

## TheatreCraft – Whova FAQs

If you're joining us online via Whova, then here's some helpful info to get you started. We've also put this into a short video for you, which you can watch on our website.

- **Log In:** Once you sign the code of conduct (sent via email), you'll receive the link to Whova. You'll need to create an account using the email address you used to register your place at TheatreCraft. We advise using a desktop computer or laptop rather than the mobile app, as it's easier to access all the great content that way.
- **Set up your Profile:** you can add a profile photo, your interests, and your CV here, but please be careful about giving out too much personal information, as this is viewable by everyone at the event. Please ensure you have fully read our Safeguarding Code of Conduct before sharing any information.
- **Check out the Agenda:** find out about and attend our livestreamed talks and exhibitor workshops via the 'Agenda' tab and then the 'Sessions' tab. Click into any session and view the stream right from the session page, or join exhibitor Zoom rooms. You can plan your day by adding the sessions you wish to attend to 'My Agenda'. When you are watching an Insider Panel Talk, you can ask questions via the Q&A box that will be directed to the panel hosts on the day. As we won't have time to answer everyone's questions, we encourage you to vote on the question you want answering by clicking the thumbs up sign next to the question.
- **Take part in Speed Networking:** there are two Speed Networking sessions happening at 1.30 – 2pm and 3.30 – 4pm. All attendees will receive a notification when the session is about to start. If you accept the invitation, you'll be randomly paired with 3 other attendees where you can chat in your own speed networking room for 5 minutes before being moved to a new room with new people. To find these sessions, click the 'Agenda' tab and then the 'Speed Networking' tab.
- **Find Job Openings** – head over to the 'Community' tab to find job listings from our exhibitors. Please note that you cannot submit an application via this tab, so make sure you read the application instructions on the job listing to apply, or head over to the relevant exhibitor booth to ask any questions you might have after reading the job description.
- **Visit the Exhibitors Marketplace:** head down to the 'Exhibitors' tab to find our virtual marketplace (on a mobile, click 'Other Resources' and then 'Exhibitors'). Each exhibitor has their own Zoom/Teams link so you can chat with representatives from each organisation and attend the workshops they're hosting throughout the day. Just click on 'Live Video' or ask them questions via the chat function. These questions are public so you will also be able to see questions asked by other attendees. If you wish to ask a message privately, please message directly on the zoom/teams chat.
- **Chat with Attendees:** if you want to talk to some fellow attendees then head over to the 'Messages' tab where you can send a message request. Once that request has been accepted you can chat with other TheatreCraft attendees. For your safety, we would recommend that attendees do not request to video chat with other attendees and to reject any video requests from people you don't know. Please remember to abide by our Safeguarding Code of Conduct. TheatreCraft reserves the right to remove anyone seen to be breaking this code.
- **Talk to the Organisers of TheatreCraft:** if you have any questions or issues that you need help with, you can contact the TheatreCraft team in two ways – private message or public comment. If you have a question that you think other attendees will benefit from seeing the answer to, then drop a comment in the 'Ask Organizers Anything' section under the 'Community' tab. If you have an issue or problem that's more sensitive and you'd like to talk privately, then drop us a message via the 'Messages' tab by searching for 'TheatreCraft Helpdesk', and one of our team will be on hand to help.