Physical Training Materials

This guide represents the most broad attempt to cover the entirety of the system. However, additional FAQ material is also available on the website - and additional release notes will accompany releases that may, at least temporarily, render some of this guide outdated. We will make an effort to keep the guide up to date as best we can, but changes to this document will be the last in line. Please review any FAQs or Release Notes from Agular related to system changes.

This user guide should always be available by clicking the [User Guide] button at the top of the screen. In addition, the Agular website hosts a section devoted exclusively to the SVdP CMS system. It can be found at http://www.agularsystems.com/AgularCMS.htm and has the latest copies of any documentation and FAQs related to the software.

Note: Many conferences choose to generate their own user guides - as they have unique rules and guidelines they wish their volunteers to follow. Your conference leadership knows what policies best fit your needs the best so please click the [Documents] button along the top in the CMS UI to review any conference or district specific materials.

Video Tutorials

Also linked from the CMS section of the Agular website are a suite of training videos. All the basic CMS related functionality has been broken into short video walkthroughs that have been made available to all conferences. The goal of these is to give a brief and specific overview of how to perform discrete tasks - available to the conferences to help volunteers better understand the use of the system. In aggregate these tutorials showcase many of the complexities of using the system and detail how to go about getting the most out of it for your conference.

Many functions in the system are different depending on varying configurations - so find the video that best reflects your problem and review it at your convenience. For example, if your conference is configured for the use of case managers to distribute casework then any internal guidance with regard to training can reference those videos which feature that sort of configuration to reduce any confusion on the part of the users.

New videos will be released as needed.

Online Training

Agular conducts scheduled Join.Me sessions - allowing users to come online and talk to Agular's support team directly. The purpose of these sessions is to provide whatever training and support is needed by those in attendance - whether that's a basic run-through of the product or a detailed exploration of a rare scenario. To participate you'll need a web browser with an internet connection and a phone (if you do not have a configured computer headset).

Participation Instructions (and installing Join.ME)
The Website address for these sessions is https://join.me/agulardemo
The conference phone_# and ID_# will be provided 24 48 hours before the call.
Technical requirements:
• On Windows, participants must use Internet Explorer 8 or above, or the latest version of Firefox, Chrome
• On a Mac, we recommend participants use the Safari browser for best results
Participants must have Flash Player 10 or above installed and enabled in their browser.
To see if your browser has flash installed - go to http://helpx.adobe.com/flash-player.html

Preparing for the session:
1. Click on https://join.me/agulardemo
2. A Join Me web page should display a box saying : [Waiting for Presenter] and a box on the Page that says [Go Now] for downloading the non-browser based app. If you do NOT see this screen you will not be able to attend the session. Please be sure you have flash player installed.
3. You can press the [Go Now] button and it will download the secure Join Me application to your desktop PC if you wish but it is NOT necessary.
4. If you do so, The Join Me application download should take less than 30 seconds. You will be asked to "run" the Join Me .exe file do so and the application will open to allow you to view Join Me shared screens during live events.

To Join the Web Conference:
1. Click on https://join.me/agulardemo
2. A Join Me Web Page will display or your Join Me application with launch
3. The Web Page or Join Me application will display "Locked Meeting in Progress"
4. Type in your Name (First only or both) in the white box used to identify you
5. Click the [knock to join] green button
6. Depending on the browser you use, a message may display asking you to download a small join.me application that will connect you to the presentation

A few important guidelines during the session :
1. Please mute your phone if possible. Any ambient noise from your phone will carry into the web conference and make it difficult for others to hear.
2. Feel free to ask questions but please defer to the presenter to control the breaks and time intervals offered for questions.
3. Try to arrive on time. The presenter will assist anyone having difficulty joining the web conference during the initial few minutes of the event.