



ATTENDEE CHECKLIST

Welcome to the DOCS Interactive ((Live)) Stream!

If you have not yet logged into the DOCSLiveStream.com website to set up your profile, please do so now. The event website is where you will access your Pre-Course Study materials, get assistance from our Tech Support team, watch your ((Live)) Stream course, and more!

Log-in information will have been sent via the confirmation email you should have received by now. If you did not receive the email, or would like additional assistance, please email our support team at clr@docseducation.com or call 877-325-3627.

Please review each of the sections below to get ready.

1. Getting your computer and technology set up. You'll need:

- A desktop or laptop computer with audio and video capabilities linked to a high-speed Internet connection to view the presentations.
- A mobile device to access the interactive event polling technology.

****IMPORTANT NOTE**** Our video management system works best on PCs/tablets using a Windows operating system.

If you are planning on using an Apple device, there are some known issues between our video management system and older Macs/iPads and versions of the Safari internet browser. We recommend installing and using Google Chrome and making sure your system is up to date prior to your course.

2. There is one (1) app you'll need access to:

- TurningPoint** is our audience response system that tracks your participation for CE credits. Polls are built into the presenter's slides to check your understanding of the subject. Polling is accessed via the **TurningPoint** app on your mobile device. You can find the app in Apple App Store or Google Play under **TurningPoint**. It is free to download. Please remember, when the app asks for your email, enter the same email you used to sign up for the course.

Attached to the back of this Attendee Checklist you will find a set of written instructions to help you register for and set up **TurningPoint** on your mobile device. A digital copy of those instructions can also be found on the DOCSLiveStream.com website, under FAQ.

3. What to study before your first session.

- Complete your online pre-course and quizzes prior to office hours.
- Attend office hours if assigned. Dates and times will be in the ALL ACCESS email and listed in your DOCSLiveStream.com account.





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4. What's in the box?

- Course manual and reference guide
- Regulatory Resource Sheet for your state
- Something to keep your hands busy
- Pill crusher
- Membership Information
- Product catalogs and IV brochure
- Goodies and snacks

5. Testing Your Computer Systems:

- On Thursday, September 30, DOCS will have tech support available to help you test your computer and mobile device systems. Please set aside 30 minutes between the hours of 7-10 PM ET / 4-7 PM PT to confirm connectivity and address any audio and video issues. You will access the Tech Support team through the DOCSLiveStream.com website.

While these tech support hours are not required, we highly recommend that you attend to reduce any friction the day of your course.

6. The (((Live))) Stream & Support:

- All Friday & Saturday morning courses will begin at 9 AM ET / 6 AM PT. Your ALL ACCESS email will list your agenda, and you can also review it on the DOCSLiveStream.com website.
- Tech support will also be available on Friday and Saturday morning. Check on the DOCSLiveStream.com website for available times.
- You will receive **TurningPoint** Session IDs in the ALL ACCESS email. Saturday morning and Saturday afternoon sessions have different IDs. Please refer to your ALL ACCESS email for the correct session IDs.
- Course Moderators will be online during each session and will monitor questions being asked. You may be given the opportunity to ask your questions live via your audio connection during the Q&A time. Just "unmute" yourself to talk when instructed.
- Our regulatory counsel will be holding office hours throughout the program for your questions. Check the DOCSLiveStream.com website for available days and times. DOCS Members can schedule private sessions with Kathleen Marcus, JD via email at clr@docseducation.com.



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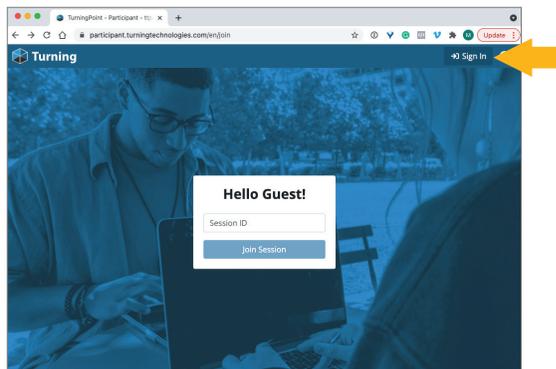
You must set up an account from your desktop first (Step 1) before signing into the app (Step 2).

Remember, when registering for your account, enter the same email you used to sign up for your course.

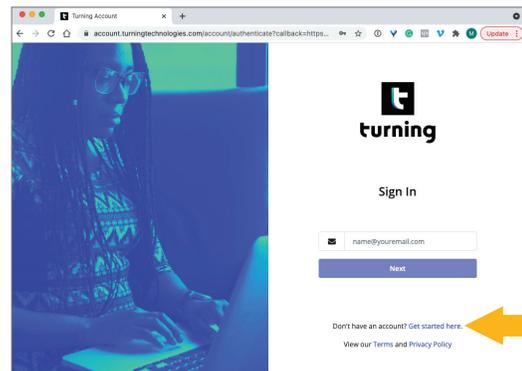
Step 1: Register from your desktop with TTPoll.com (register only)

1. Go to TTPoll.com.

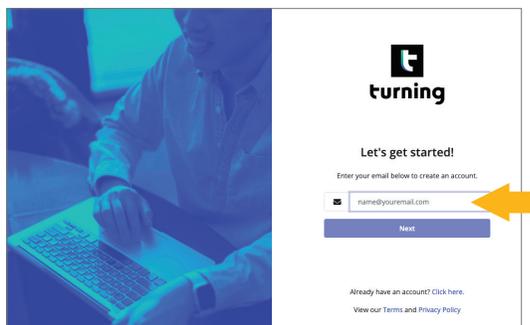
2. Click on "Sign In" (top right).



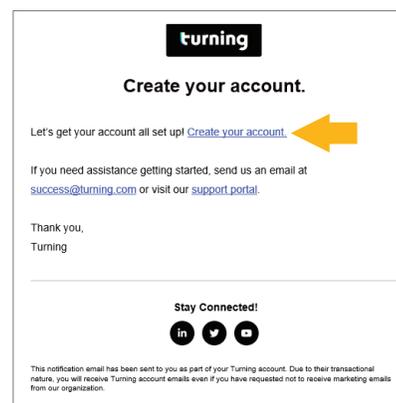
3. Click on "Get started here" (bottom right).



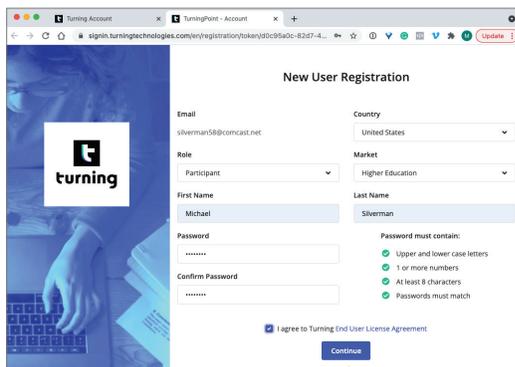
4. In *Let's get started!* Text field, enter the email address that was used to register for the course, and hit next. A verification email will be sent to your email.



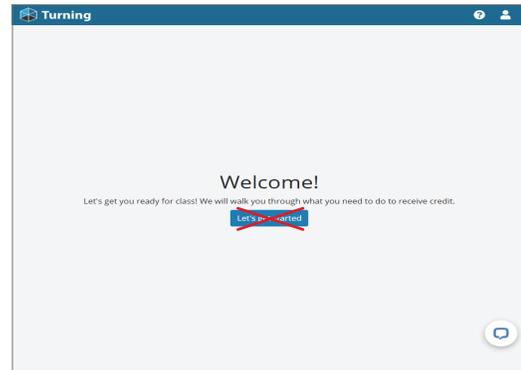
5. Click on "Create your account" link in the email you receive.



6. Fill in the data. Select Participant (Role), Higher Education (Market).
7. Click on I agree to terms, then hit continue.

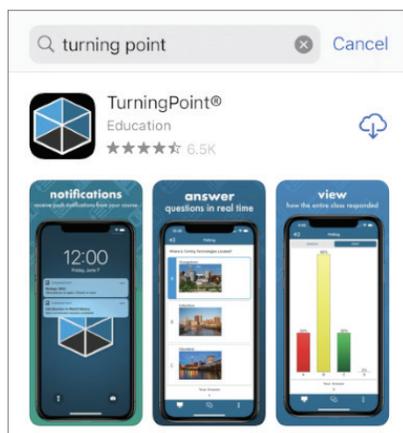


8. When you see a Welcome Screen, you are finished with Step 1! Do NOT click "Let's Get Started" at this time.

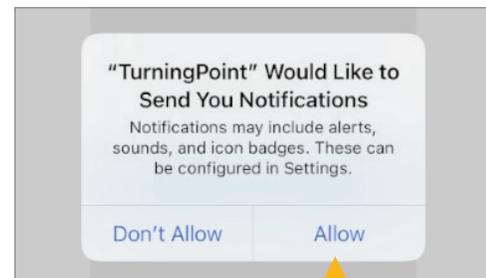


Step 2: Sign into the app (this is where you will do your polling)

1. If you haven't already, download the app from Apple/Google on your mobile device.



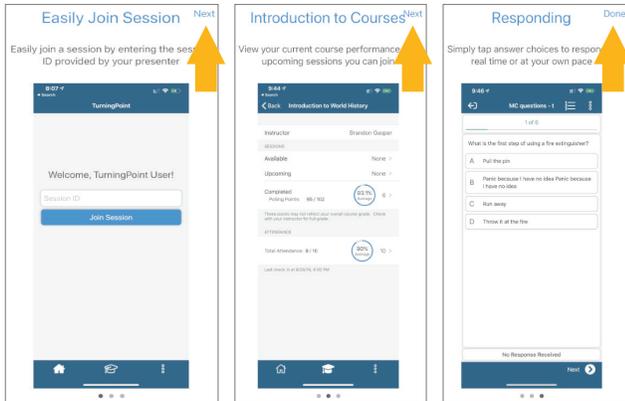
2. Allow notifications.



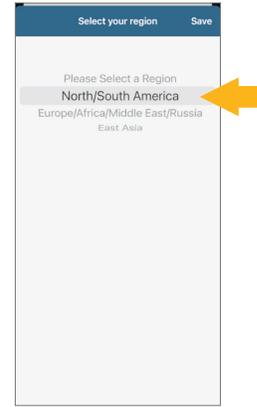
3. “Easily Join Session” – Click *Next* in the upper right.

“Introduction to Courses” – Click *Next*

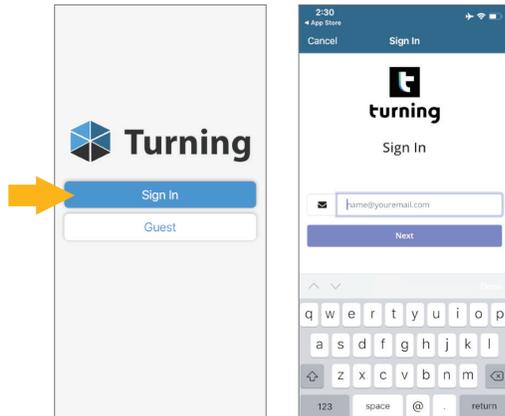
“Responding” – Click *Done*



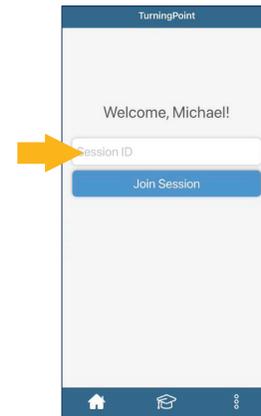
4. Select North/South America as your Region and save.



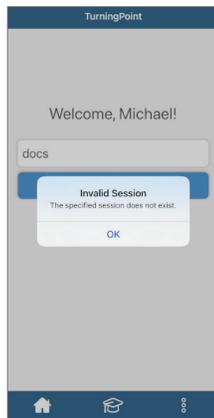
5. Choose “Sign In” on next screen and use the email address and password you set up on desktop registration for TurningPoint.



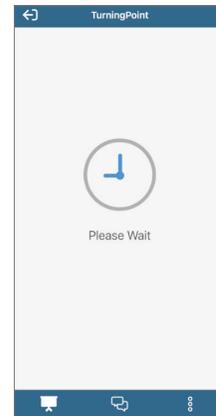
6. When the classes begin, enter the Session ID on the welcome screen that was given to you in your ALL ACCESS email.



7. If you enter the Session ID before the class begins, you will get an error message, "Invalid Session".



If you've set it up correctly, it will say "Please Wait" when class is active, but polling is not in use. When polling is active, the top of the screen will say "Polling".



Make sure your phone stays charged as this app may draw down your battery.