

Concordia Live Registration Guide

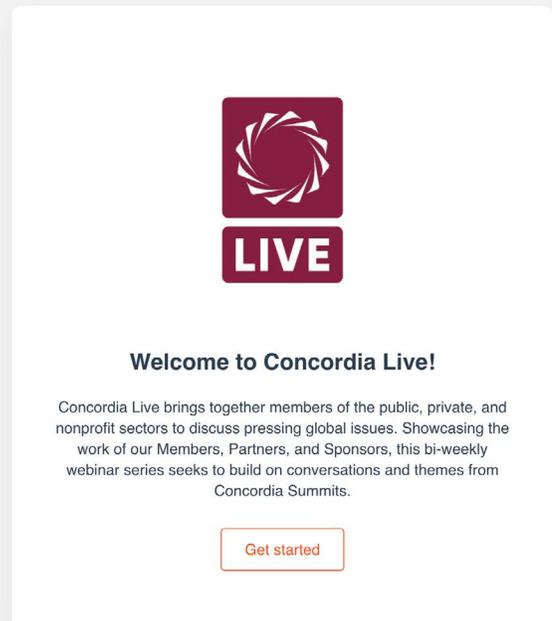


Login: <https://webapp.spotme.com/welcome/concordialive>

1. Follow the link

Once you enter the URL into your browser search bar, you will be taken to the Concordia Live welcome page. Click **Get Started**.

URL: <https://webapp.spotme.com/welcome/concordialive>



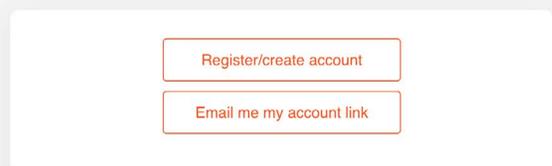
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2. Create an account or get your account link.

An account has already been created for certain groups within the Concordia Community. If you fall into any of the below groups, select **Email me my account link** and then proceed to step 2a below.

- *Previously Registered User*
- *Concordia Board of Directors*
- *Concordia Leadership Council Members*
- *Concordia Senior Advisors & Advisors*
- *Concordia Individual Members*

If you do not fall into any of the above groups, select **Register/create account** and proceed to step 2b below.



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2a. If you chose "Email me my account link"

- Enter the email you use for communications with Concordia.
- Next, agree to Concordia's terms and conditions and then select **Submit**.
- After a few moments, you will receive an email from Concordia Live (noreply@spotme.com). Select **Activate Concordia Live app**.
- A new browser window will appear and you will be taken to the Concordia dashboard. Select **Concordia Live** if there are options presented.
- You're all set! Update the **Attendee Interests Questionnaire**, head to the Mainstage or explore the digital event platform.

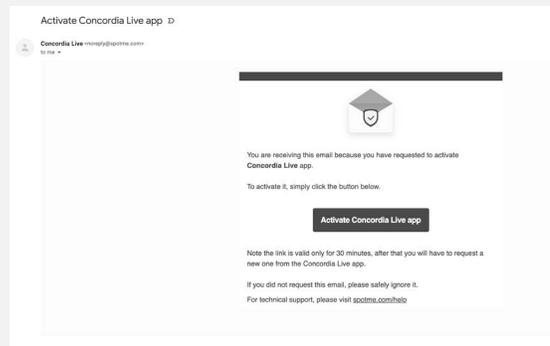
Email

To access your app please enter your email.

Do you agree to Concordia's terms & conditions here **Concordia Terms & Conditions?**

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2b. If you chose "Register/create an account"

- Fill out the registration form with the requested information.
- Next, agree to Concordia's terms and conditions and then select **Continue**.
- The page will then refresh and thank you for registering for Concordia Live.
- After a few moments, you will receive an email from SpotMe (noreply@spotme.com). Select **Create my account**.
- A new browser window will appear and you will be taken to the digital event platform. Fill out the **Attendee Interests Questionnaire** which will help other attendees connect with you and help us plan future Concordia programming. Once finished, select **Send**.
- You're all set! Head to the Mainstage or explore the digital event platform.

Sign up here.

We ask you to answer questions about your interests and goals to help us build communities around specific issues and design future engagements within our network.

Name*

Name

Do you agree to Concordia's terms & conditions here **Concordia Terms & Conditions?**

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