



Brain Bee 2021

You can find the [Hopin Registration Link here](#)

Like all virtual platforms Hopin comes with challenges. The Hopin tech team made the following recommendations:

- ✓ Use Google Chrome/Firefox as your browser
- ✓ It is highly recommended that you close all other applications on your computer, shut it down and restart before the start of the session. Do this about 1-2 hours before the competition starts in your time zone so that you can test and address any issues that might occur when you restart.

You will find other tips to troubleshoot network issues further down in this document.

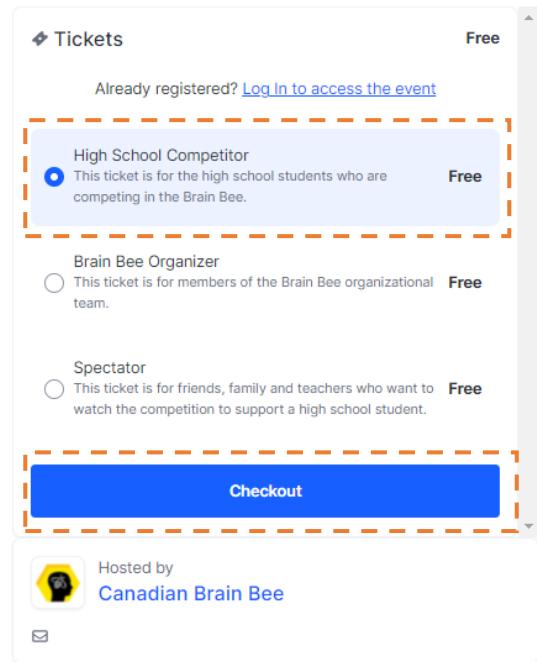
In this guide, we will go over how to register and navigate Hopin.

1. Click on the [Hopin Registration Link](#). You should be directed to the following page:

- On this page, you can find more information about the event, the sponsors, the schedule, and the speakers.

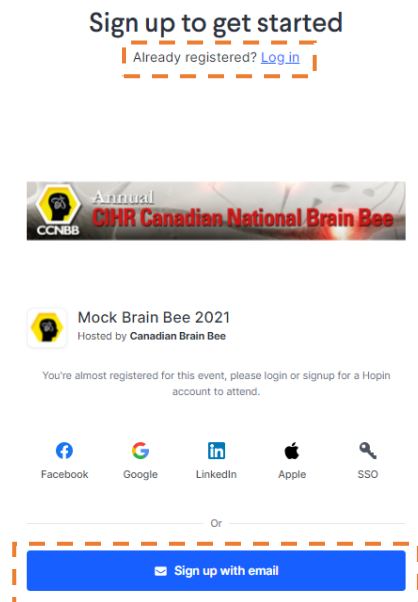
2. You should see three available ticket types on the right-hand side, click on the ticket option that most suits your description and then click on checkout.

- a. If you are a high school competitor, click on **High School Competitor**
- b. If you are a member of organizational team, click on **Brain Bee Organizer**
- c. If you are a friend, a family member, or a teacher of a high school competitor, then click on **Spectator**



3. After clicking on checkout, you will be redirected to this page:

- If you have a Hopin account, click on **Login** on the top of the page. If you do not have a Hopin account, click on **Sign Up with email**.



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4. If you click on **Sign Up with email**, you should now be able to see the registration section. Fill out all required information and agree to terms and conditions, then press Sign up with Email.

The image shows two registration forms side-by-side. The left form is empty and enclosed in a dashed orange box. The right form is filled out with example data and also enclosed in a dashed orange box. A yellow arrow points from the left form to the right form.

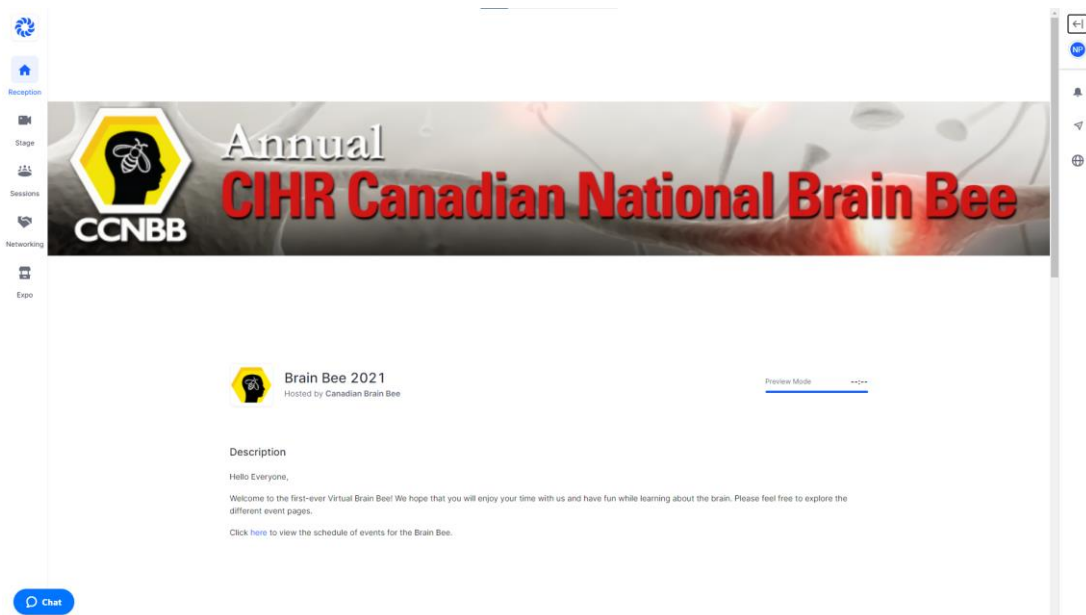
Left Form (Empty):

- First name: []
- Last name: []
- Email address: []
- Password: []
- Password must be at least 6 characters
- I Agree To Hopin [Terms & Conditions](#), [Platform Terms & Conditions](#), and [Privacy Policy](#)
- I agree to receive product updates and marketing communications from Hopin (optional)
- Sign up with email**

Right Form (Filled):

- First name: Firstname
- Last name: Lastname
- Email address: myemail@email.com
- Password: []
- Password must be at least 6 characters
- I Agree To Hopin [Terms & Conditions](#), [Platform Terms & Conditions](#), and [Privacy Policy](#)
- I agree to receive product updates and marketing communications from Hopin (optional)
- Sign up with email**

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5. Once you have signed up or logged in, you should be directed to the event reception page:
- You can find the event schedule by scrolling down the page



6. On the schedule, you can find the time and the location of each segment:

Schedule

June 04 (11) June 05 (12)

Search segment

12:00 PM - 12:30 PM Stage **Welcome!**
We'll use this time to welcome our competitors, review the program schedule, and provide a brief Hopin orientation.

12:30 PM - 01:15 PM Stage **Local Brain Bee - Multiple Choice Test**
The Multiple Choice Test is for high school competitors only. This event will take place in Avenue to Learn. There are no Hopin events during this time.

01:15 PM - 01:30 PM Stage **Break**
Optional programming hosted by the Winnipeg Local Brain Bee.

01:30 PM - 02:15 PM Stage **Local Brain Bee - Short Answer Test**
The Short Answer Test is for high school competitors only. This event will take place in Avenue to Learn. There are no Hopin events during this time.

02:15 PM - 02:30 PM Stage **Break**
Optional programming hosted by the Calgary Local Brain Bee.

02:30 PM - 03:00 PM Stage **University Student Panel**
University students in undergraduate neuroscience programs across Canada will share their experiences and answer audience questions.

03:00 PM - 03:15 PM Stage **Break**
Optional programming hosted by the New Brunswick Local Brain Bee.

03:15 PM - 04:00 PM Sessions **Local Brain Bee - Final Showdown**
This is the final test in the Local Brain Bee competition. The top 3 students in each region compete for the title of Local Brain Bee champion!

04:00 PM - 04:15 PM Stage **Break**
Optional programming hosted by the Toronto Local Brain Bee.

This is when the segment starts and ends

This is the location of the segment

Note: Not all segments are happening at the same location

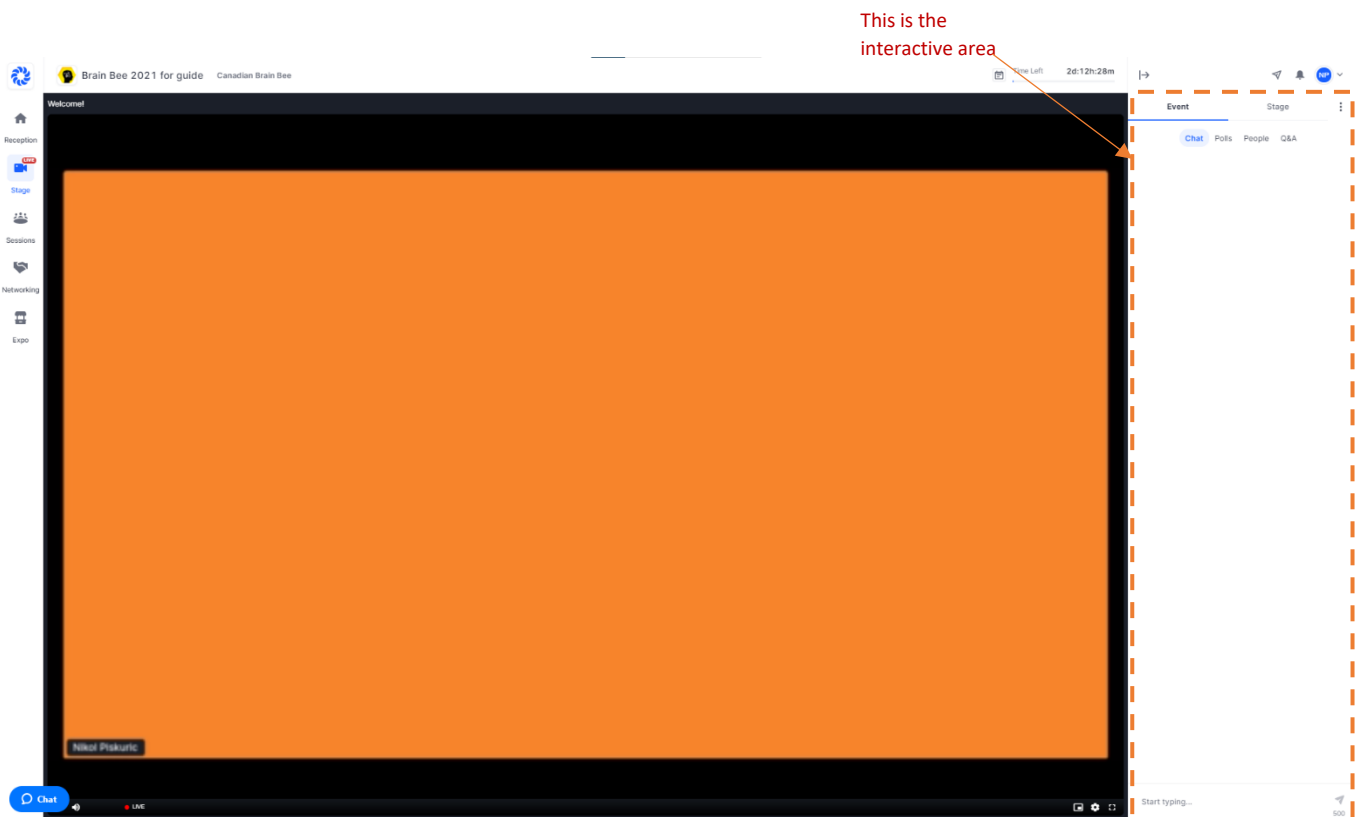
You can search for a specific segment here

7. When a segment goes live, you can find where you need to go in the **What's happening now section**. For example, if a segment requires you to go to the Stage area, you can either click on **Go to Stage** or click on the Stage icon directly on the left-hand menu. The *live* icon on the Stage indicates that this segment is live.

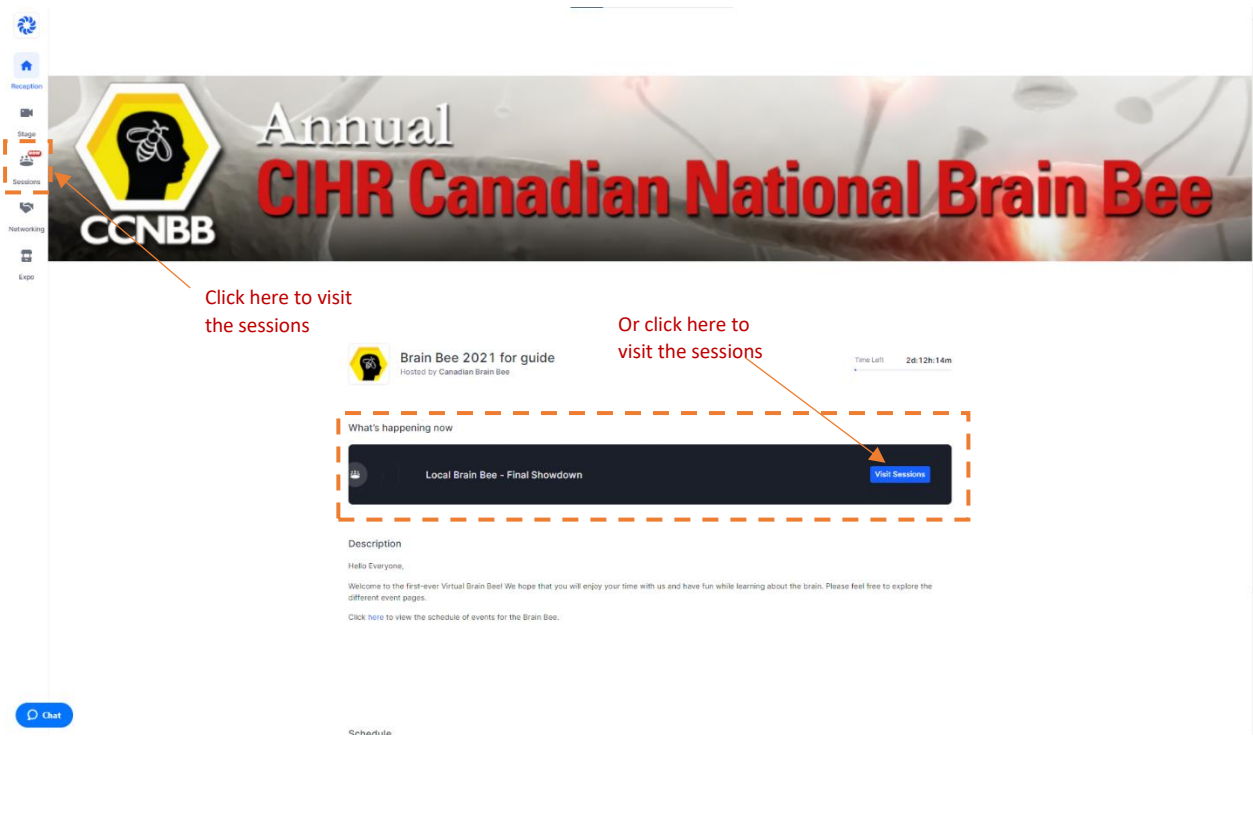
The screenshot displays the user interface for the Annual CIHR Canadian National Brain Bee. On the left, a vertical navigation menu includes icons for Reception, Stage, Sessions, Networking, and Expo. The 'Stage' icon is highlighted with a red dashed box and an arrow pointing to the text 'Click here to go to stage'. The main content area features a banner with the event title and a 'Copy of Brain Bee 2021 for guide' section. A 'Time Left' indicator shows '2d:12h:54m'. Below this, a 'What's happening now' section is enclosed in a red dashed box. It contains a dark notification bar with the text 'Stage is live now!' and a blue 'Go to Stage' button. An arrow points from the text 'Or click here to go to stage' to this button. At the bottom, a 'Description' section contains a welcome message and a link to view the event schedule. A 'Chat' button is visible in the bottom left corner.

8. The stage page should look like this:

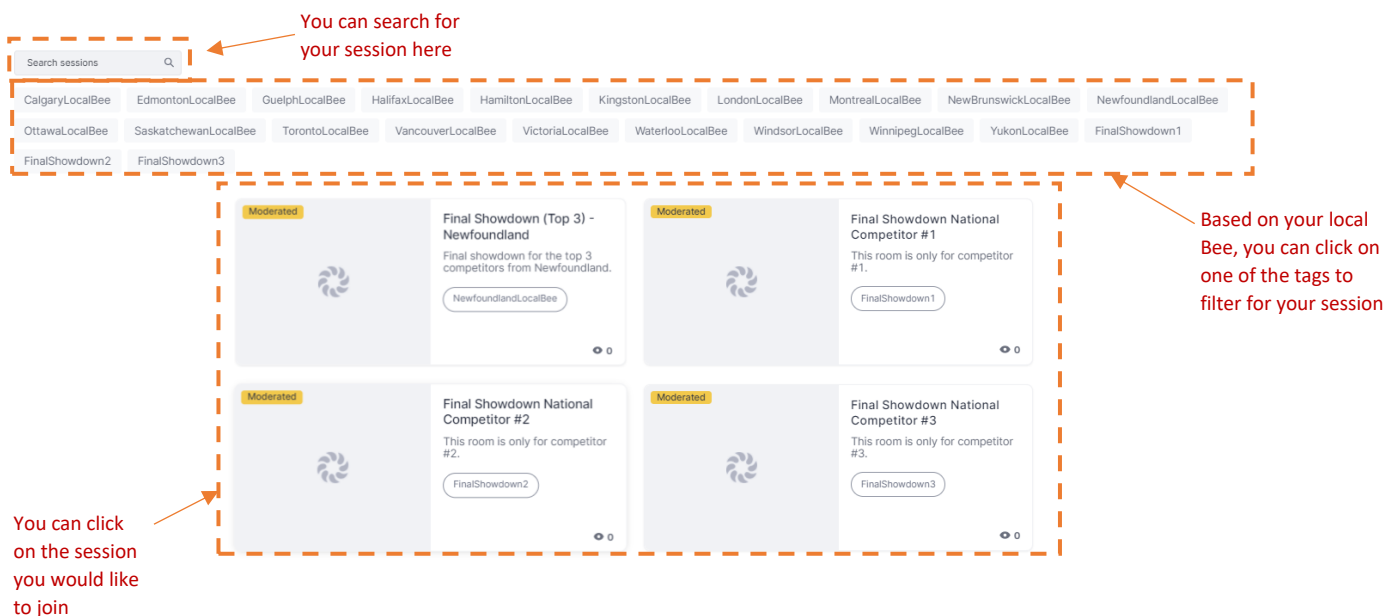
- On the right-hand side, you can interact with the event using the chat functionality.
- You can also message the moderators, by going to the People tab and clicking on a moderator to start a chat with
- You can also participate in Polls
- *Note: The interactive section is broken down to two section, Event and Stage.*
 - *The event section lets you interact with the whole event. All event attendees are able to see your message.*
 - *The Stage section lets you interact with the Stage. All stage attendees are able to see your message*



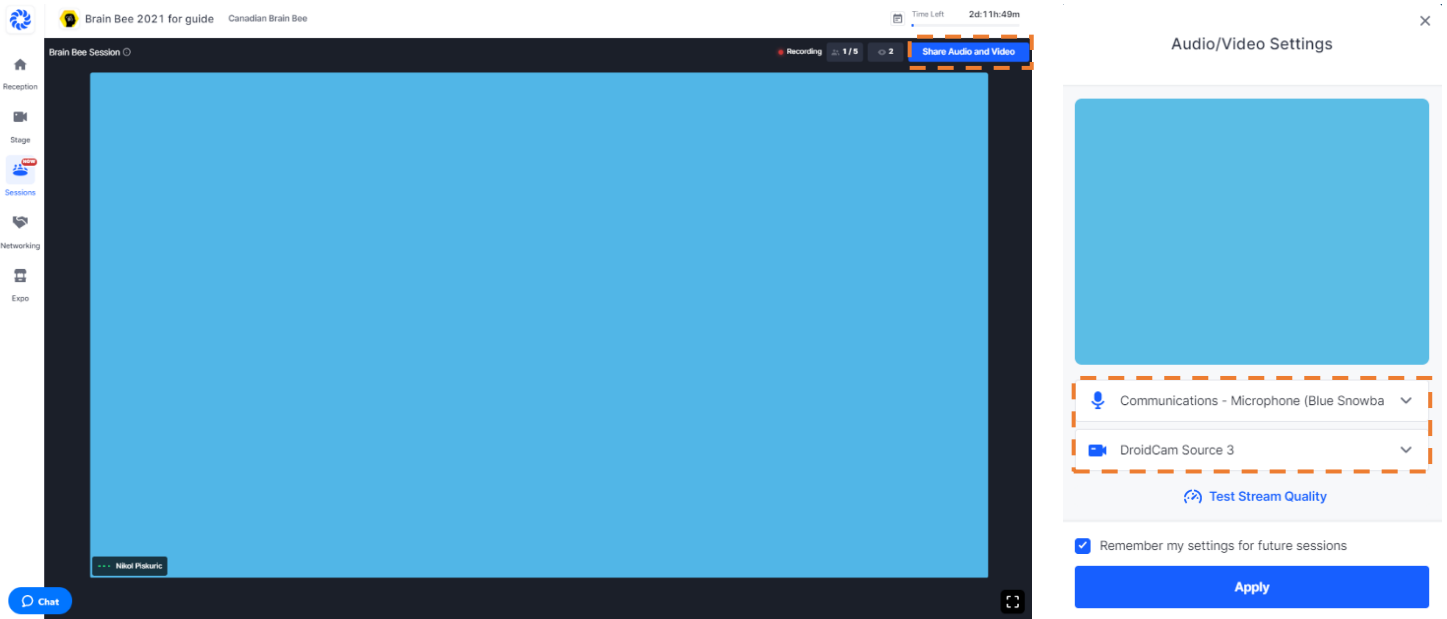
- Once the Stage segment is over, you can head back to the reception area to see where you need to go next. If a segment requires you to go to the Sessions area, you can either click on **Visit Sessions** or click on the Sessions icon directly on the left-hand menu. The **Now** icon on the Sessions indicates that this segment is live.



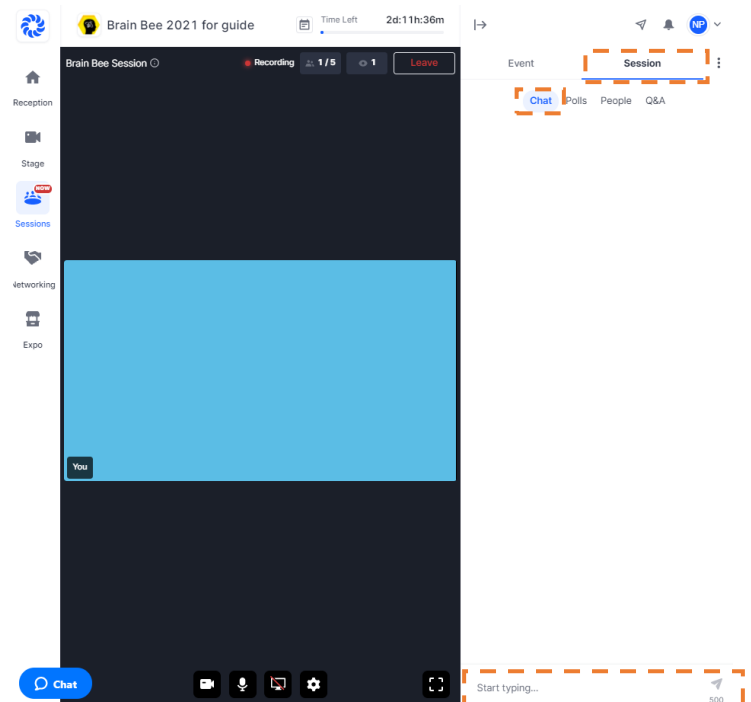
- In the Sessions area, you can use the tag functionality to find the session that is applicable to you.



11. Once in a Session, to share your audio and video follow the following steps:
- Click on Ask to Share Audio and Video. Wait for the moderator to approve your request.
 - In the Audio/Video Settings menu that pops up, make sure the audio and video selection are correct. Then click Apply.
 - Please make sure you ALLOW your browser permission to share audio and video with Hopin



Note: To send a message in the session chat, you must first click on the Sessions in the interactive panel. Then click on Chat. You can type your message on the bottom of the page. Sending messages in the session area will send a message to session attendees ONLY.



Troubleshooting: It is highly recommended that you close all other applications on your computer, shut it down and restart before the start of the session.

1. Cannot access Hopin
 - a. Attempt an alternative browser such as Google chrome
 - b. Refresh your Computer browser
 - c. Check your internet connection
2. Cannot share audio and Video
 - a. Make sure your browser has permission to share audio and video with Hopin
 - b. Refresh the page and enter the session again
 - c. Request to share audio and video again
3. Got kicked out of Hopin
 - a. Refresh your browser and enter the session again
 - b. Make sure that your computer does NOT have other applications open