

VIP Portal Instructions for Speakers

CAS Events App Live Polling & Speaker Profiles

The CAS offer speakers the ability to edit your profiles to include more details about yourself for the app, and conduct live polling and/or audience Q&A through the CAS Events mobile app. With live polling and audience Q&A, you may solicit questions from the audience and/or you may ask the audience yes/no, multiple choice, open-ended or rating questions in the app.

To create and manage a live poll, and/or edit your Speaker profile:

Note: You cannot manage your Speaker profile, presentations or Live Polls from the mobile app. You may only manage these from the VIP Portal link.

First access the VIP Portal

1. Go to <https://vip.gatherdigital.com/apps/402/login>
2. Click on the blue text to 'create a password' and enter your email address
3. Check your inbox for an email from gatherdigital.com with the link to create your password. Note: you may have to check your spam folder.
4. Enter your email and password at <https://vip.gatherdigital.com/apps/402/login>

To edit your Speaker profile

1. Click "Edit"
2. You may drag/drop a photo or click in the Photo box to choose one from your files
3. In the designated fields, you may edit your Organization, Job Title, add Internet/Social details and Contact information
4. At the bottom of the page you may type or copy and paste text for your biography
5. Select "Update Profile" at the bottom to save and display this information in the app

To create and manage a live poll

1. Select the relevant session
2. Select "Create Live Poll" or "Administer Live Poll" (this takes you to the Live Poll Moderator Console)
3. You may create a question by selecting "New Question" in the upper right hand corner.
 - a) For multiple choice type of questions you can make yes and no be two of the choices or have a number of possible choices or indicate a correct answer by selecting the check mark
 - b) For rating kind of questions you may select the scale (number of stars)
 - c) For open ended questions you merely type the question (or type "Questions for the Presenter" if you would like to solicit questions from the audience)
4. Your question bank is accessible from the upper left hand corner. It will say "Question 1 of 1" if you only create one question, "Question 1 of 2" if you create two questions.
5. To make a question live, select it from the question bank and select "Display Question". (NOTE: Merely selecting a question does not make it live. You must select "Display Question".)

6. To show results in app and if applicable, on the large screen at the front of the room, select “Display Results”
7. You may also at your option select “Lock Responses” if you would like to stop accepting new responses to that question and prevent people from changing their response
8. For multiple choice questions with correct answers, after you select “Display Results” you may select “Display Answer” to reveal the correct answer.
9. For open-ended questions you can select “Filter Responses” and use the check mark to indicate which responses will be displayed or if you are asking for questions from the audience, which questions will be answered. (You do not HAVE to select “Display Results” if you would prefer not to have selected submitted questions for the presenter displayed.)

NOTE: You may only have one question live at a time. To make the next question live you must select the question from the question bank and then select “Display Question”.
To get back to the VIP Speaker Portal home page (perhaps to select another session at which you are speaking or moderating) select the back button on your browser.

Using the ‘Projection View’ for large screen display of Live Polling

You may use two computers, one projected to the screen (likely the one you’re already using for your presentation) and another to see the live poll moderator view to manage the poll. This is the recommended approach. Or you may use a computer for the screen projection and a mobile device (tablet or phone) for the moderator view to manage the poll.

Each agenda session with a Live Poll has a distinct and separate URL in the browser for the Projection View. The URL will remain constant for that agenda session’s Live Poll. When you change questions and display them and their results in the agenda session’s Live Poll, that same URL will reflect the changes on its Projection View with the newly displayed question and results.

On the computer that will project to the screen, go to the projection URL for that agenda session’s Live Poll, by going to the Live Poll moderator console via the VIP Speaker Portal and selecting ‘Projection View’ under ‘Supplemental Views.’

For example, you will have to navigate to a different Projection View URL if you have an agenda session with a Live Poll at 10:00 AM and then there is another Live Poll for the 11:00 AM session.

Split Screen Projection:

Or you may use one computer employing “split screen projection” so that part of your screen is shared to the large display and part is used as a non-displaying moderator view. Ask your audio-visual specialist for assistance.

If you choose not to display your poll questions and results on a large screen:

You may use one device—computer, tablet or phone. Your questions and results will still display on your attendees’ devices.