



## ATE Connects - 'Attendant Access' Guide

Your ATE Connects submissions have been added to the conference platform:

<https://ate2022.matchboxvirtualspaces.com/login>

**In order to access the platform, please log-in using the following credentials:**

Email: the email address you registered with

Password (case sensitive): **ate2022**

*Please note: You will be able to change your password after logging in for the first time.*

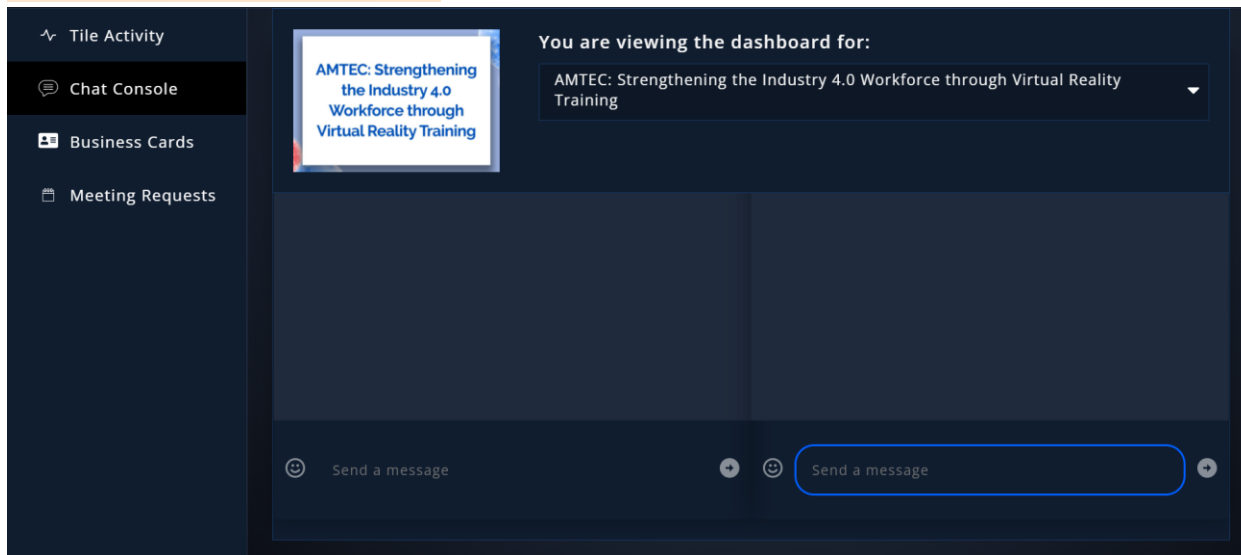
### What does 'Attendant Access' mean?

You have been given "**attendant access**" to your tile, which means you will be able to monitor your tile chat, see who drops a business card, and who requests a meeting!

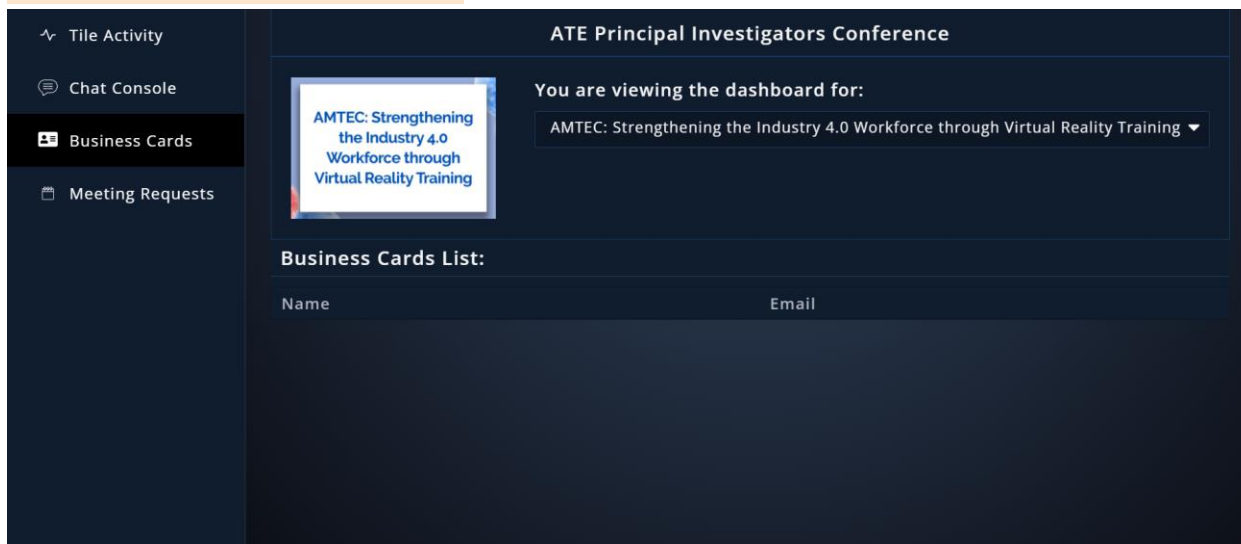
#### Tile Activity View of Dashboard

The screenshot shows a dark-themed dashboard for the "ATE Principal Investigators Conference". On the left is a sidebar with navigation options: "Tile Activity", "Chat Console", "Business Cards", and "Meeting Requests". The main content area is titled "ATE Principal Investigators Conference" and includes a dropdown menu for "You are viewing the dashboard for:" currently set to "AMTEC: Strengthening the Industry 4.0 Workforce through Virtual Reality Training". Below this is a "Business Cards List" table with columns for "Name" and "Email". To the right of the table are two chat windows: "Tile Chat" and "General Chat", both showing "Live Chat" and "Attendees 1". At the bottom, there are input fields for "Send a message" in both chat windows, with the "Send a message" button in the "Tile Chat" window highlighted by a blue circle.

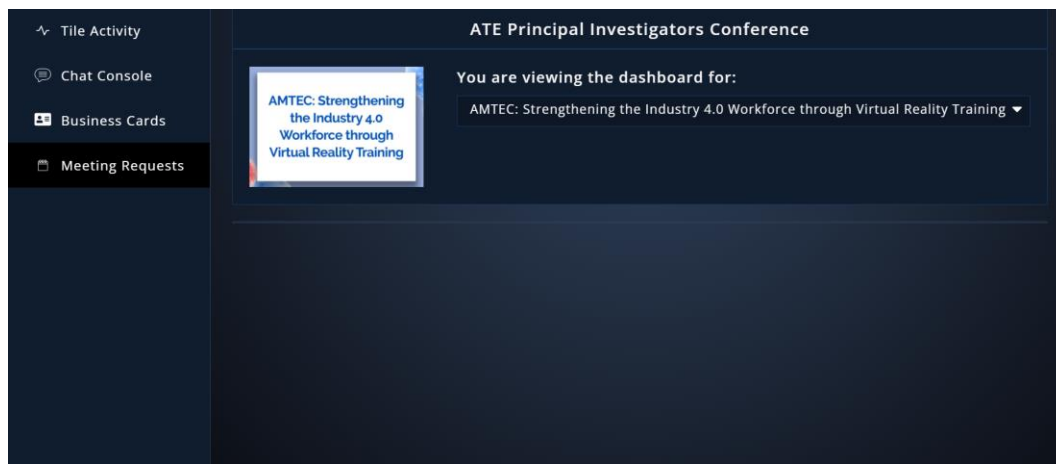
## Chat Console View of Dashboard



## Business Cards View of Dashboard



## Meeting Request View of Dashboard - information will populate when a request is made.



**How to access YOUR Attendant Dashboard**  
In order to access this feature you must click on the "**Attendant Dashboard**" at the top of the platform page (see screenshot below).

## Attendant Dashboard in top navigation.

Home ATE Connects - Advanced Manufacturing Technologies ▾ Attendant Dashboard

### Finding YOUR ATE Connects tile

Navigate to the STEM Area of Focus that your project pertains to by using the drop-down menu at the top-left corner of the screen. Tiles are listed in alphabetical order by title.

### FAQs

#### **Must I be in the STEM Area of Focus space where my tile is in order to view the Attendant Dashboard?**

Nope! Feel free to roam around the conference platform as much as you'd like. The 'Attendant Dashboard' button will always be available to you on the top bar, next to the drop-down menu that displays all the spaces on the platform.

#### **Will I be notified when someone writes me a message in my tile chat?**

Unfortunately, no. However, we highly encourage you to check the Attendant Dashboard periodically throughout the conference to ensure you aren't missing any messages.

#### **What should I do if I am experiencing a technical issue on the platform?**

There is a Help Desk available on the bottom of the page and our Help Desk attendant will be able to assist you in resolving the issue. You can also email [support@matchboxvirtual.com](mailto:support@matchboxvirtual.com) for direct assistance.