

## Directions for accessing the meeting platform on Symposium

Once you have registered for the meeting via the google form and are a member of the academy, you should make sure that you're signed up on the Symposium platform that will host our meeting. To sign up you should:

- 1) Go to <https://symposium.foragerone.com/>
- 2) In the upper right hand corner, click on 'Sign Up'
- 3) The page that comes up should ask for your email address. Enter the email address you used to register for the meeting on the google form. If you don't remember which address you used, please let me know. I can tell you.
- 4) Click 'Next' after you enter your email. The next menu that comes up should ask you for a password, first name and last name. Enter the appropriate information. The password you should make up and entering it in this menu will establish it as the password for that email address. The password should be at least 6 characters with at least 1 uppercase letter. And if you don't meet all of their requirements they'll give you a red error message in the bottom right corner to help correct it.
- 5) Then click 'Sign-Up' at the bottom.
- 6) Then it will verify your email. This means that ForagerOne (or Symposium by ForagerOne) will send an email to the email address that you entered to sign up. You need to log in to that email and look for the email. Open it, and click on the link provided therein. That will verify your email address and take you to this site: <https://symposium.foragerone.com/login>
- 7) At that website, enter the email address that you used to sign up. Then enter the password you established for that email address (see step 4 above). That should log you in.

Once you're logged in, then it will take you to a My Account page. You can actually ignore that and look for the My Events menu at the top of the page.

- 1) Click on the My Events menu at the top of the page.
- 2) It will probably say No Registered Events Yet. But below that there is a golden 'Discover Events' button. Click on that Discover Events button.
- 3) Then there is a search bar (Search with a spy glass icon). Type Georgia Academy of Science into that box. Then below that box unclick/uncheck the box next to 'Show launched events only'. This should bring you to our meeting page.
- 4) On the bottom right of the Georgia Academy of Science 2021 Annual Conference page icon, click 'Register'. Follow the directions from there to get registered for the meeting on that platform. There's not much to see because the meeting won't launch until the morning of April 16<sup>th</sup>. I will send reminders about this as we get closer to the meeting.

Please note: You cannot upload your poster following these directions. There is a separate link for that. It is: <https://symposium.foragerone.com/gaacademy21/submission>.