

NEA RA 2022 Platform Instructions

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Unity System Requirements for Windows, macOS and Linux

Internet Connection with 10+ Mbps of download and upload speeds.

Supported desktop systems:

PC/Mac:

Browser: Newest version of Google Chrome, Firefox, MS Edge, or Safari

Operating System: With newest system updates - Windows 7+, Mac OS X 10.7+, or Ubuntu 10+

It can help to close other tabs, browsers, and programs while streaming the live event. It may also help to hardwire your internet connection instead of using a wireless network connection.

Processor and RAM requirements:

- Dual-core 2Ghz or higher (Intel i3/i5/i7 or AMD equivalent)
- 6GB of RAM or higher.

Slower internet speeds or system specs may require reducing the quality of the video stream, along with introducing additional delay.

If you are getting kicked out of site, please check your cookie/ad blockers and disable them or whitelist the <https://www.neavirtualra.org/> site. If you continue to get kicked out, you may have a firewall that is blocking cookies. This may have to be disabled or whitelisted as well.

Important! Privacy settings in Apple MacOS devices prevent the site from functioning properly. Please make sure to follow these **instructions**:

For MacOS devices when using Safari:

- Go the Safari app on your Mac,
- choose Safari > Preferences, then click Privacy Tab.
- Uncheck "Prevent cross-site tracking."
- Uncheck "Block all cookies"

For MacOS devices when using Chrome:

- Open Chrome preferences click on Settings, then Show Advanced Settings
- Under Privacy and security, click on Site Settings
- Then Click on Cookies and site data
- Make sure "Block third-party cookies and site data" is not checked

Supported tablet and mobile devices:

iOS and Android devices

Browser: Safari on iOS, Chrome on Android. Latest versions.

Important! Privacy settings in Apple MacOS devices prevent the site from functioning properly. Please make sure to follow these **instructions**:

On all iOS Mobile devices: iPhone or iPads regardless of whether you use Safari or Chrome as your browser:

- Go to Settings.
- Click on Safari.
- Privacy & Security.
- Turn the toggle 'Prevent Cross Site Tracking' to 'Off'
- Turn the toggle 'Block All Cookies' to 'Off'

Unity System Requirements for cell phones:

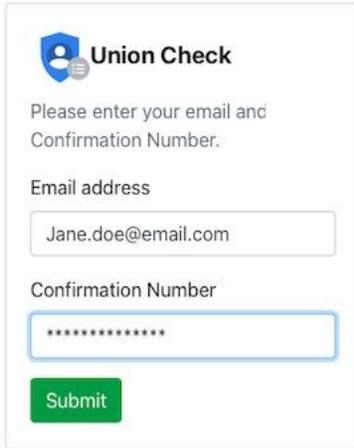
***Must be a USA phone number**

All types and brands should be usable if they have the following features with current system updates:

- SMS Texting
- Can receive and make in coming and out going calls; hearing audio during a call
- Supported by a modern web browser: Google, Chrome, Firefox, MS Edge, or Safari

Virtual Badging Log In:

Step 1:



The screenshot shows a login form titled "Union Check". It includes a header with a person icon and the text "Union Check". Below the header, it says "Please enter your email and Confirmation Number." There are two input fields: "Email address" with the text "Jane.doe@email.com" and "Confirmation Number" with a masked field of asterisks. A green "Submit" button is at the bottom.

You should have received an email from RASupport@nea.org with your log in credentials (your email address and your Cvent Confirmation Number). You will need these credentials to complete the virtual badging process.

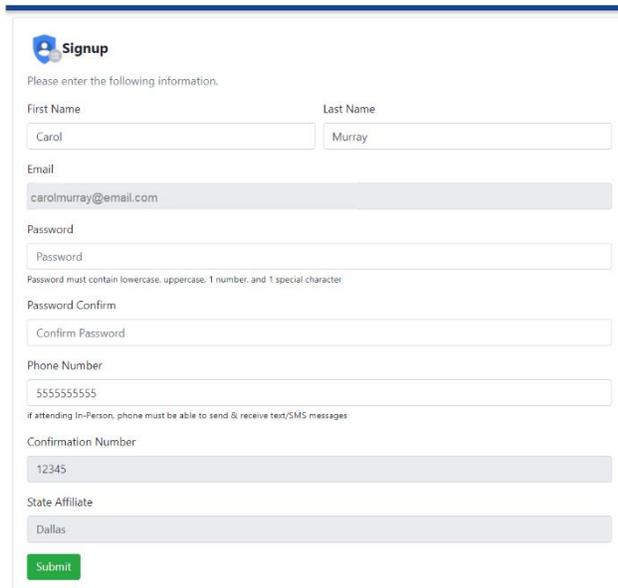
Go to <https://www.onlineeventplus.com/nea/credentials>

Enter your email address. Enter your Cvent Confirmation Number in the Confirmation Number field. Then click **Submit**.

The email address and Member ID **must match** the log in credentials emailed to you by the NEA.

*******If you are unable to complete Step 1 successfully, please contact RASupport@nea.org

Step 2:



The screenshot shows a "Signup" form. It includes a header with a person icon and the text "Signup". Below the header, it says "Please enter the following information." There are several input fields: "First Name" (Carol), "Last Name" (Murray), "Email" (carolmurray@email.com), "Password" (with a note: "Password must contain lowercase, uppercase, 1 number, and 1 special character"), "Password Confirm" (Confirm Password), "Phone Number" (5555555555, with a note: "if attending In-Person, phone must be able to send & receive text/SMS messages"), "Confirmation Number" (12345), and "State Affiliate" (Dallas). A green "Submit" button is at the bottom.

If you've successfully completed Step 1, this window will pop up.

Please **complete all fields** in the form and confirm that the information you entered is correct. This info will be used to enable you to participate in the assembly.

Create a password. The password must be 8 characters long, must have 1 uppercase letter, 1 lowercase letter, 1 special character (such as #, \$, %, ^) and 1 number. **IMPORTANT! Please note and save your password. You will need this password to access the NEA RA Platform.**

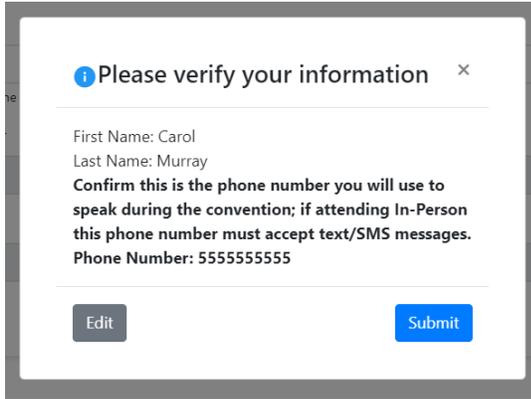
Next, enter your phone number.

Important for IN PERSON attendees: During the proceedings, there may be a time you request to speak to your assembly. Enter the number where you can send and receive **text/SMS**.

Important for VIRTUAL attendees: During the proceedings, there may be a time you request to speak to your assembly. Enter the phone number where you can be reached during the proceedings so the platform can connect to you for you to be recognized to speak.

Once you have completed the required fields in this window, click **Submit**.

Step 3:

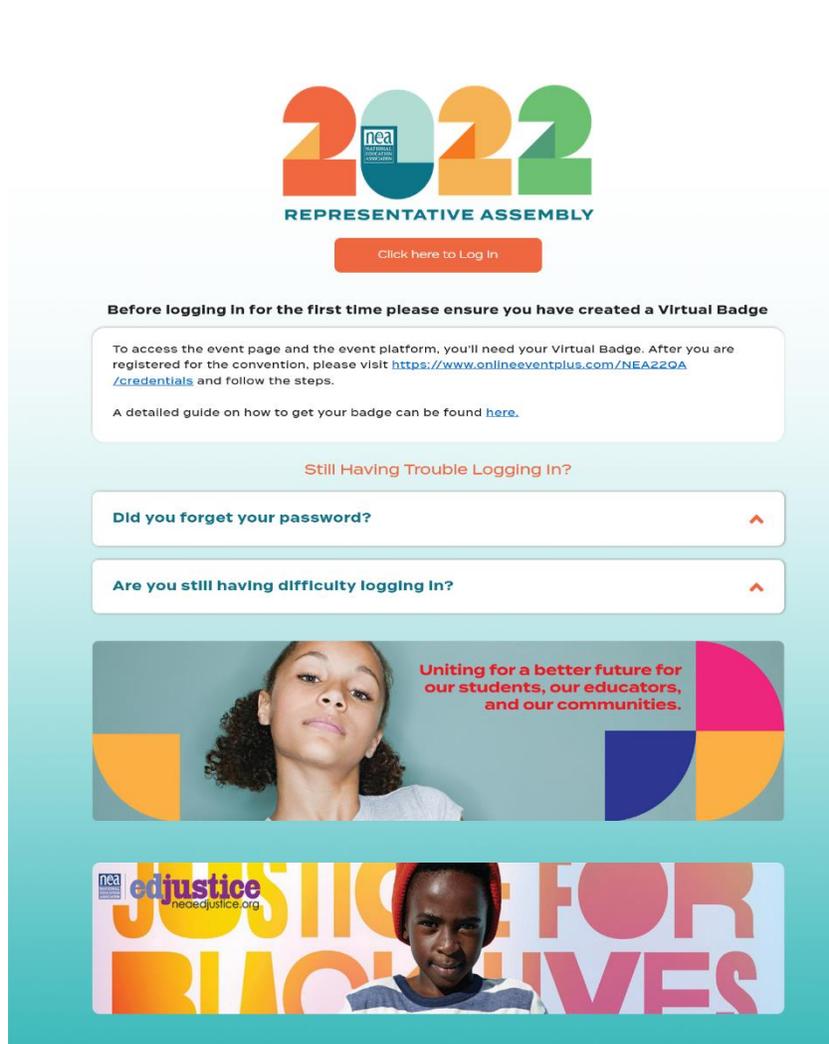


Please verify all the information shown in the pop-up window is accurate before proceeding.

Click **Submit**.

Once your verified information is submitted you officially have your Virtual Badge/Account for the 2022 NEA Representative Assembly. You will receive email confirmation that includes instructions on how to access the NEA Virtual Assembly Platform. **The email will come from support@OnlineEventPlus.com. Please check your spam folder if you do not receive this email confirmation.**

Step 4:



Log in Page for the NEA RA Platform

To access the NEA RA Platform website which contains all NEA materials, event information, and live broadcasts of the conference, go to:

www.NEAVirtualRA.org

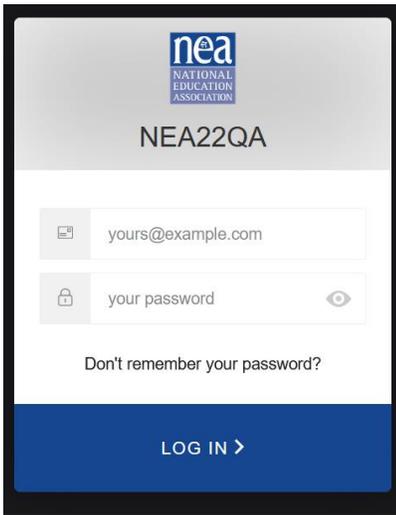
To log in, click

[Click here to Log In](#)

Step 5:

Click here to Log In

When you click , this window will open.



Enter your email address and the password you created in the Virtual Badging process Step 2. **To view your password as you're typing it, click on the "eye" in the password field.**

If you've forgotten your password, click the "Don't Remember Your Password?" link to create a new one. Once you verify the email address you would like the reset link sent to, you will receive a confirmation on screen that a link has been emailed to you. This confirmation is a security measure built-in to the system.

Please note you will only actually receive the password reset email if you have an account set up through Virtual Badging. If you do not receive the password reset link, check your Spam/Junk folder, if it is not there then that is an indication that your Virtual Badge account has not been set up. Please email RASupport@nea.org

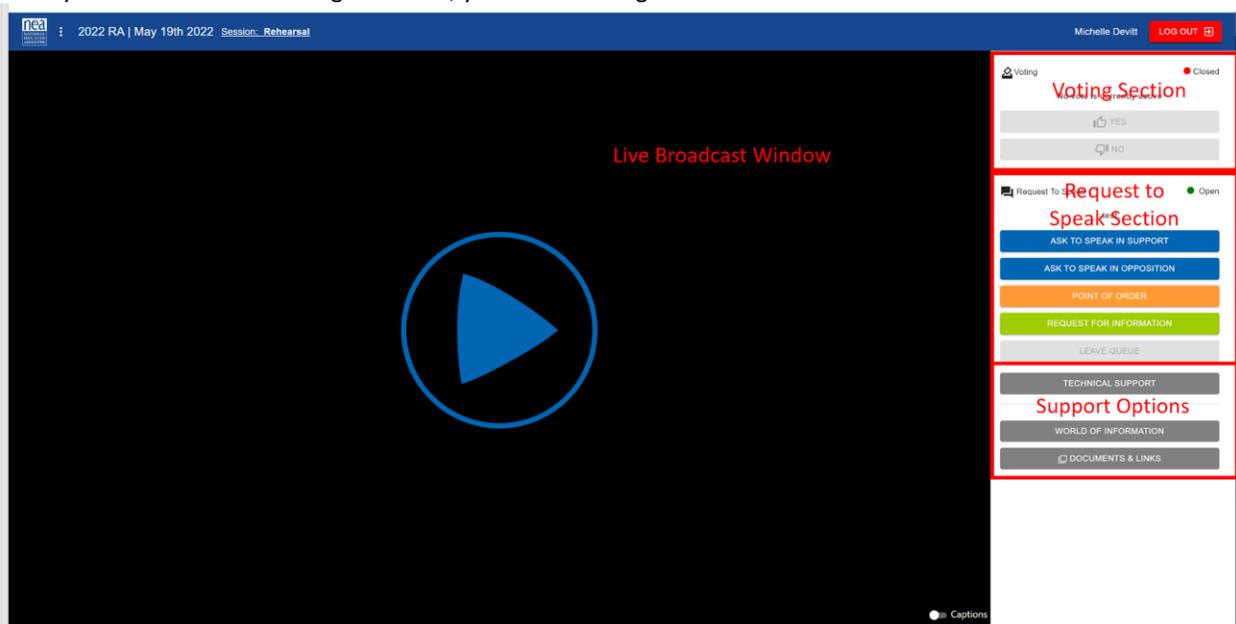


You are now logged into the 2022 NEA RA Platform and Website.

Welcome! This website is NEA's virtual lobby where you will be able to access every scheduled NEA event. You can review Resources, Agendas, RA, and Pre-RA Events by clicking on the desired tiles. Each session will be listed and accessible through the agenda, but there is also a "Next Session" banner with a "Join Now" button. This button is located above the 4 tiles.

Live Broadcast Platform (Participant Panel)

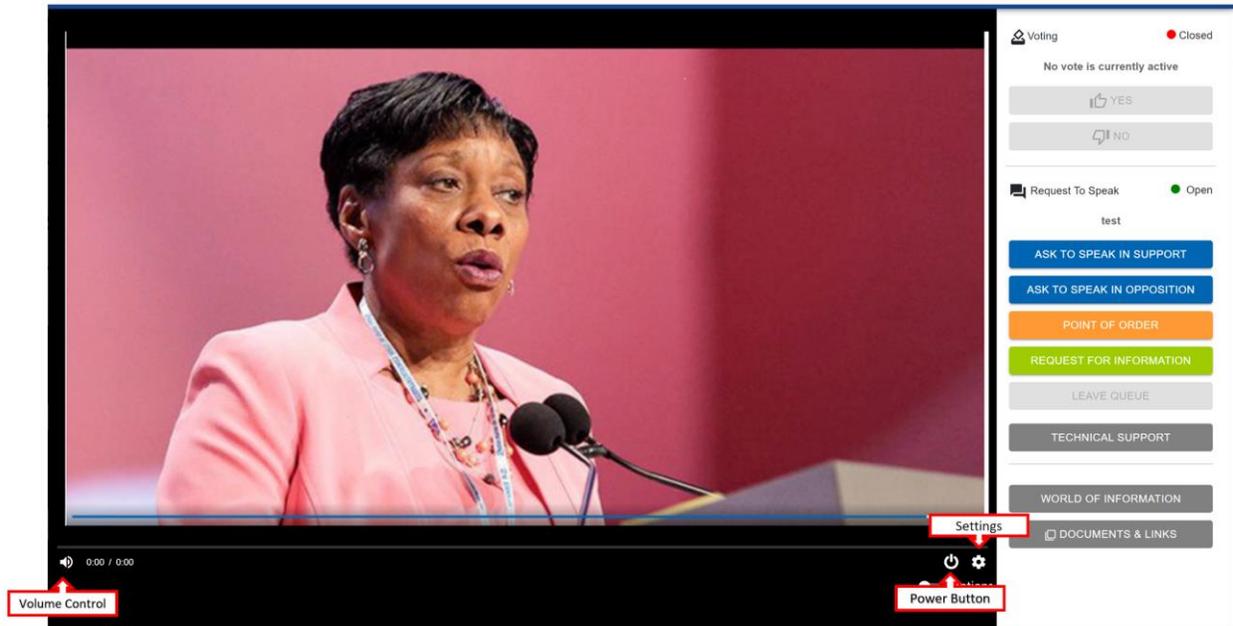
Once you've selected a meeting to attend, you will be brought to this window.



Live Broadcast Window - Virtual Attendees ONLY

If you are attending virtually, you will be able to view the Live Broadcast Window. This feature has been disabled for In-Person attendees due to technical limitations.

To launch the broadcast, click the large  button located in the center of the Live Stream Player Window. The broadcast will begin at each meeting's start time. There is no pause feature due to the live environment of the proceedings.



Click  to adjust the volume.

Streaming speed is auto-set based on your connection speed. If you experience interruptions in the broadcast, try clicking the Video Stream Quality Control to adjust the setting. You may also try refreshing your browser by clicking the "Refresh Icon":

Google Chrome , Safari  to reset the streaming speed.

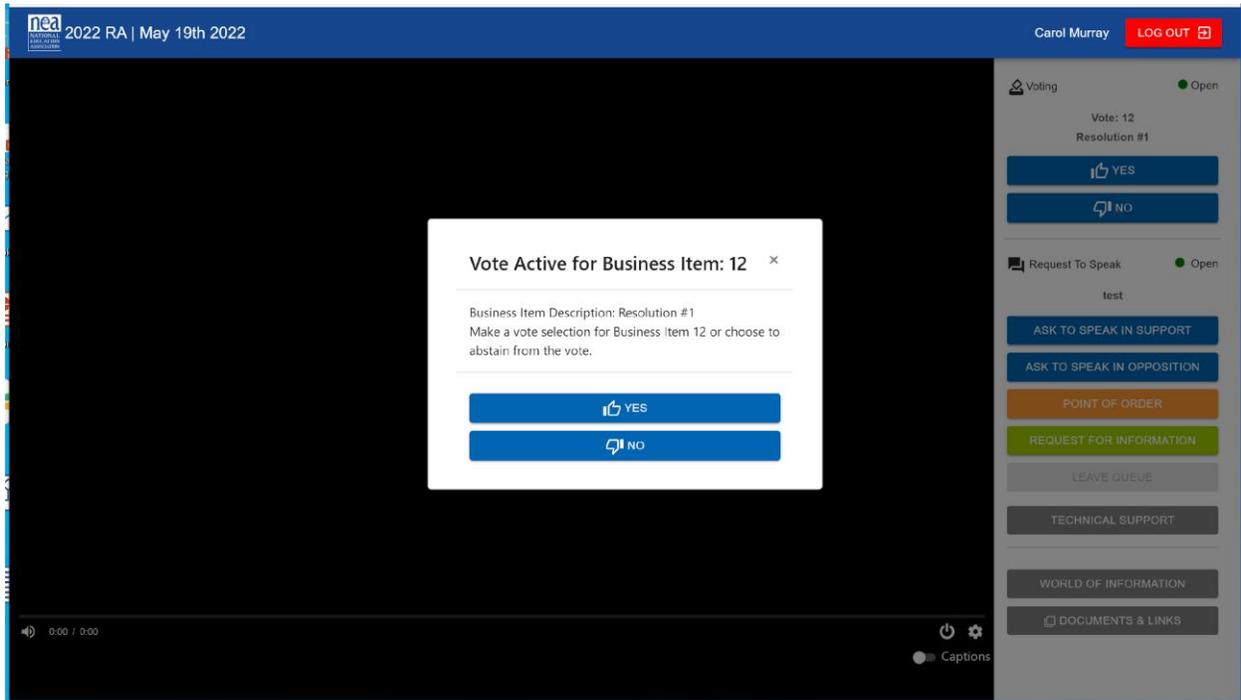
Tip: If you are still experiencing video lag after changing video speed and refreshing your browser. You can also try turning off the player by clicking the power button. After it's off, click it again to turn it back on. Click the  when it displays in the Live Broadcast Player.

If you are seeing the broadcast but aren't hearing audio, please refresh your browser and cycle the power button.

Voting Section

During the convention, Participants will have the opportunity to vote on convention business.

When a vote is opened, a pop-up window will appear, and the controls will become enabled. Participants can vote “Yes” or “No.”



After you vote, a message will notify you that your vote has been received.

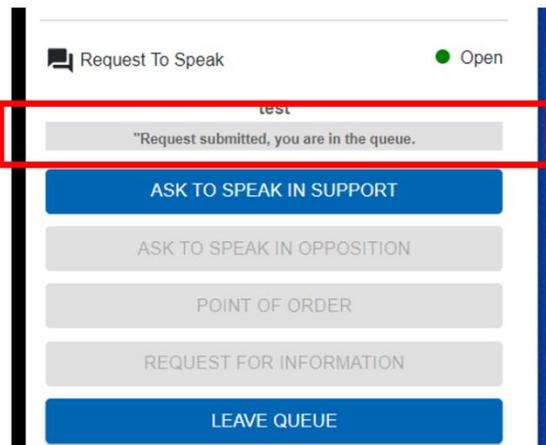
You may change your vote any time before the vote is closed. You may not change your vote once it has closed.

If you are logged in to the platform on multiple devices, your vote will only count once. If you were to vote multiple times on each of your devices, the platform will only record the last vote you make before the vote closes.

Request to Speak Section Debate Queue



You will be registered and assigned a role defined by the NEA. The roles are Participant and Guest. If you are registered as a Participant, you will have the ability to Vote and Request-to-Speak. The Chair may call for discussion on a motion. The Participant's "Request to Speak" queues will open by turning from grey to blue. Participants can then select a button to speak in "Support" or to "Oppose" the motion listed above the buttons.



Once you click a choice, a notification will indicate that you have entered the queue.

Virtual Attendees:

As your turn to speak nears, you will receive a phone call from **(202) 800-9570**. This call will be made to the telephone number you provided during the Virtual Badging process. You must answer the call. **Tip: Store the phone number in your Contacts as NEA Virtual RA to make it more recognizable.**

After answering, you will hear an automated message.

You will hear the live broadcast through the phone line while you wait. **If you are watching from your computer, laptop, or tablet, please mute the volume on that device so you can be heard clearly through your phone when you are connected to the Chair. If you are watching from your phone, the muting of the broadcast audio will happen automatically.** Please wait until you are recognized by the Chair to speak.

After you have spoken, your phone line will be disconnected. You can resume viewing the broadcast on your computer, laptop, tablet, or mobile device.

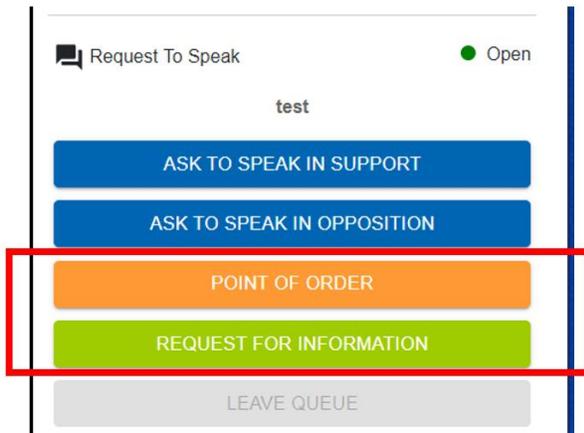
Remember to unmute the volume of your device to resume broadcast audio.

In Person Attendees:

As your turn to speak nears, you will receive a Welcome text from **(202) 800-9570**. This text will be made to the telephone number you provided during the Virtual Badging process. The text will request that you proceed to the nearest podium. Once you arrive at the podium, text the podium number to the Operator. **Text ONLY the Podium number.**

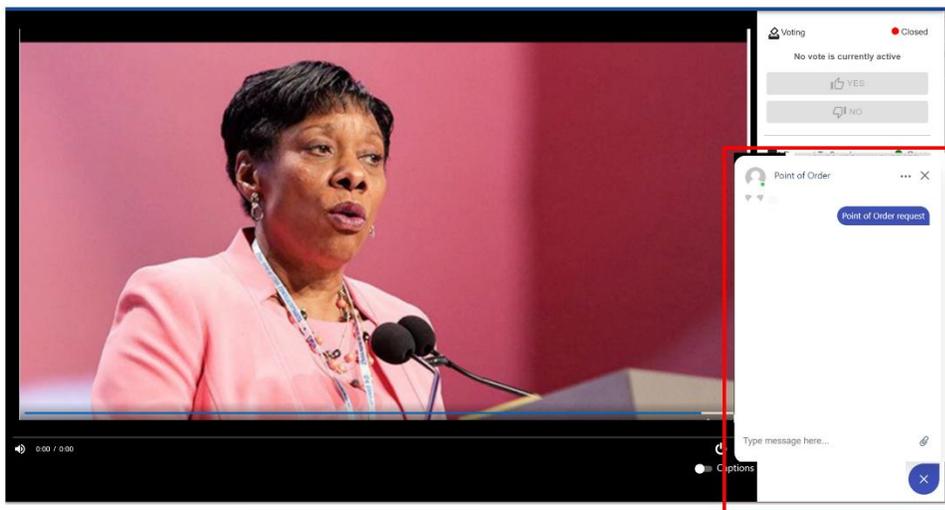
Please wait until you are recognized by the Chair to speak. After you have spoken, your text line will be disconnected, and you can return to your seat.

Point of Order Control/Request for Information



Participants may call a Point of Order or make a Request for Information at any time during the meeting by clicking one of these buttons.

Once you click the Point of Order or Request for Information button, a chat box will appear in the lower right corner of the window.



Within the Chat box, please write a short description of the issue that forms the basis for your **Point of Order**. Your request and description will be received by an NEA Moderator who will review the basis of your request and reply.

If you have a **Request for Information**, just type it in the chat box. Your inquiry will be received and reviewed by NEA staff.

Virtual Attendees:

You will receive a phone call from **(202) 800-9570** to the phone number you provided during the Virtual Badging process. **You must answer this call to speak to the assembly.**

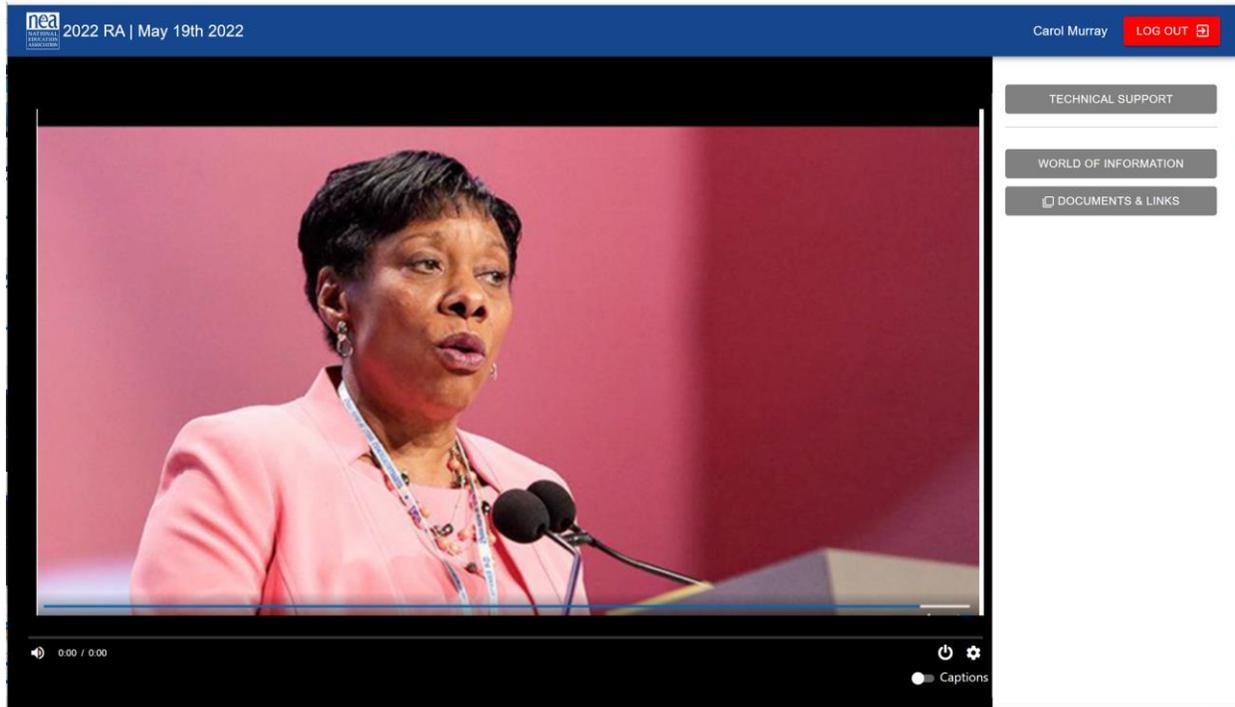
Follow the same process as outlined in the “Request to Speak” section of this tutorial.

In Person Attendees:

As your turn to speak nears, you will receive a Welcome text from **(202) 800-9570**. to the telephone number you provided during the Virtual Badging process

Follow the same process as outlined in the “Request to Speak” section of this tutorial.

Guest Access and Controls



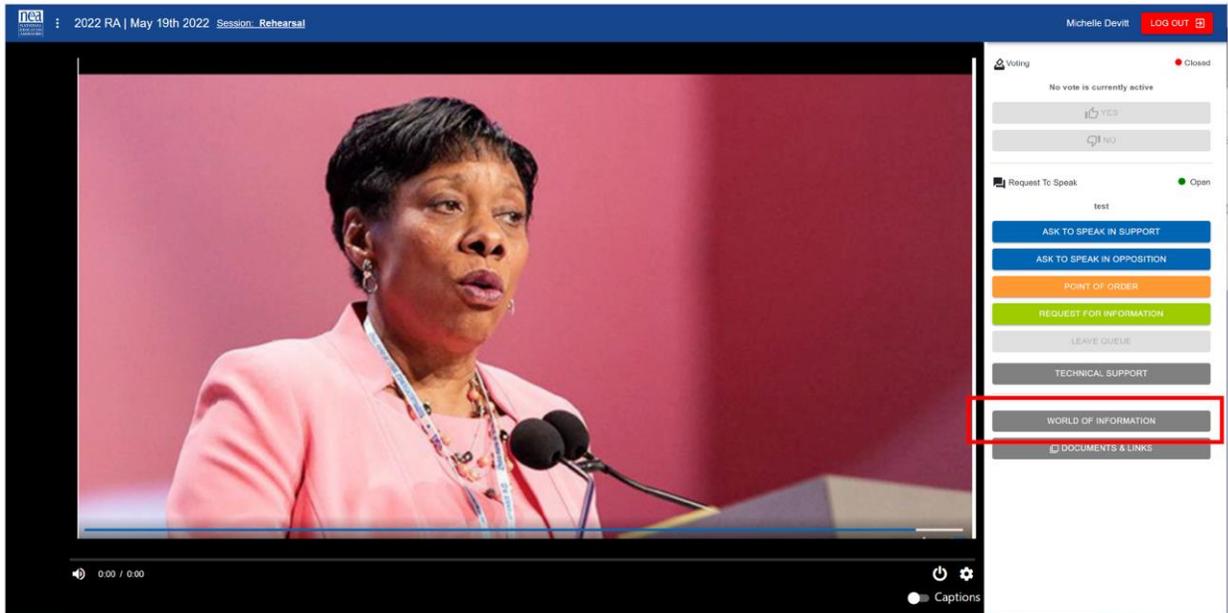
If you are registered as a non-delegate, the Voting and Request-to-Speak controls you saw in the “Live Broadcast Platform Participant Panel” section will not be available to you. You will only be able to

- Observe the session
- Access World of Information
- Contact Technical Support
- Access the Documents and Links.

If you believe that you are receiving Guest access in error, please contact RASupport@nea.org

Support Options World of Information

If you'd like to access The World of Information you may always do so by clicking its button.



When you Click the “World of Information” button, this form will pop up. Please fill out and click submit to send in your request. World of Information will always be on and staffed by NEA to answer your questions and address any concerns.

A screenshot of the 'World of Information' form pop-up. The form is titled 'World of Information' and includes a close button (X). The content of the form is as follows:

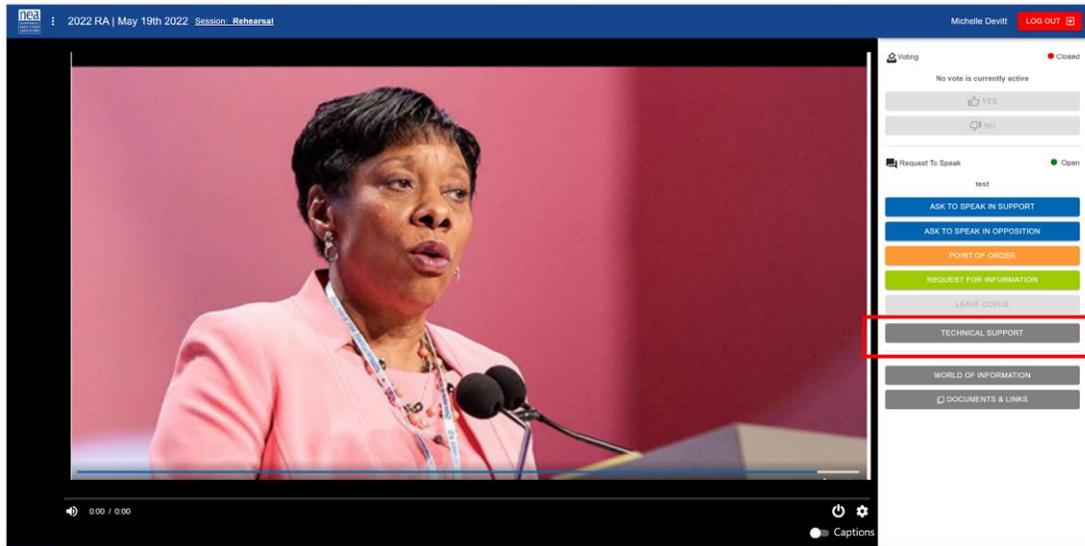
Virtual World of Information
Welcome to the Virtual World of Information (Woi) Booth! This is intended for Delegates Only and can field questions which will reach NEA experts. All fields are required unless otherwise noted. We have a number of make staff that will either answer or find an expert that can provide an definitive answer to your inquiry as soon as possible.
The Woi form can also field pre-budget questions but during the budget meetings, please use the PGi chat within the virtual meeting space.

Form fields:
First Name [text input] Last Name [text input] Suffix [text input]
Email Address [text input]
Delegate ID (6-digit) [text input]
You can locate your 6-digit Delegate ID from your registration email confirmation.
Phone (optional) [text input]

Select from one of the following choices.*
Issues with website [dropdown menu]

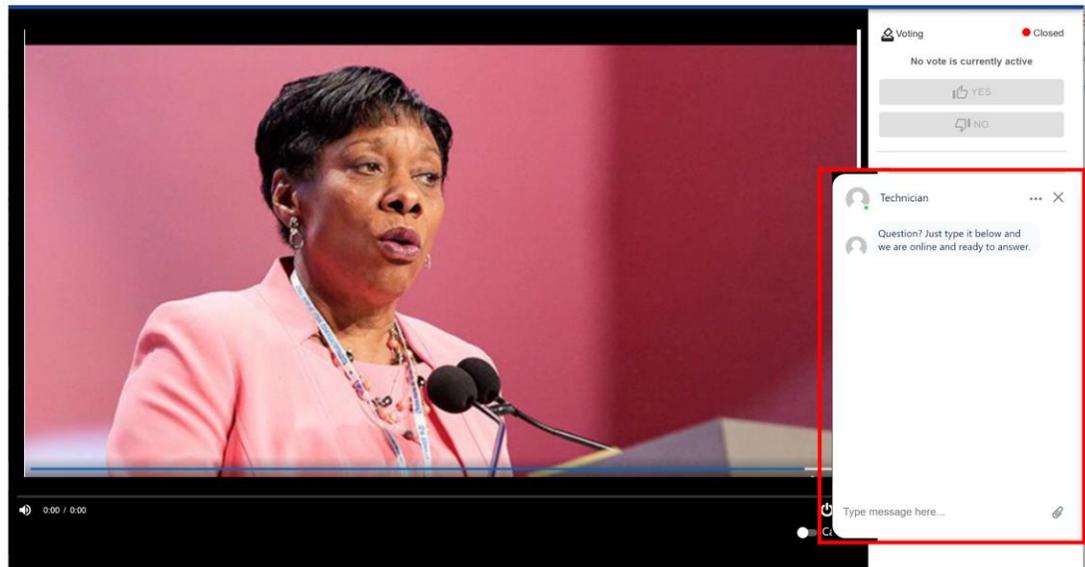
Buttons: Submit, Save and Continue Later

Technical Support



If you are experiencing any difficulties with the platform or its controls during the live meeting broadcast, you can initiate a chat with a live representative that can assist you by clicking the “Technical Support” button.

Once you click the “Technical Support” Button, a chat box will open in the lower right corner of your screen.



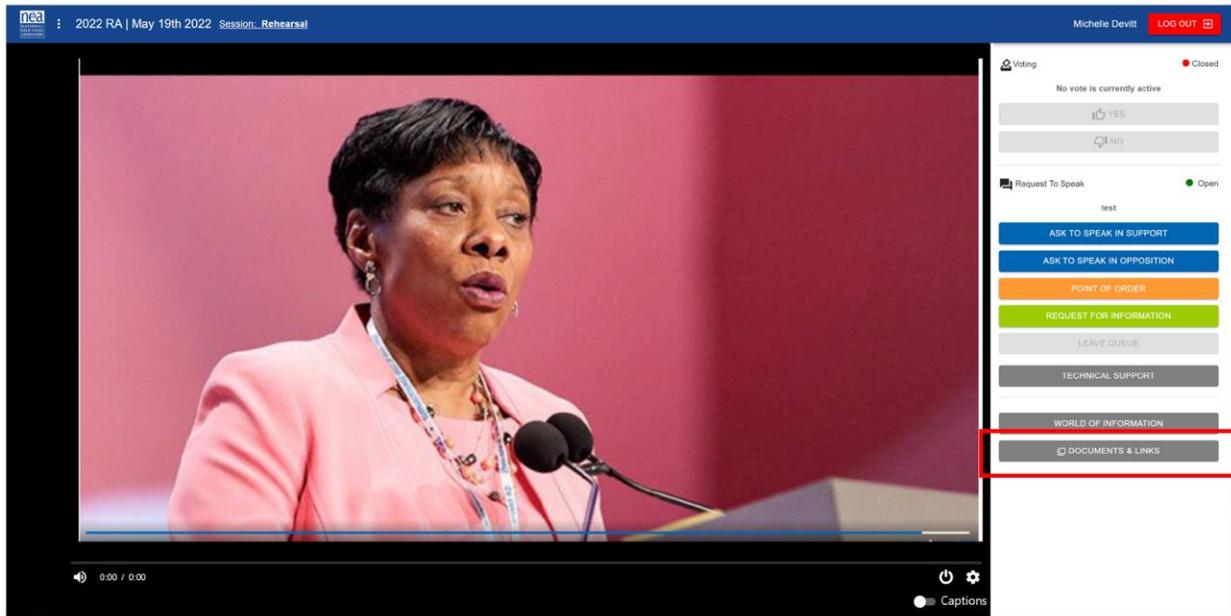
The broadcast will continue playing and the controls will remain active during your interaction.

To help resolve an issue you may be having, the tech support representative may ask you to refresh or even close your browser to reset the video signal. After opening a new browser window go to www.NEAVirtualRA.org to resume the program. If you need additional assistance, click the “Technical Support” button again to resume the chat.

After your challenge has been resolved, just close the Technical Support Chat Box.

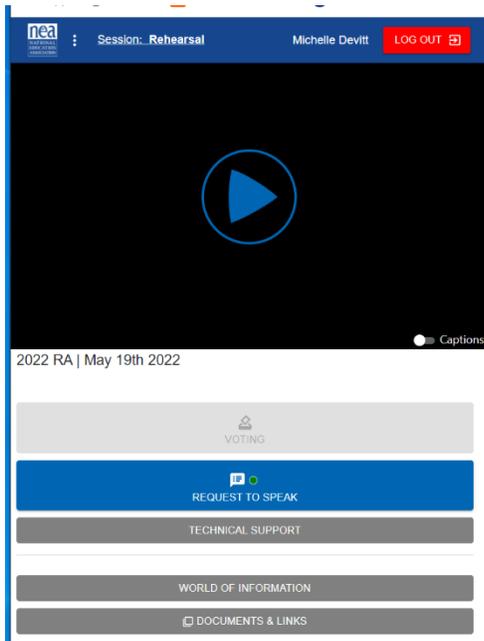
If you are unable to access the platform, please email RASupport@nea.org.

Documents & Links



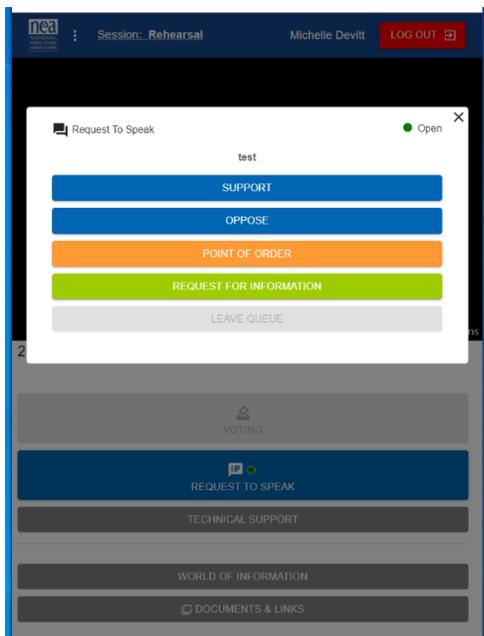
Various documents and links have been provided for you to reference. By selecting this button, a modal will display with a list of links for you. Each link will open in a new browser tab.

Mobile Layout



If you are accessing the platform from a mobile device, this is the layout you should expect to see. All the participant controls are located just below the Broadcast Player Window. You may need to scroll down to reveal all the controls. The “Point-of-Order” button is available by pressing the “Request to Speak” button.

The mobile layout will function just like the desktop layout. If you are logged in to the platform on multiple devices, your vote will only count once. If you were to vote multiple times on each of your devices, the platform will only record the last vote you make before the vote closes.



When you use the “Request to Speak” feature, a pop-up window will display all of the Request to Speak features including “Questions/Point of Order.” When it’s your turn to speak, the platform will automatically mute the Broadcast audio on your phone as you are recognized by the Chair. Once your turn has ended, you will be disconnected from the assembly and the Broadcast audio will resume automatically.

Questions?

Please visit our Frequently Asked Question page located on the NEA Landing Page in the “Documents and Links” section.

If you need NEA registration help and general tech support questions, contact RASupport@nea.org