**Connecting the Dots**

**Quick Start guide for screen magnifier users**

# **Overview**

Thank you for registering for Connecting the Dots! CNIB’s two-day virtual conference is hosted on vFairs, a virtual event platform. This step-by-step manual is designed for screen magnifier users and provides a detailed overview of navigating and accessing the vFairs platform.

**Important:** Before the event, you'll receive an email with your unique login information to join the conference. Please add cnib@vFairs.com to your email contacts to prevent it from going into your junk mail.

## **Accessing the platform and home page**

1. Let’s get started. Once you receive the email from vFairs, you must select or click the link found in the body of the email, which will direct you to the Connecting the Dots vFairs website.
	1. Note: an auto message will play saying, "Welcoming to Connecting the Dots.” Press the space bar on your keyboard or click anywhere on the page with your mouse to proceed to the homepage/lobby.
2. The home page will appear; it is called the vendor alley floor or lobby.
3. Description overview of the Vendor Alley floor webpage:
	1. Starting in the top left corner of the webpage, you will find CNIB logos.
	2. Moving to the top right of the page, you will find the accessibility plug-ins and the profile menu buttons.
	3. In the primary “Navigation Bar," you will find the headings such as Vendor Alley, Education, Technology, Employment, Vendor Alley special Events, Event Promos, and Swag Bag.
		1. Note: the swag bag will have all e-coupons and promo preloaded ahead of time. You can also add swag collected from vendors to your virtual swag bag.
	4. In the body of the webpage on the far left, you will see the "Vendor Alley" sidebar with all the partners' names listed below it; select or click any of the categories, and it will direct you to the page belonging to the vendor.

## **Let's get started!**

1. Let's start by describing and defining the various headers in the primary "Navigation bar," located on the top of the webpage.
	1. Vender Alley: the first option on the left of the navigation bar acts as a home button, so whatever webpage you are on, select or click the "Vendor Alley" button to return to the website's home page/lobby.
	2. The next four headings are session pages that have listings of the available live session. These pages have the same basic layout. The basic layout starts with the dates, title, description, and the join button. Note: All times are in Eastern Time, and there will be a 15-minute indicator displayed before a session starts. A join button to the far right will appear; it will launch a zoom meeting once selected or clicked. See which sessions you want to attend.
		1. Education
		2. Technology
		3. Employment
		4. Special events
	3. Event Promos: select or click this header. It will open a page with detailed information on all Canadian-owned small businesses offering exclusive discounts for services and products to all the participants.
		1. Note: all the discounts and promos will be preloaded within your Swag bag ahead of time.
	4. Swag Bag: when selected or clicked, a dialogue box appears containing all the videos, documents, and e-coupons you have added.
		1. Note: all the items found within your swag bag can be selected and sent directly to your email.
2. The Vender Alley sidebar is on the left side underneath the navigation bar. In addition, the "Vendor Alley" sidebar will have all the partners' names listed below; select or click any categories such as AMI, Bell, CNIB hub, etc. Once you select or click one of the partner's names, it will direct you to the vendor's page with specific details about the company and additional resources.
	1. When you select or click the vendor of your choice, it will direct you to the company's vendor webpage.
	2. Underneath the navigation bar, you will find an image of the company's logo, and in the top left of the image, there is a "Back to floor" button, which will return you to the "Vendor Alley home page."
	3. You will find a white bar underneath the image, and to the left and right, you will see a "Next and previous" button that will switch or return you between the different vendor pages.
	4. In the middle of the white bar is a "Visit us" button to jump on a Zoom call with the company.
		1. Note that you can only connect with the vendor during the morning, during breaks, and at the very end of the conference, when all live sessions are over.
	5. There are three tabs located on the left, underneath the white bar, and they are:
		1. Description: select or click, and detailed information will be shown below, such as company description, contact information, and much more.
		2. Videos: select or click, and videos relating to the company will appear underneath the heading. When scrolling through the videos, there will be two buttons located to the far right, the first is the "view" button, and the second is added to "Swag bag."
		3. Document: select or click, and documents relating to the company will appear underneath the heading. When scrolling through the documents, there will be two buttons located to the far right, the first is the "view" button, and the second is to add to "Swag Bag."

**Enjoy your virtual experience at the 2021 Connecting the Dots conference!**