



# Chief Seattle Council 2020 Program & Training Conference

## Attendee Guide

This guide will help you understand how to attend the PTC conference using the AccelEvents platform that we have chosen for this year's Virtual Event.

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Welcome to Chief Seattle Council's Program Training Conference 2020!

This year we are choosing to run our conference fully Virtual! This decision will allow as many people to attend and receive training as possible while still ensuring the safety of our Scouting families!

For 2020, we have changed our platform for ticketing. In years past we have utilized the Chief Seattle DoubleKnot system which you may be more familiar with when registering for past council or district events (and may already have much of your information saved on). We are using a Virtual Conference system called AccelEvents which will manage registration, payments, and the actual events.

This will mean changes to how you purchase tickets, register for classes, and attend sessions. Our hope is to provide you with all the information you need to ensure a successful conference!

The screenshot shows the homepage of the Chief Seattle Council Program & Training Conference website. At the top, there is a large banner image of a gymnasium filled with people attending a physical conference. Below the banner is a circular logo for the conference, featuring a mountain, a campfire, and two scouts. The text around the logo reads "Chief Seattle Council 2020 Program & Training Conference" and "THE ADVENTURE CONTINUES". To the right of the logo, the date "Saturday, October 17" and the conference name "CSC Program and Training Confer..." are displayed, followed by the tagline "The Adventure Continues!". A blue button labeled "Buy Tickets" is prominent. Below the logo, a navigation bar includes links for "About", "Agenda", "Sponsors", "Speakers", and "Exhibitors". On the left side of the main content area, there is a section titled "VIRTUAL Program & Training Conference" with a paragraph of text explaining the shift to a virtual format. On the right side, there is a "Date and Time" section with a calendar icon, the date "Sat, Oct 17, 2020 from 8:00 AM to 4:00 PM (PDT)", a "Add To Calendar" link, and another "Buy Tickets" button.

Saturday, October 17

CSC Program and Training Confer...

The Adventure Continues!

\$15 - \$20

Buy Tickets

About Agenda Sponsors Speakers Exhibitors

**VIRTUAL Program & Training Conference**

The Program & Training Conference continues to STILL be an area-wide, one stop training opportunity for leaders and parents from the entire council. You can STILL get the classes you need for your Unit, as well as some important sessions on what is topical with the times, and lots of fun classes to enrich your Scouting program. But for 2020 it will be from the comfort and safety of your own home!

For our Virtual Program & Training Conference, we have opted to use the online vendor Accelevents. The feel will be similar to the Zoom meetings you are familiar with but Accelevents offered some practical solutions for putting on the type of event that the Program & Training Conference is.

Accelevents is a flexible format that supports the Program & Training Conference in its presentations and operations.

Date and Time

Sat, Oct 17, 2020 from 8:00 AM to 4:00 PM (PDT)

Add To Calendar

Buy Tickets

# Before the Event

## Available Sessions

Like every year, we strive to create a rich set of classes for you to attend. Please visit our website for the latest class list and brochure.

<https://seattlebsa.org/ptc>

## Purchasing Tickets

To purchase tickets, you can start at the Chief Seattle PTC conference page. You can also directly access the ticket ordering page below:

<https://www.accevents.com/e/u/checkout/cscptc2020/tickets/order>

When purchasing tickets, you will complete these steps:

1. Step 1 – Select your Ticket Types and quantity.
2. Step 2 – Ticket Buyer (Who is buying the tickets, not who is attending).
3. Step 3 – Ticket Holder (Attendee) – For each Attendee, who is attending. **If this is the same as the Purchaser, there is a drop-down at the top of the attendee page to copy the information from the previous page.**

There is additional information to be filled out as well regarding Council, District, Unit,

Age, etc. You may purchase tickets for others and not yourself if you desire, simply fill out the attendee information with the other persons information.

4. Step 4 – Checkout – This is where we will collect Payment.

CSC Program and Training Conference  
Sat, Oct 17, 2020 from 8:00 AM to 4:00 PM (PDT)

1 Select Ticket      2 Ticket Buyer      3 Checkout

Enter access code  Access code

**Tickets**

Type	Description	Price	Fee	Quantity
General Admission (Early Bird)	Available until Tuesday, Oct 13th. Last day to register for the Early-Bird Special is Sunday, October 11 (11:59 pm). Early Bird Special includes: \$5 discount off normal pricing. Priority on mailing patches. Electronic handouts ahead of PTC.	\$15.00	\$3.85	0
General Admission	All participants will receive a 2020 PTC Conference patch via US Mail! Come join us for over 30 virtual sessions over 6 Session times. This is the best way to get your training completed!	\$20.00	\$6.03	0

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Please note: The Purchaser is who will be able to register for sessions if you are registering for multiple attendees!

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## Registering for Sessions

In past years, you had to register for your session at the time of ticket purchase. This year the system allows much more flexibility. We are allowing more attendees in each session being a Virtual event. As a result, you no longer need to pre-register for a session at the time you purchase your tickets. However, you will still need to register for the sessions prior to allow for attendance to be taken. Please make sure to do that before the morning of the event!

You can go directly to the registration page here:

<https://www.accevents.com/e/cscptc2020#agenda>

### Logging In

During your purchasing process you were presented with a place to create a password on the Ticker Buyer page of the purchase tickets system. You will use the e-mail address and a password provided at the time of purchase to log into the Virtual Event.

You can log in by clicking the Login at the top of the page, or “Login to Register” next to a session.

The screenshot shows the Accevents website interface. At the top, there's a navigation bar with 'ACCEVENTS' logo, a photo of people in a hall, and a circular logo for 'Chief Seattle Council 2020 Program'. Below the navigation, there's a 'Log in' modal window with fields for Email and Password, and options for Log in, Login with Facebook, Remember me, and Forgot password? A 'Close' button is also present. Above the modal, there are links for Contact, Login, and Create Event. To the right of the modal, a session card is displayed for 'October 17 Program and Training ...'. The card includes a photo of a room, a price of '\$20', and a 'Buy Tickets' button. Red arrows point from the 'Login' link in the top navigation to the 'Login' button in the modal, and from the 'Login To Register' button in the session card to the 'Buy Tickets' button.

## Viewing Agenda

As with every PTC event, we offer a very wide variety of classes. In general, our classes will be scheduled in 6 time slots. We have over 80 sessions this year!

When looking at the Agenda, it can be helpful to search by different options.

The screenshot shows the Accelevents website for the CSC Program and Training Conference. At the top, there's a navigation bar with 'Contact', 'Staff', 'Create Event', and a user profile for 'Curtis Paris'. Below the header is a large photo of a multi-level gymnasium or hall filled with people. In the center, there's a circular logo for 'Chief Seattle Council 2020 Program & Training Conference' with the text 'THE ADVENTURE CONTINUES' and 'Advancement Camping Training "ACT XV"'. To the right of the logo, event details are listed: 'Saturday, October 17', 'CSC Program and Training ...', 'The Adventure Continues!', a video camera icon, '\$15 - \$20', and a 'Buy Tickets' button. Below the logo, there's a navigation menu with tabs for 'About', 'Agenda' (which is highlighted in blue), 'Sponsors', 'Speakers', and 'Exhibitors'. At the bottom of the main content area, there's a red-bordered box containing several search and filtering options: 'All Sessions 88' (highlighted with a red box and a red arrow pointing to it labeled 'Searching and Filtering Choices'), 'Speakers', 'My Sessions', 'My Interests', 'Search Sessions' (with a magnifying glass icon), and 'Tracks & Tags' (with a tag icon).

When searching, there are a few buttons to help you out.

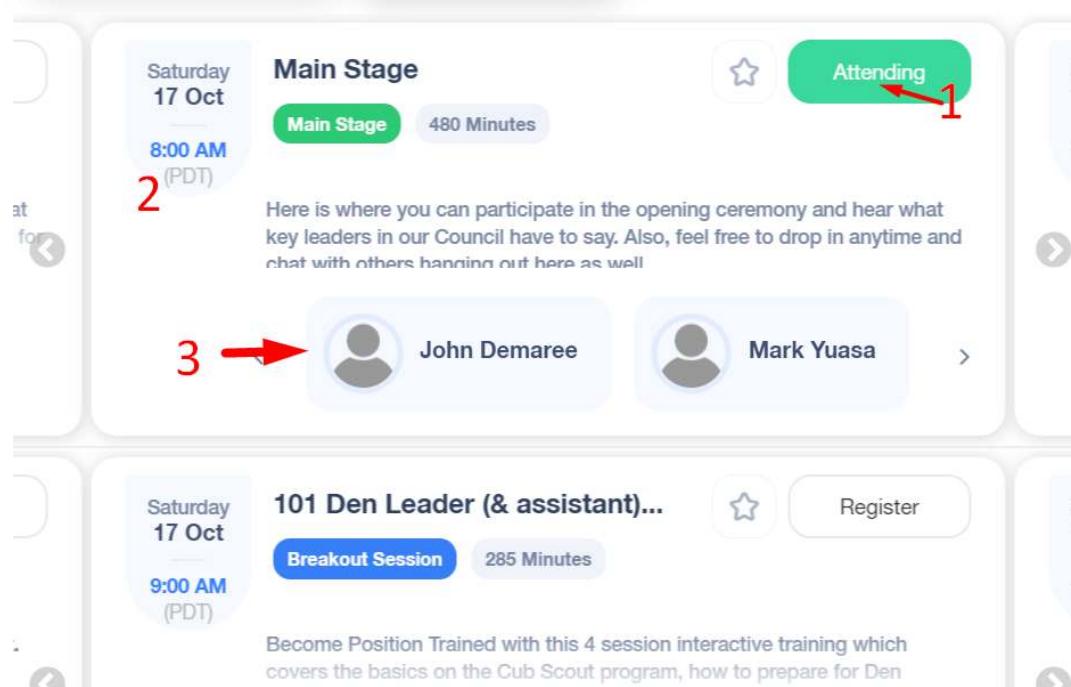
- All Sessions – This allows you to see everything! Great for scanning. Also see the brochure at <https://www.seattlebsa.org/ptc-documents/1674-2020-brochure/file>
- Speakers – If you know who is presenting a class, this is the easy way to find it!
- My Sessions – Once you register for a session, this is an easy way to see what exactly you have registered for.
- My Interests – When you are deciding what to attend, marking your Interests can help you quickly come back and find that class. Tip: If you are stuck between two classes, register for the one that you want, and then mark the other one as Interested. If the one you attend is not working out, quickly find your other interested course to change over!
- Search Sessions – This is a freeform text box. If you know the session #, such as “101 – Den Leader (& assistant) Training”, you can type in the number, in this case, “101” to quickly find the class or “Den Leader” to search for that name.
- Tracks & Tags – We have helped organize the meetings like the brochure, to help you find the right class for the topics you are interested in. Just click on this button to see a more organized list.

Depending on your browser (i.e., mobile or Desktop), you will see a list of classes.

**On Desktop** – You will see a list of start times and sessions within those start times.

**On Mobile** – You will see a long list of sessions. Be sure to use the filters to help find what you are looking for!

Here is an example of the screen



Using the picture above:

- Area #1 – This is your Register or Attending button. This button will be White when you are looking for sessions, and Green when Attending.
- Area 2 – This is the date/time of the session, the name of it, how long, and a description.
- Area 3 – These are the PRESENTERS for the session.

### Registering

Once you have found the session that you would like to attend, click the **Register** button for the session. The button will change Green when you are registered. In the very rare circumstance that the session is full and accepts a waitlist, you will have an option to be put onto the waitlist.

To un-register for a class, click the Attending button and it will change back to white.

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***PLEASE NOTE: Due to system limitations, you are able to register for multiple sessions at the same time. Please choose only ONE, and mark the other session as INTERESTED.***

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## Viewing your Registered Classes

Once you have registered for all your sessions, you can pull up your agenda by going to the Agenda page again and selecting “My Sessions” button.

## During the Event

### Entering the Event

During the registration phase, you will likely have seen the Agenda and other event elements. When the event begins, you will be visiting the “Hub”. From the PTC event page, you will see a “Enter Event” in place of “Buy Tickets” button. You must be logged in to see this button. It should prompt you to log in if you have not.

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*Please note that the button will only appear 30 minutes before PTC begins.*

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You can also visit the page by going directly to it via the link below:

<https://www.accelevents.com/e/cscptc2020/portal>

Below is an example screenshot of where you will see the “Enter Event” button when it appears for the conference on the registration site.



## Event Hub

The “Hub” is the central place that we will be starting the event. If you have been to a past PTC, this page is like the gymnasium at the North Seattle College. This page is where the opening Main Stage will be as well.

The screenshot shows the homepage of the CSC Program and Training Conference website. On the left, there is a vertical blue sidebar with a circular logo at the top and five menu items: Lobby, Stage, Sessions, Expo, My Talks, and My Booth. The main content area has a header "CSC Program and Training Conference" with a calendar icon, a bell icon, and a "Hello, Curtis" greeting. Below the header is a large photo of a gymnasium filled with people. Underneath the photo are three tabs: Agenda (selected), Sponsors, and Info Desk. Below these tabs are four buttons: All Sessions (0), Speakers, My Sessions, and My Interests. There is also a search bar labeled "Search Sessions" and a toggle switch for "Show past sessions". A message "No sessions available!" is displayed. To the right of the main content is a sidebar with a photo of two people, a "POWDER HORN August 2020" banner, and a link "(71 members) CSC Program and Training Conferen...".

On the left side, you will see 4 Links: Lobby, Stage, Sessions, and Expo.

*For those who are presenters or exhibitors, you will see additional links on the left. As an attendee, you will not have the "My Talks" and "My Booth" links. This is for speakers and exhibitors.*

**Lobby** – This is the central hub, kind of like the Gymnasium. This is where you can check out the agenda for the day, our Sponsors for the event, and an Info Desk which we will be posting guides such as this one.

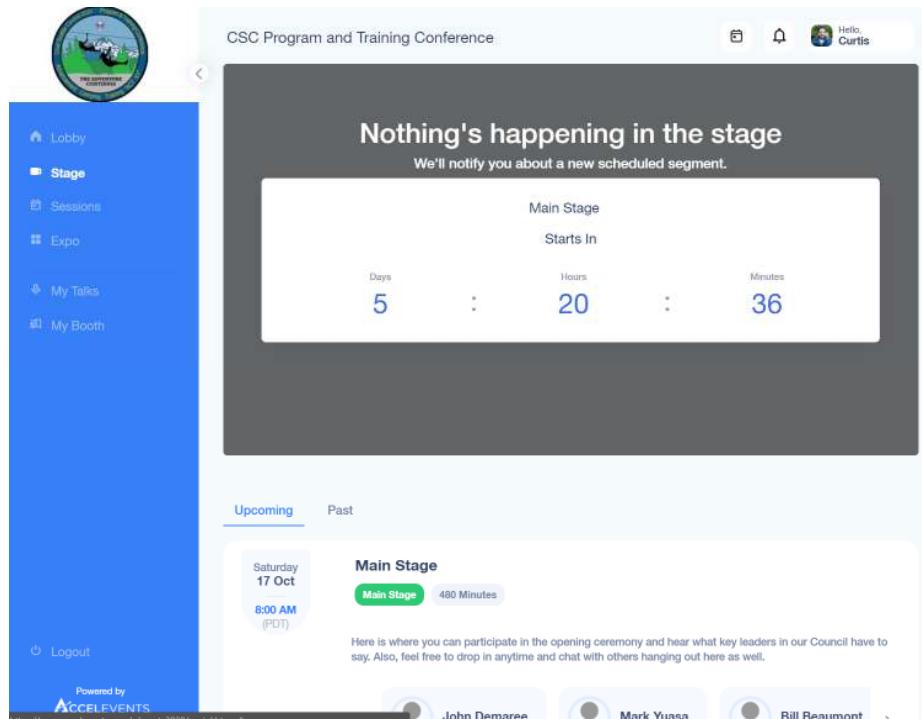
**Stage** – This is the MAIN STAGE only. This is where we will meet for Opening Ceremony

**Sessions** – This is where you will access your sessions/classes/breakouts.

**Expo** – Please come visit each of our Exhibitors! They all have great Scouting related things to share!

## Going to the Opening Ceremony

Like all PTC events, we will be hosting the Opening Ceremony on the “Main Stage”. On the left-hand navigation is a link to Stage. Please come join us! See the Attending a Session for what the Main Stage and all Sessions will look like.

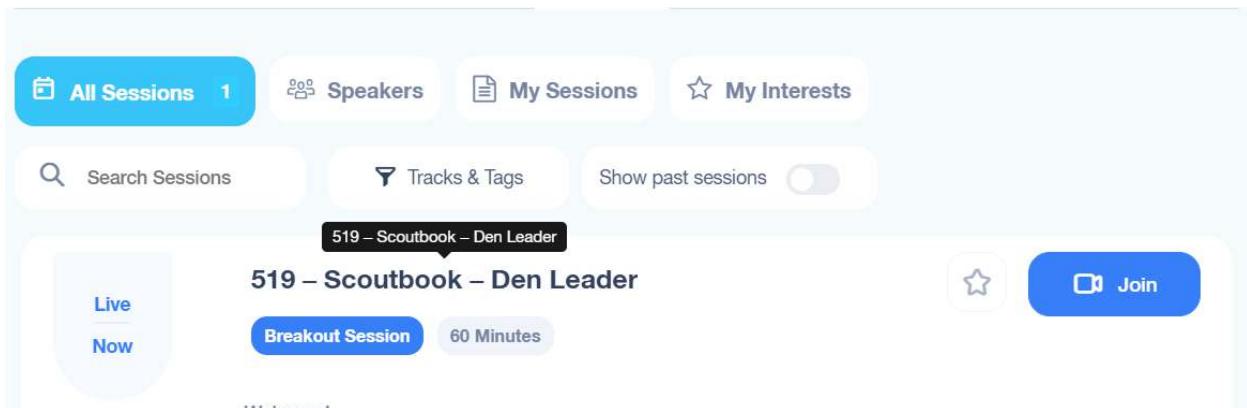


When the Opening Ceremony begins, the gray box will be changed to the online video presentation automatically. You can enter/leave the stage area at any time.

## Attending a Session

To attend a session, click on the Sessions on the left-hand side of the page. Just like on the Registration Page, you will see the same ability to filter sessions and different ways to view them.

The difference is that the Register button will now be replaced with a “Join” button. This will allow you to join the session.

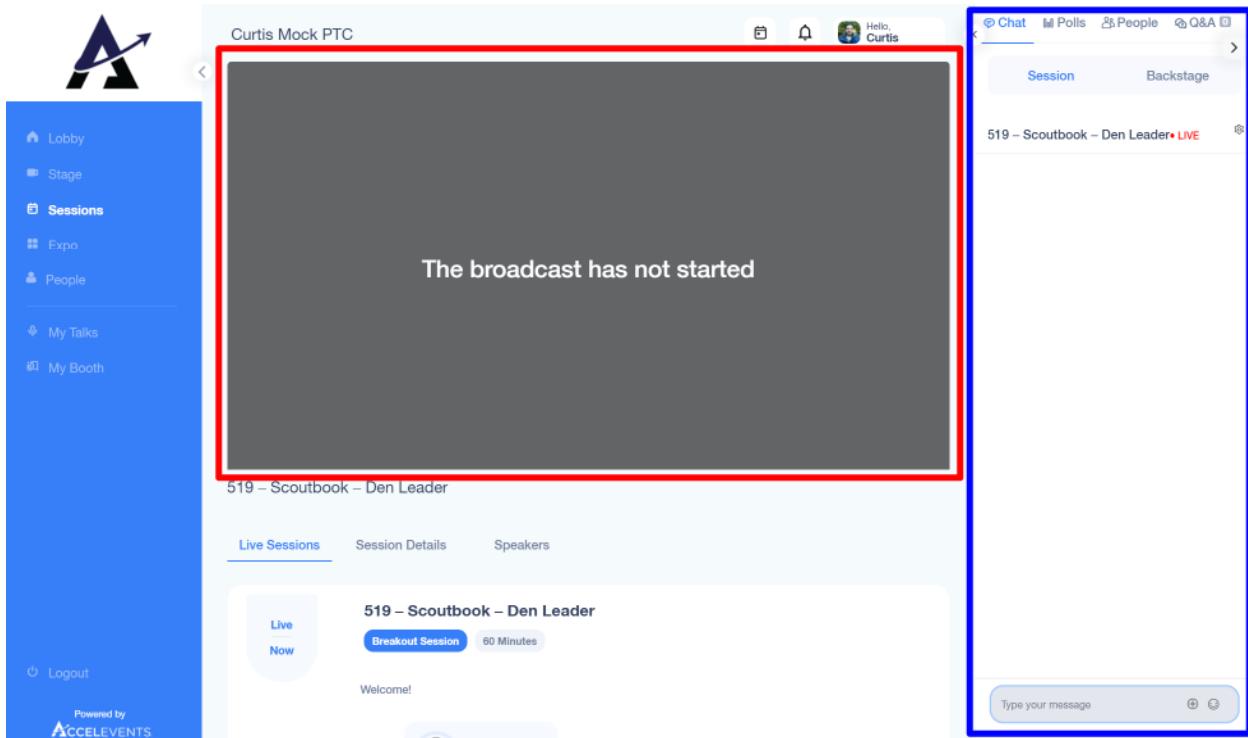


We will be having two different types of sessions.

**Presentation** – Presentations will be generally for classes with a single topic. Presentations will have limited interactive communication. A Chat room will be available for asking questions, as will a Q&A area, and Polls conducted by the presenter.

**Interactive** – This will normally allow for video chat with all participants, breakout rooms, etc. These will be used for more intense training guided by an instructor.

When joining a session, you will see a screen like this:



- The Red area is where the video share will be.
- The Blue area is where the Chat, Polls, and Q&A will be.

### Presentation Sessions (AccelEvents)

During a presentation session, a video will appear with either a live view of the presenter(s), a presentation deck (Power Point), or both. As an attendee you will not share Video or Voice. This is a one-way presentation.

To ask questions, use the Chat feature.

### Interactive Sessions (Zoom)

In an interactive Zoom session, the same screen will appear. The difference is that the Red box will now be the Zoom call. Many people are familiar with Zoom and how it operates.

One thing to note is that on the Zoom call, a button will appear with diagonal arrows allowing you to make the presentation full screen. This will allow you to see more.

**In a Zoom Session, you will be able to share Video and Voice.**

Please test out your Zoom configuration ahead of time by visiting:

<https://zoom.us/test>

## Using Chat

In the Blue Box is the Chat tab, we have said that this is a Chat window. Simply type in your message and hit Enter to send.

## Downloading Handouts

During the session, an instructor may provide handouts (attachments). Examples might include the recipe guide, the presentation deck, pamphlets, etc. Click on the file to download it.

A screenshot of a mobile application interface for a live session. At the top, there are tabs for Chat, Polls (which has a green notification dot), People, and Q&A. Below the tabs, there are two buttons: Session and Backstage. The main area shows a session titled "519 – Scoutbook – Den Leader • LIVE". A timestamp "Today at 11:44 AM" is visible. A user profile picture of Curtis Paris [Organizer] is shown, followed by the text "Here is the guide". Below this, a file attachment is listed: "PTC Training Presentation.pptx" with a size of "3.95 MB".

## Answering Polls

In the Blue Box area is a “Polls” tab. When a new Poll is given by the instructor, a green circle will appear next to the “Polls” tab on the right side of your screen. Click on the Polls tab, select your answer, and click Submit! It’s that easy!

A screenshot of a mobile application interface showing a poll. At the top, there are tabs for Chat, Polls (with a green notification dot), People, and Q&A. Below the tabs, it says "2 Polls" and there is a "+ Add Poll" button. The first poll is displayed with the question "1. What is the biggest fundraiser for your unit?". An "Open" button is shown next to the question. Below the question are four options, each with a radio button: "Popcorn", "Christmas Trees / Wreaths", "Friends / Family", and "Other". At the bottom is a large blue "Submit" button with a checkmark icon.

## Getting Training Credit

For sessions that will be giving BSA Training Credit, you must attend the entire session. At the start, middle and end of the session the instructor will utilize polls to actively check for participation (some interactive sessions will use roll-call).

You MUST answer the required polls to receive credit. These polls allow us to inform BSA that you were at the class for the entire time.

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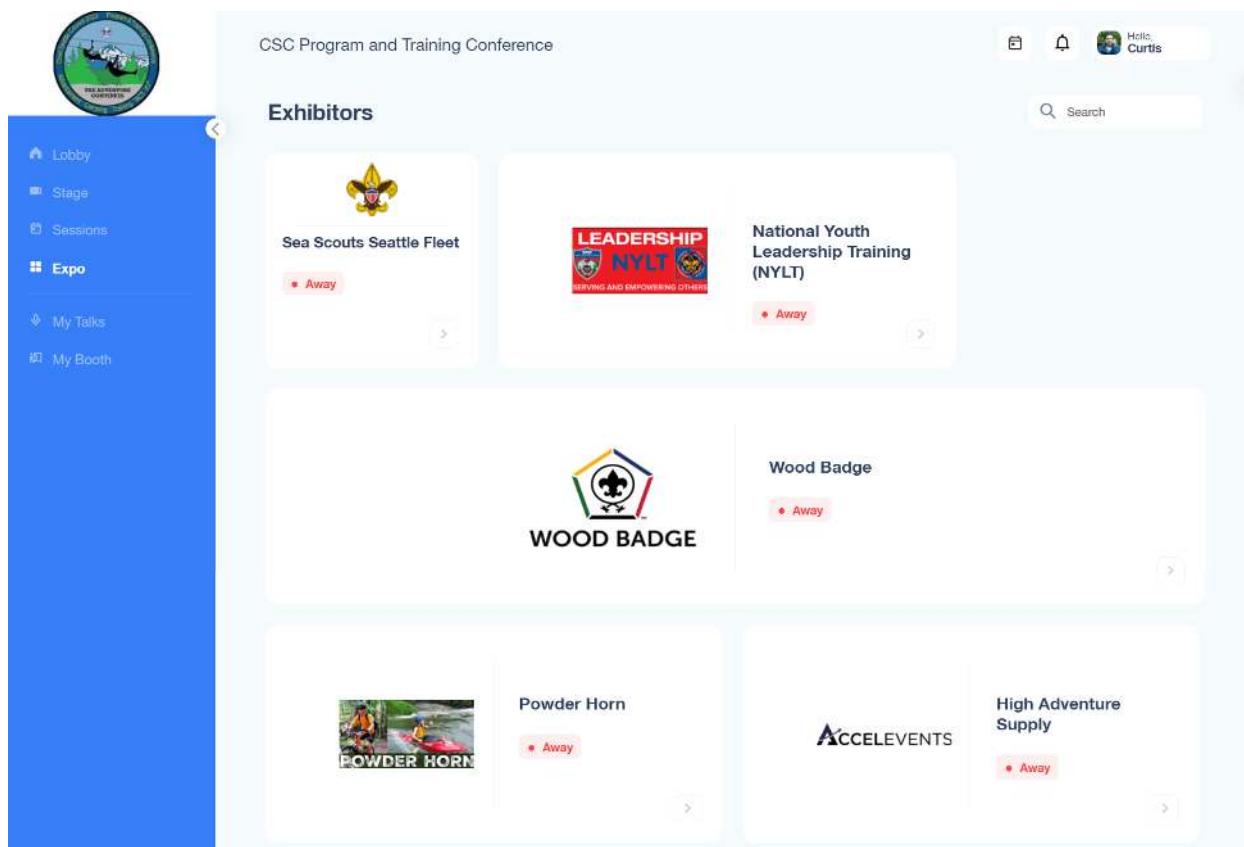
**IMPORTANT: If you do not answer the polls, you may not be given credit for the course!**

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## Expo Hall

Before you end for the day, be sure to visit all our exhibitors. Just click “Expo” on the left side.

When you click into an Exhibitor you will see a list.



The screenshot shows the mobile application interface for the CSC Program and Training Conference. On the left is a vertical blue sidebar with navigation icons: Lobby, Stage, Sessions, **Expo**, My Talks, and My Booth. The main content area has a white header with the conference name and user profile. Below the header is a section titled "Exhibitors" featuring six cards:

- Sea Scouts Seattle Fleet**: Represented by a fleur-de-lis icon. Status: Away.
- LEADERSHIP NYLT**: Represented by a red shield logo. Status: Away.
- National Youth Leadership Training (NYLT)**: Status: Away.
- WOOD BADGE**: Represented by a pentagonal logo. Status: Away.
- Powder Horn**: Represented by a small image of two people in a boat. Status: Away.
- ACCELEVENTS**: Represented by a stylized 'A' logo. Status: Away.
- High Adventure Supply**: Status: Away.

When clicking into an Exhibitor, you will see their page. They may provide a Live Meeting to join and talk with the presenter, you can watch a pre-recorded video, see any offering that they may have, etc. Each Expo page will be customized by the presenter. Look for their posted hours in case they are not there all day. And you can always send them a message or request a meeting. Come and check them out!

The screenshot shows a virtual expo booth interface. On the left is a vertical blue sidebar with navigation links: Lobby, Stage, Sessions, **Expo**, My Talks, and My Booth. The main content area has a header "CSC Program and Training Conference" and a user profile "Hello, Curtis" with a "Away" status. The central focus is the "WOOD BADGE" booth, featuring its logo (a pentagon with a fleur-de-lis) and name. Below the logo are tabs for Live, Video, Company Details, Offer, and Products, with "Live" being the active tab. Two buttons are present: "Join Meeting" and "Request a meeting". A section titled "Documents & Links" contains a PDF file named "WBFlyer2021.pdf". Another section titled "Company Representatives" lists two individuals: "BnL Campisteguy" (Bill - Spring 2021, Wood Badge Course Director / Liz - NYLT Scoutmaster - Session 3) and "Helen Young" (Wood Badge Course Director Fall 2021). Each representative has a small profile picture and two blue circular icons.

## Ending Your Day

At the end of the day, we want to thank you for attending!

After the event you may be contacted via email to complete a Survey of the event. Please take the time to complete this.

We will be sending PTC Seattle patches out to all attendees as part of your participation. Please accept these as a very humble Thank You from all the staff, volunteers, exhibitors, and other participants who hopefully have helped make this conference a special event for you in your Scouting journey!

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*Patches will be sent to the ticket purchaser.*

*Please distribute them to your attendees if you purchased tickets on behalf of others*

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