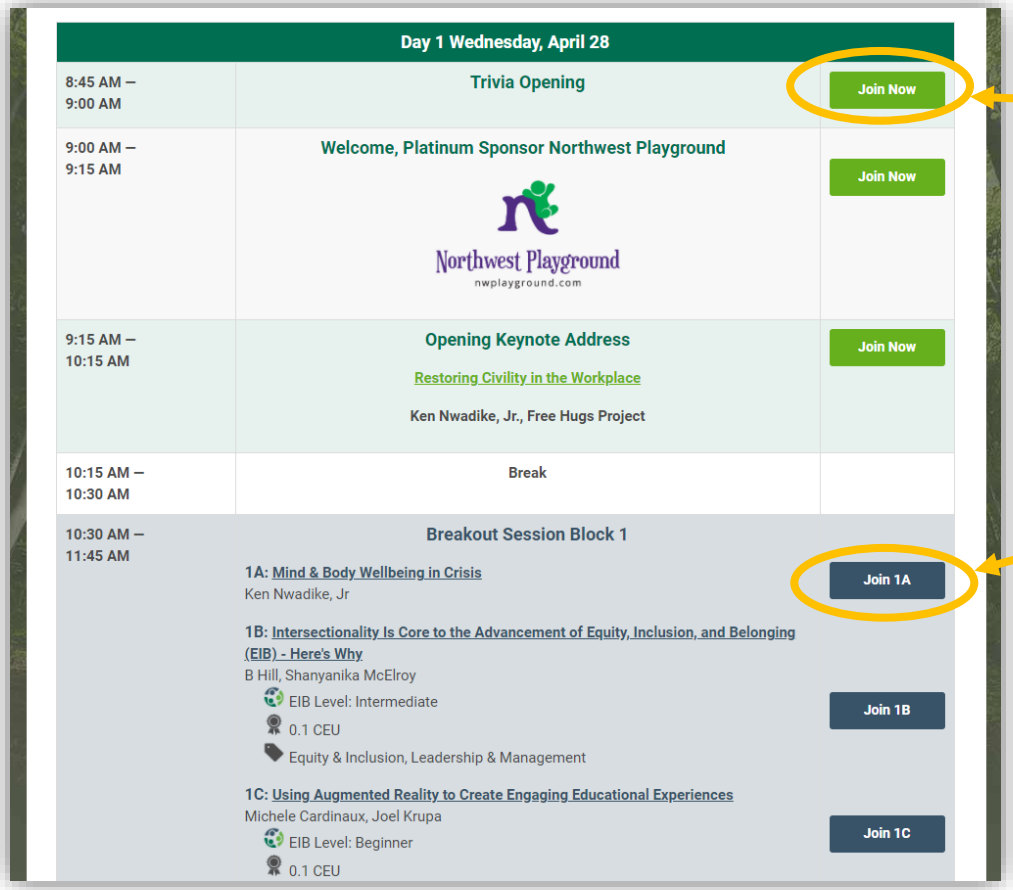
Step Three: Log In to Your Profile



Log in to your WRPA profile.

Having trouble? Select these links to retrieve your username or password.

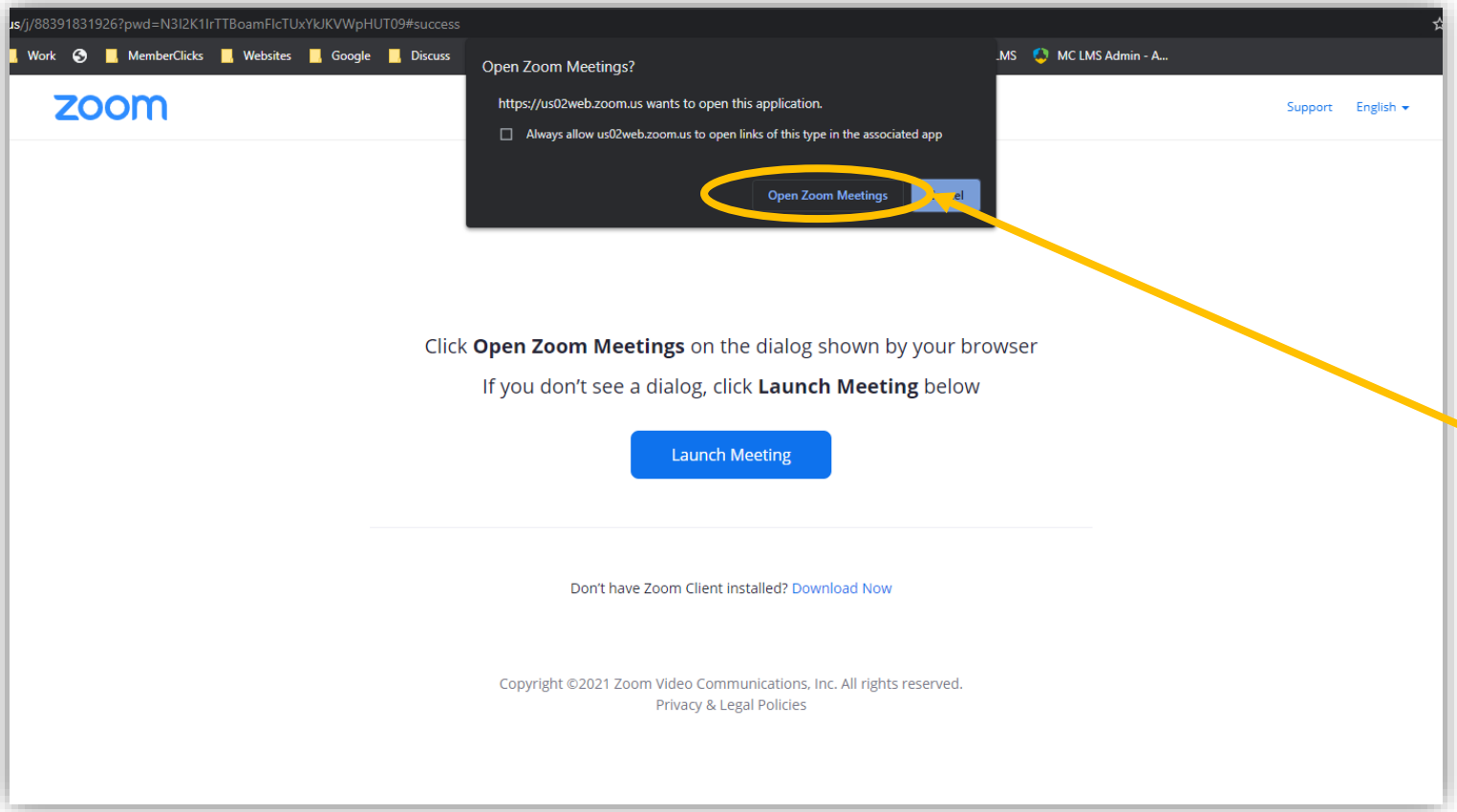
Step Four: Select the Join Button



All buttons will open a Zoom Meeting in another tab.

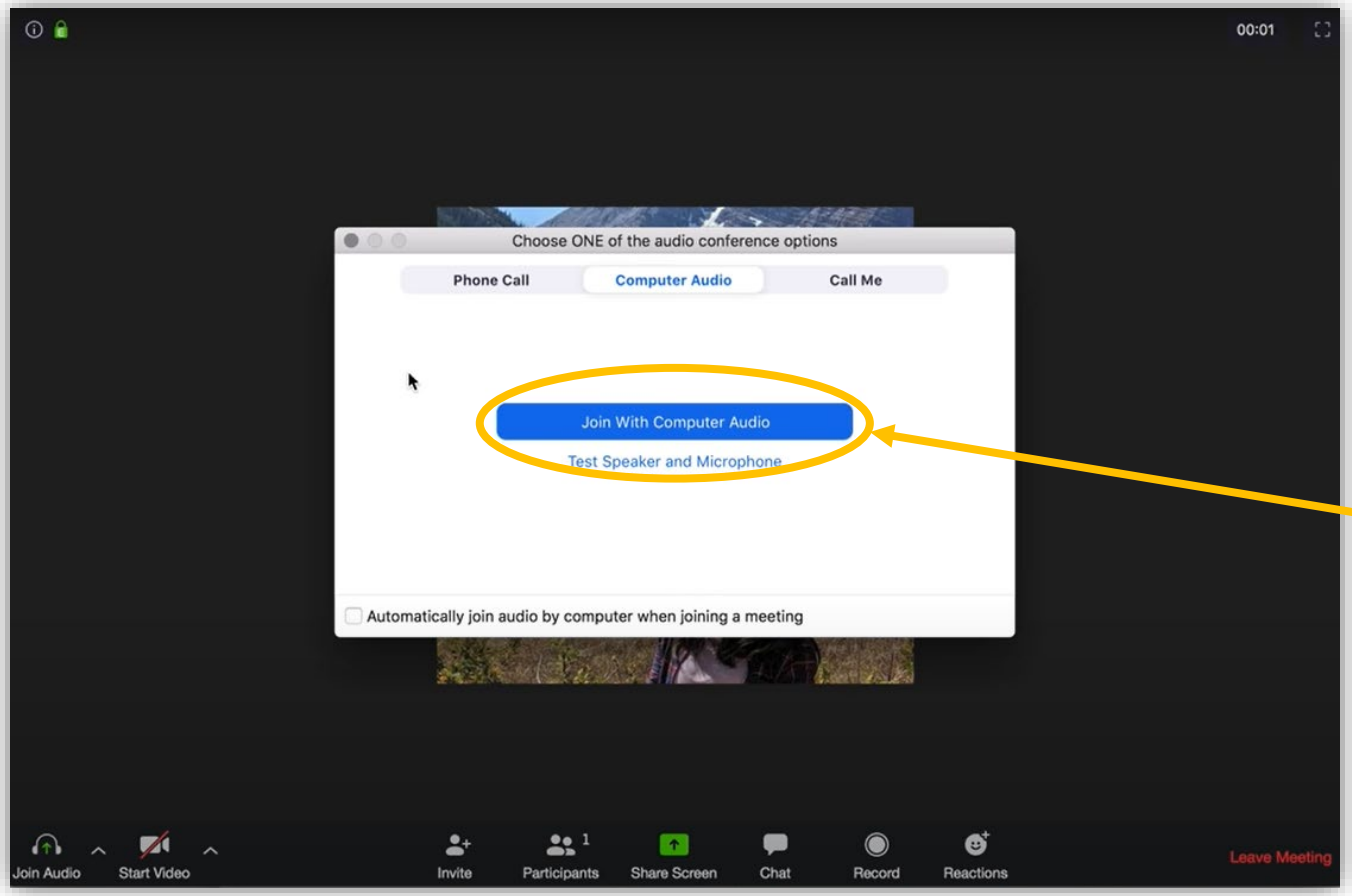
Green join buttons are for general sessions and group events. Blue buttons are for concurrent sessions

Step Five: Join Via Zoom



Select the open Zoom Meeting Button.

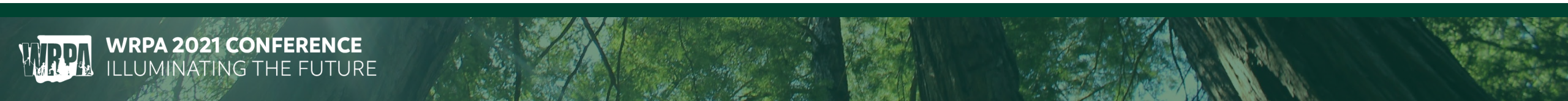
Step Six: Connect Your Audio & Sit Back



Join the meeting and connect with audio.

Zoom Meeting Features

Understanding the Platform



Have You Updated Your Zoom?

zoom

Go to zoom.us/download

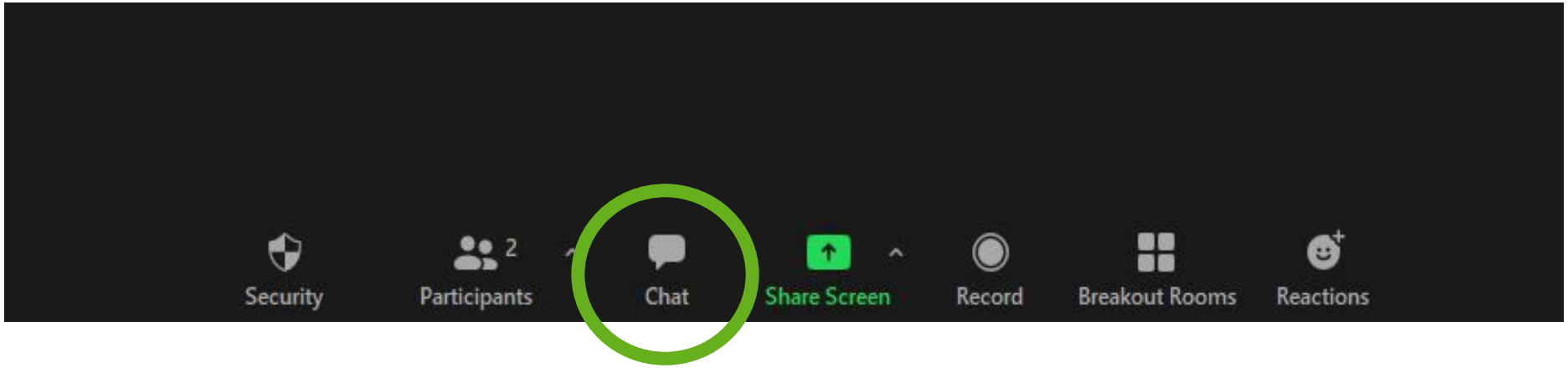
For the more enjoyable WRPA Conference experience be sure you are using the latest version of Zoom: Version 5.6.3 (751) (32-bit)

DOWNLOAD VERSION 5.6.3

Zoom Features

Chat Other Attendees

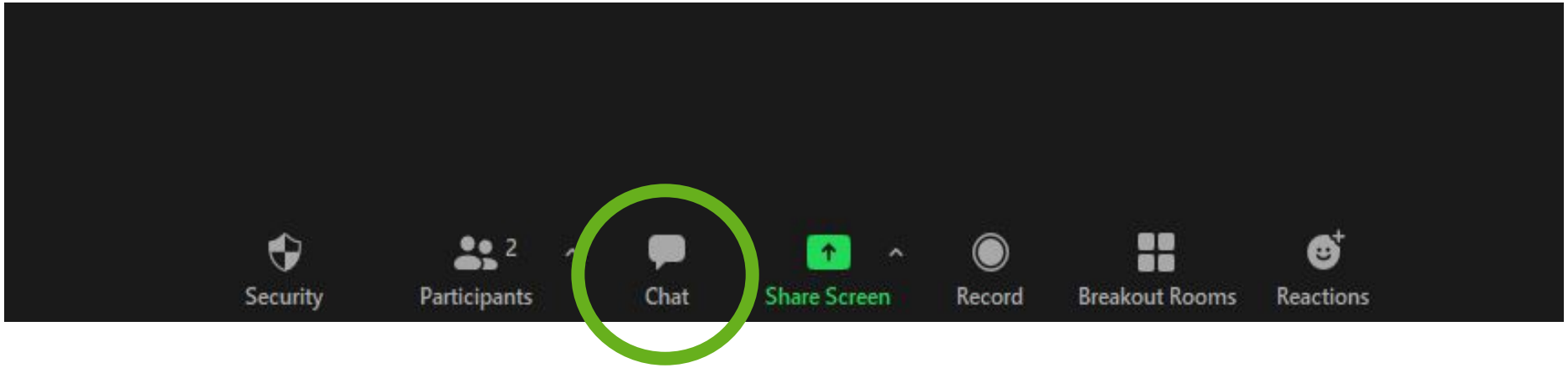
- To access, select the “Chat” icon on the menu bar
- If “Chat” is highlighted orange, there are unread messages
- You can use the chat box to communicate with all or individual attendees
- Chat the WRPA Office with any technical questions



Zoom Features

Ask Questions

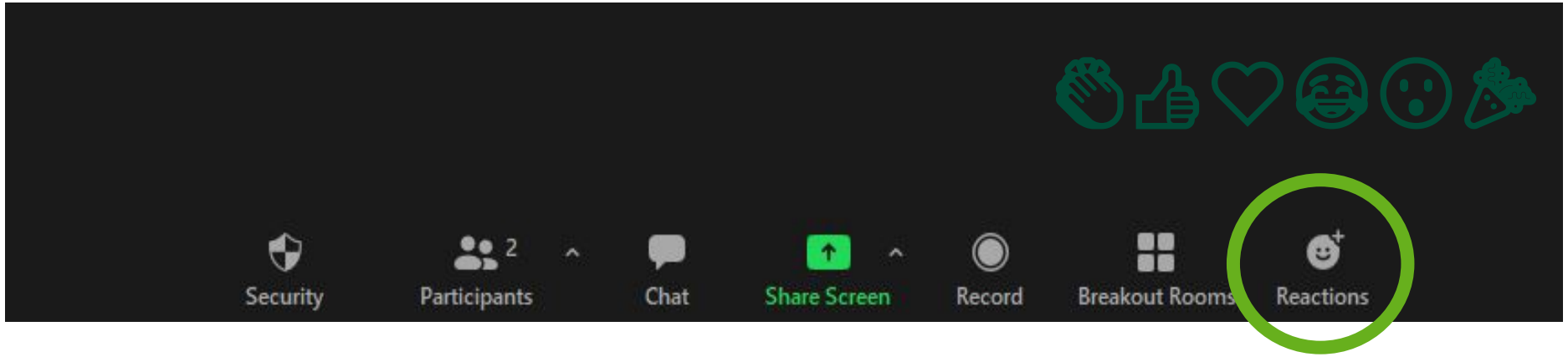
- You will have the opportunity to ask questions throughout the session by using the “Chat” function on the bottom of the Zoom window. The session moderator will be monitoring these questions and will facilitate them to the speaker at the end of the session.



Zoom Features

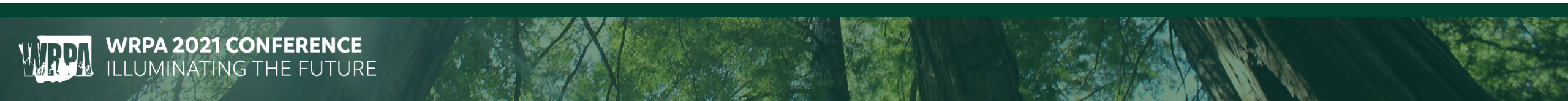
Interact with the session!

- Use reactions to show enthusiasm and support throughout the session!
- You can: Clap, Thumbs Up, Confetti, and more!



Tips & Tricks

For Attending Virtual Events



Dress for Success:

What to Wear

- Solid colors
- Jewel tones
- Nice jacket

What NOT to Wear

- Black or Gray
- Stripes
- Patterns
- T-shirts

Technical Questions

Do I need Zoom to participate in the virtual event?

- We recommend that you download Zoom Client for Meetings ahead of time: https://zoom.us/download

- The web browser client will download automatically when you start or join your first Zoom meeting, but we recommend that you manually download it prior to the conference using the link above.

- Although you do not need to download the Zoom application to participate—you can run the meeting in your browser by clicking "join from your browser" at the bottom of the page—the viewing experience is better through the app.

Access Now

zoom

Client Download

Technical Questions

Where can I find more information on the Zoom platform?

- Visit the Zoom Support center for additional information: https://support.zoom.us/hc/en-us

I am having trouble with streaming audio, I can't hear the speaker through my computer speakers, the streaming stopped… what do I do?

- If you are not able to hear any audio through your computer speakers, first check to make sure your speakers are not muted or turned off.
- The next step is to refresh your screen by pressing the F5 key on your keyboard or clicking the "refresh" button in your web browser.

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Equipment Requirements

What do I need to present? Can I present with my current computer?

- Please ensure your device meets hardware, software, and bandwidth requirements well in advance:

- **Step 1:** Browser Test
  Please take the following browser test: https://zoom.us/test
- **Step 2:** Please review the following Technical Requirements and be sure your system and networks are up to date.
  - Minimum System Requirements:
  - 2.0Ghz Processor or faster 2 GB RAM (Greater than 2 GB recommended)

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Browser Requirements

Can I run Zoom on the browser I use?

- Minimum Browser Requirements:
- Your browser must support HTML-5. To detect your browser version, run https://whichbrowser.net/
  - Windows 7 or later Mac OS X 10.9 or later
  - Chrome 60 or greater
  - Firefox 52 or greater
  - Edge 14 or greater
  - Safari 10 or greater
  - iOS 10 or greater
  - Internet Explorer 11 IP Addresses

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Ports to Allow for HTML5: 72.32.161.112 port 80, 443 (web and audio) 72.32.200.104 port 80, 443 (web and audio) 72.32.221.65 ports 80, 443 (web and audio) 72.32.221.66 ports 80, 443 (web and audio) 67.203.7.114 ports 80, 443 (web and audio)

Additional Requirements

What else should I know?

- Disable pop-ups blockers in your Internet browser settings.
- A wired connection is recommended. WiFi signal strengths can vary causing bandwidth to increase or decrease. A wired connection gives a consistent signal and consistent bandwidth. A wired connection provides a better experience.
- Audio (sound) is projected through your computer speakers. Be sure your computer is equipped with speakers, you are using a headset, or the room where the conference is being broadcast is equipped with speakers so you can hear the presenters.

Access Now

zoom

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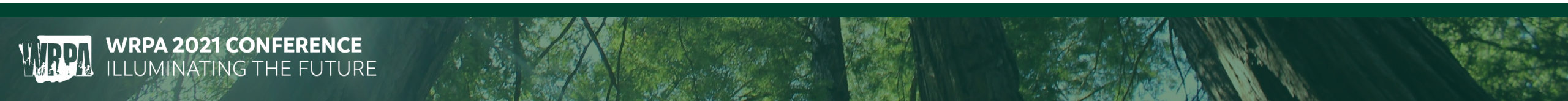
Earning CEUs

How to secure your credits.



Working Toward a Certificate

Through national certification, you join thousands of committed peers who are focused on operating at the highest standards of ethical and professional practice in the delivery of park and recreation programs.

Certified Park and Recreation Professional (CPRP) Certification

Attaining the CPRP designation shows that you have met education and experience qualifications and illustrates your commitment to the profession as well as your knowledge and understanding of key concepts within parks and recreation.

Certified Park and Recreation Executive (CPRE) Certification

(CPRE) establishes a national standard for managerial, administrative and executive parks and recreation professionals. This mastery-level credential focuses on the practical knowledge and current real-world skills necessary in today's changing park and recreation environment.

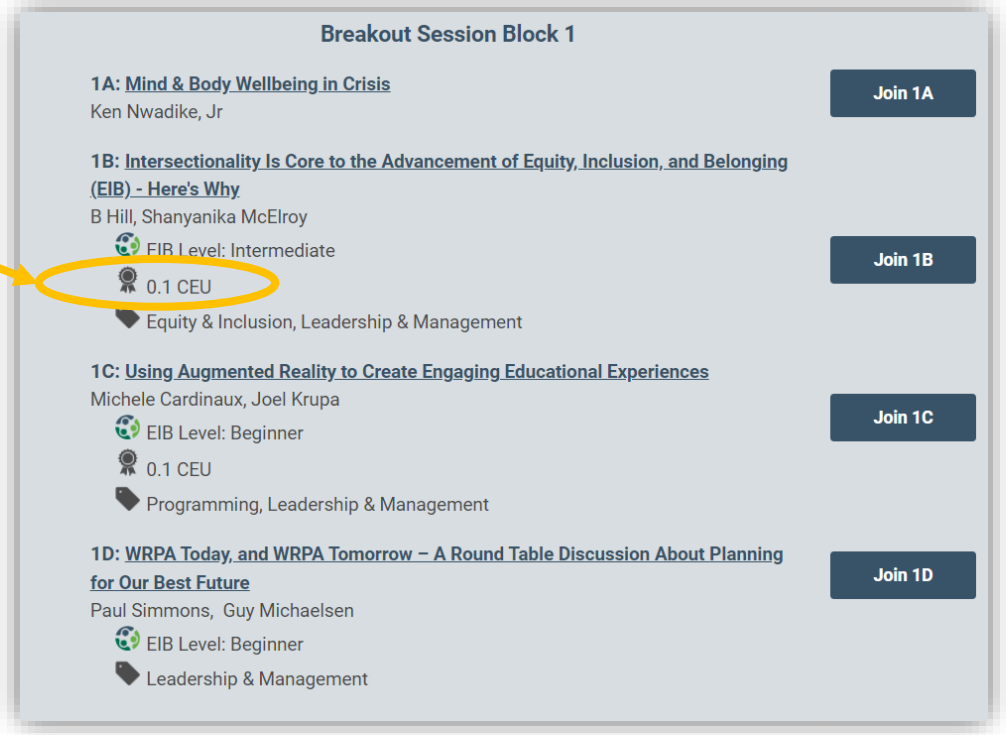
Credit Information

CEUs At Conference

- Almost all sessions at this year's conference have been approved for CEUs (continuing education units). You can see the CEU amount in the Attendee Portal.

CEU Attendance Verification

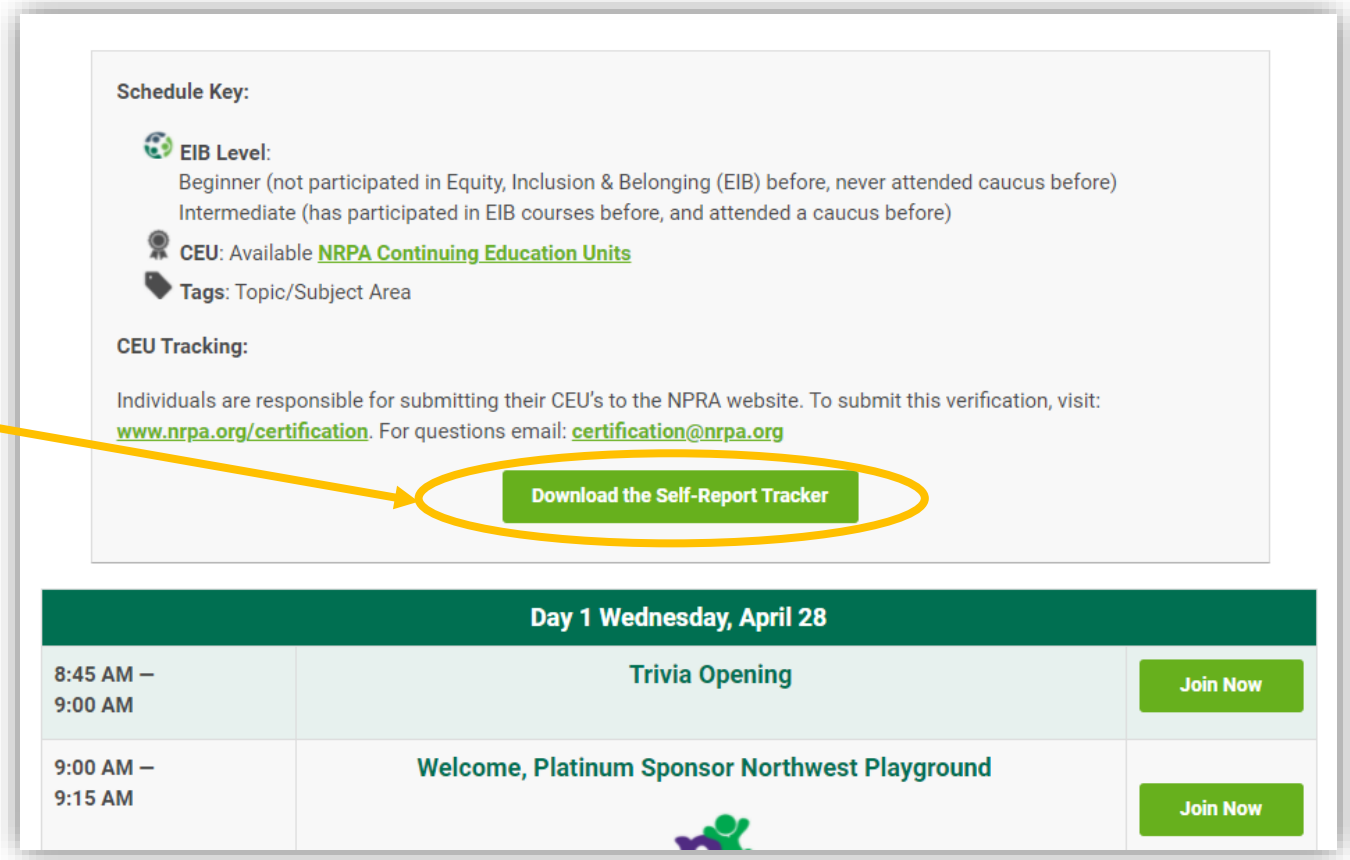
- Proof of attendance must come from the host of the course, a room host, or the instructor. WRPA will provide information about obtaining credit in your "thank you for attending email" and a downloadable certificate will be made available after the event.



Track & Report Your CEUs

Download the Tracker

- Continuing education units are self-reported.
- WRPA has created a downloadable tracking document. This can be accessed at the top of the Day One and Day Two portal pages.
- If you have questions about CEUs you can reach out to NRPA at **certification@nrpa.org**



Policies

Be sure to review this important information.

Recording Notice

Each session will be recorded, including chat transcripts.

Video recorded during the event will be provided to all Conference registrants, and may be used for promotional purposes, advertising, and other print and online materials at the sole discretion of WRPA.

Cancellation Policy

All attendees agreed to the following policy when registering for this event.

All cancellations must be submitted via email WRPA at wrpa@wrpatoday.org. Cancellations submitted on or before Friday, April 16, 2021 will receive a refund, less a $25 processing fee. No refunds will be given for cancellations received after Friday, April 16, 2021. Registrants who cancel after Friday, April 16, 2021 will be responsible for payment regardless of attendance. Substitute attendees will be permitted, and requests for substitutions must be submitted via email. After an invoice is past due, a late fee of $25 will be assessed.

Technical Failure Policy

All attendees agreed to the following policy when registering for this event.

It is the responsibility of the registrant to confirm system requirements and test their computers prior to the start of each virtual session. If a technical failure is the fault of the service provider and the session is not able to be broadcast as planned, WRPA reserves the right to reschedule the session. If an attendee experiences a technical failure on their end, WRPA is not responsible for refunding the participant or providing applicable CE hours.

Code of Conduct for All Participants

All attendees agreed to the following policy when registering for this event.

WRPA events are community events intended for education, networking, and collaboration. We value the participation of everyone and want all attendees to have an enjoyable and fulfilling experience. Accordingly, all attendees are expected to show respect and courtesy to other attendees throughout all events hosted in the WRPA space. To make clear what is expected, all attendees, speakers, exhibitors, organizers, and volunteers at any virtual event are required to conform to the following Code of Conduct. Organizers will enforce this code throughout the event. In registering for and/or participating in this event, you consent to comply with the following Code of Conduct.

Examples of encouraged behavior that contributes to a positive environment include:

- Using welcoming and inclusive language
- Being respectful of differing viewpoints and experiences
- Gracefully accepting constructive criticism
- Focusing on what is best for everyone at the event
- Showing empathy towards other participants
- Unacceptable behavior

We do not tolerate the following:

- Spam (verbally or in chats), including saying or re-posting the same word/content repeatedly in order to disrupt the conversation
- Harassment, bullying, and intimidation
- Harassment and bullying are defined as:
  - Negative comments about race/ethnicity, gender and gender identity, sexual orientation, disability, age, religion, physical appearance, citizenship, or other protected categories
  - Intimidation or threats, including sharing images or text especially to threaten
  - Unwelcome sexual attention, including sharing images or text especially to sexually harass
  - Threatening or other endangerment of minors or any persons
  - Any activity meant to convey or cultivate hostility
  - Ad hominem insults or other attacks
  - Encouraging the above behavior

Contact the WRPA Office

Business Hours:

Monday – Friday, 8:30 AM – 5:00 PM (Pacific Time)

Phone

(206) 361-8869

Email

wrpa@wrpatoday.org