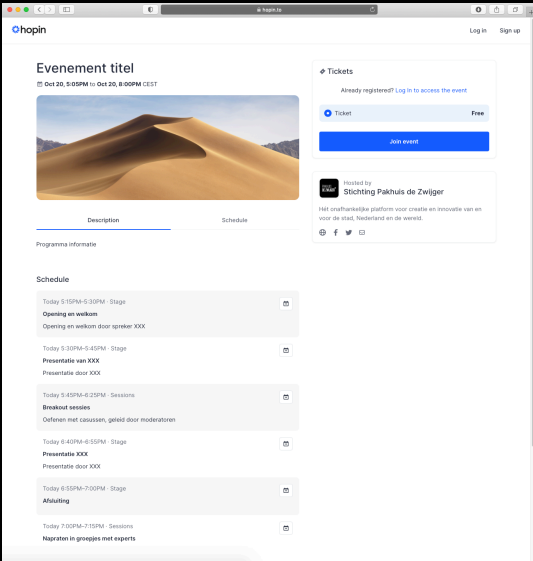


# 1. Go to the url that you received from the organisation, to log in to the event page

Use Google Chrome or Mozilla Firefox as your browser

Hopin does not work properly via Safari and Internet Explorer




The screenshot shows a web browser window displaying the Hopin event page. The browser's address bar shows the URL "hopin.io". The page header includes the Hopin logo on the left and "Log in" and "Sign up" links on the right. The main content area features an event title "Evenement titel" and a date range "Oct 20, 5:05PM to Oct 20, 8:00PM CEST". Below this is a large image of sand dunes. A navigation bar at the bottom of the image area has "Description" and "Schedule" tabs, with "Description" currently selected. To the right of the image, there is a "Tickets" section with a "Ticket" button labeled "Free" and a "Join event" button. Below the tickets, it says "Hosted by Stichting Pakhuis de Zwijger" and provides a description of the platform. At the bottom of the page, there is a "Schedule" section listing five events with their times and titles: "Opening en welkom", "Presentatie van XXX", "Breakout sessies", "Presentatie XXX", and "Afsluiting".

hopin Log in Sign up

## Evenement titel


Oct 20, 5:05PM to Oct 20, 8:00PM CEST




Description Schedule

Programma informatie


### Schedule

Today 5:15PM-5:30PM - Stage 


**Opening en welkom**  
Opening en welkom door spreker XXX

Today 5:30PM-5:45PM - Stage 


**Presentatie van XXX**  
Presentatie door XXX

Today 5:45PM-6:25PM - Sessions 


**Breakout sessies**  
Oefenen met casussen, geleid door moderatoren

Today 6:40PM-6:55PM - Stage 

**Presentatie XXX**  
Presentatie door XXX

Today 6:55PM-7:00PM - Stage 

**Afsluiting**

Today 7:00PM-7:15PM - Sessions 

**Napraten in groepjes met experts**

Tickets


Already registered? Log in to access the event

Ticket Free

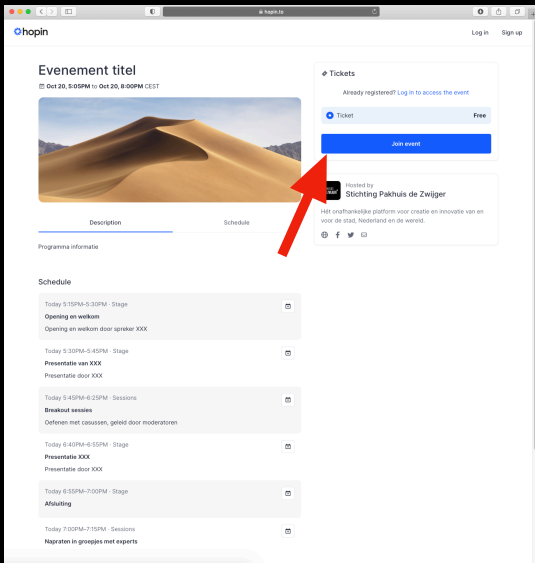
Join event

Hosted by  
**Stichting Pakhuis de Zwijger**

Hét onafhankelijke platform voor creatie en innovatie van en voor de stad, Nederland en de wereld.



## 2. Click on 'Join event'




The screenshot shows the Hopin event page for an event titled "Evenement titel" on Oct 20, 5:05PM to Oct 20, 8:00PM CEST. The page features a large image of sand dunes. A red arrow points to the "Join event" button in the "Tickets" section. The "Tickets" section shows a "Ticket" button labeled "Free" and a prominent blue "Join event" button. Below the "Join event" button, the event is hosted by "Stichting Pakhuis de Zwijger". The "Schedule" section lists several sessions: "Opening en welkom" (5:15PM-5:30PM), "Presentatie van XXX" (5:30PM-5:45PM), "Breakout sessies" (5:45PM-6:25PM), "Presentatie XXX" (6:40PM-6:55PM), "Afsluiting" (6:55PM-7:00PM), and "Nagpraten in groepjes met experts" (7:05PM-7:15PM).

hopin Log in Sign up

### Evenement titel

Oct 20, 5:05PM to Oct 20, 8:00PM CEST



Description Schedule

Programma informatie

#### Tickets

Already registered? [Log in to access the event](#)

Ticket Free


Join event

Hosted by  
**Stichting Pakhuis de Zwijger**


Hét onafhankelijke platform voor creatie en innovatie van en voor de stad, Nederland en de wereld.

🌐 📧 📱


#### Schedule

Today 5:15PM-5:30PM - Stage 


**Opening en welkom**  
Opening en welkom door spreker XXX

Today 5:30PM-5:45PM - Stage 


**Presentatie van XXX**  
Presentatie door XXX

Today 5:45PM-6:25PM - Sessions 


**Breakout sessies**  
Oefenen met casussen, geleid door moderators

Today 6:40PM-6:55PM - Stage 

**Presentatie XXX**  
Presentatie door XXX

Today 6:55PM-7:00PM - Stage 

**Afsluiting**

Today 7:05PM-7:15PM - Sessions 

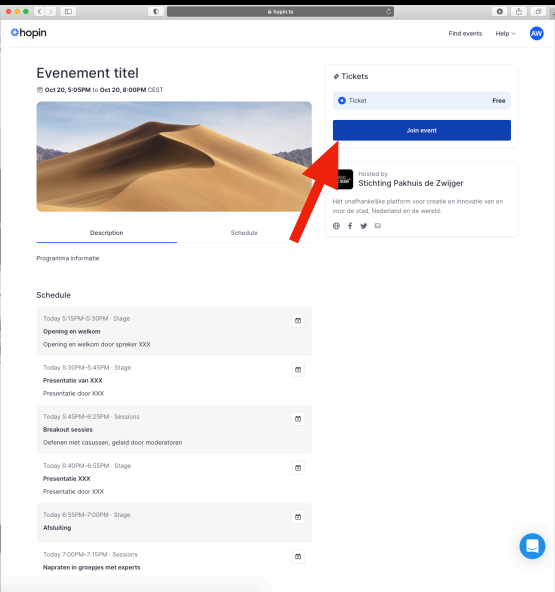
**Nagpraten in groepjes met experts**

3. Log in with an email address (green arrow) or for instance your Facebook or LinkedIn account (purple arrow)


Do you already have an account on Hopin?  
Click on 'Sign in' (red arrow)

The screenshot shows the Hopin website's sign-up page. At the top, the Hopin logo is displayed. Below it, the heading "Sign up to get started" is centered. Underneath the heading, there is a link "Already registered? [Sign in](#)" with a red arrow pointing to it. Below the link is a promotional banner for an event titled "Evenement titel" hosted by "Stichting Paleis de Zwijger". Below the banner, a message states: "You're almost registered for this event, please login or sign up for a Hopin account to attend." The sign-up form consists of several fields: "First name (required)", "Last name (required)", "Email address (required)", and "Password (required)". A green arrow points to the "Email address" field. Below the password field, there is a note: "Password must be at least 6 characters." and a checkbox with the text: "By creating this account, you agree to Hopin's [Terms & Conditions](#) and the [Privacy Policy](#). (Required)". A blue "Sign up" button is located below the form. Below the button, the text "Or continue with" is followed by four social login buttons: Facebook, LinkedIn, Google, and SSO. A purple arrow points to the LinkedIn button. In the bottom right corner, there is a small circular logo for "Hopin Events".

## 4. Click on 'Join event', this time you're logged in with your account




The screenshot shows the Hopin event page for an event titled "Evenement titel" on Oct 20, 5:05PM to Oct 20, 8:00PM CEST. The main image is a desert landscape with sand dunes. A red arrow points to the "Join event" button in the "Tickets" section. The "Tickets" section shows a "Ticket" option for "Free" and a "Join event" button. Below the "Join event" button, it says "Hosted by Stichting Pakhuis de Zwijger" and "Het onafhankelijke platform voor creatie en innovatie van en voor de stad, Nederland en de wereld." There are social media icons for Facebook, Twitter, and LinkedIn. The "Description" tab is selected, and the "Schedule" section is visible below, listing several sessions with their times and topics.

hopin Find events Help 

### Evenement titel







Oct 20, 5:05PM to Oct 20, 8:00PM CEST




Description Schedule


Programma informatie


#### Schedule

- Today 5:15PM–5:30PM - Stage   
**Opening en welkom**  
Opening en welkom door spreker XXX
- Today 5:30PM–5:45PM - Stage   
**Presentatie van XXX**  
Presentatie door XXX
- Today 5:45PM–6:25PM - Sessions   
**Breakout sessies**  
Oefenen met casussen, geleid door moderatoren
- Today 6:40PM–6:55PM - Stage   
**Presentatie XXX**  
Presentatie door XXX
- Today 6:55PM–7:00PM - Stage   
**Afsluiting**
- Today 7:00PM–7:15PM - Sessions   
**Napraten in groepjes met experts**

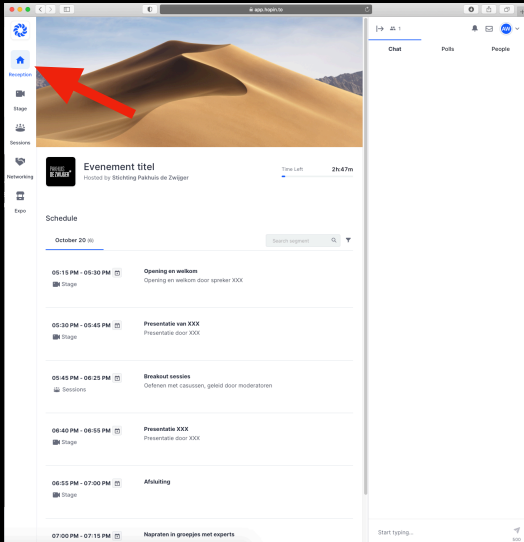
Hosted by  Stichting Pakhuis de Zwijger

Het onafhankelijke platform voor creatie en innovatie van en voor de stad, Nederland en de wereld.





5. When the event started, you will automatically arrive in the reception area. From here, you can go to different places for the different parts of the event

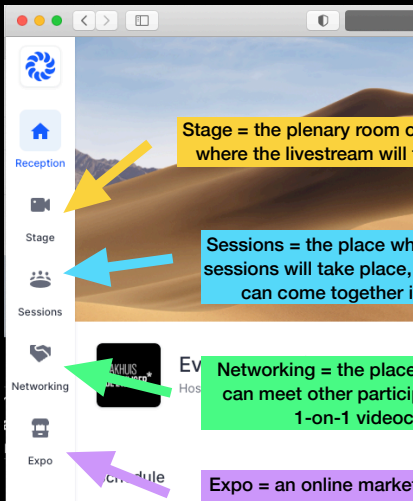


The screenshot displays a web application interface for an event. The main content area features a large banner image of sand dunes. A red arrow points from the 'Reception' icon in the left sidebar to the banner image. Below the banner, the event title 'Evenement titel' is displayed, along with the host 'Stichting Pakhuis de Zwijger' and a 'Time Left' indicator showing '2h47m'. The 'Schedule' section lists activities for 'October 20 (0)'. The activities are:

- 05:15 PM - 05:30 PM** **Opening en welkom**  
Opening en welkom door spreker XXX  
Stage
- 05:30 PM - 05:45 PM** **Presentatie van XXX**  
Presentatie door XXX  
Stage
- 05:45 PM - 06:25 PM** **Breakout sessies**  
Oefenen met casussen, geleid door moderatoren  
Sessions
- 06:40 PM - 06:55 PM** **Presentatie XXX**  
Presentatie door XXX  
Stage
- 06:55 PM - 07:00 PM** **Afsluiting**  
Stage
- 07:00 PM - 07:15 PM** **Napraten in groepjes met experts**

The right sidebar contains navigation options: Chat, Posts, and People. The bottom of the interface shows a 'Start typing...' input field and a '100' indicator.

## 6. On the left, you can navigate between the different parts of the event



Stage = the plenary room of the event, where the livestream will take place

Sessions = the place where breakout sessions will take place, or where you can come together in groups

Networking = the place where you can meet other participants via a 1-on-1 videocall

Expo = an online market place. Here you can find information about sponsors or organisations involved in the event

## 7. Stage

Here you can follow the plenary programme via a livestream  
Chat with the other participants in the chatbox on the right

Evenement titel Stichting Pakhuis de Zwijger

Time Left 2h:35m

Reception

Stage

Sessions

Networking

Expo

Opening en welkom

Stream starting now

20 October, 5:15 PM

Chat

Event Stage

People

Start typing...

100

## 8. Sessions

On this page, you can choose the session that you are assigned to, or that you want to join

The screenshot shows a web browser window displaying an event management interface. The browser's address bar shows the URL `www.app.foghat.io`. The page header includes a logo on the left, followed by the event title "Evenement titel", the organizer "Stichting Pakhuis de Zwijger", a calendar icon, and a "Time Left" indicator showing "2h:32m". On the right side of the header, there are navigation icons for chat, notifications, and a user profile.

The main content area is divided into a left sidebar and a main session list. The sidebar contains icons for "Reception", "Stage", "Sessions" (which is highlighted), "Networking", and "Expo". The "Sessions" section in the sidebar has a red "Live" badge. The main session list features a search bar labeled "Search sessions" and three session cards. Each card is labeled "Moderated" in a yellow box and contains a circular logo icon. The sessions are:

- Breakout sessie 1**  
Onderwerp: XXX
- Breakout sessie 2**  
Onderwerp: XXX
- Breakout sessie 3**  
Onderwerp: XXX

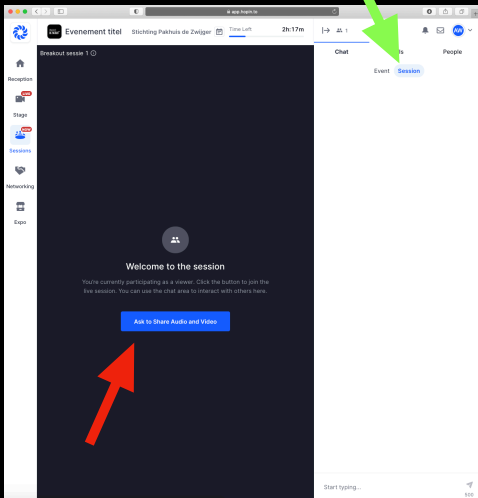
Each session card has a small icon in the bottom right corner. The right sidebar contains tabs for "Chat", "Polls", and "People". At the bottom of the page, there is a text input field with the placeholder "Start typing..." and a "500" character count indicator.



## 8. Sessions

If you joined the breakout session, you can ask to share your audio and video (red arrow)

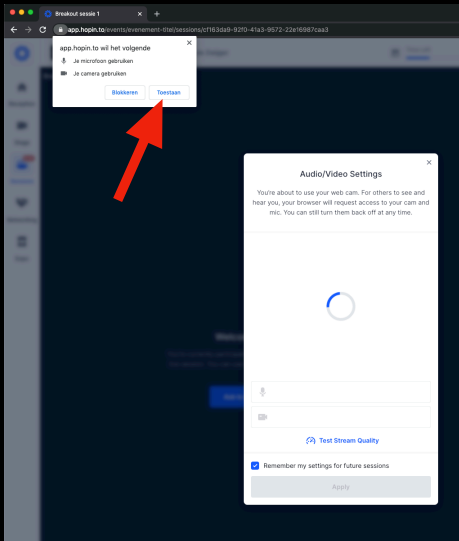
Every session also has its own chatbox (green arrow)



The screenshot shows a Zoom breakout session interface. The main content area displays a welcome message: "Welcome to the session" and "You're currently participating as a viewer. Click the button to join the live session. You can use the chat area to interact with others here." Below this message is a blue button labeled "Ask to Share Audio and Video", which is pointed to by a red arrow. The right sidebar contains a "Chat" section with a "Session" tab selected, indicated by a green arrow. The top of the interface shows the event title "Evenement titel", the host "Stichting Pakhuis de Zwijger", and a "Time Left" of 2h:17m. The left sidebar shows navigation options: Reception, Stage, Sessions, Networking, and Expo.

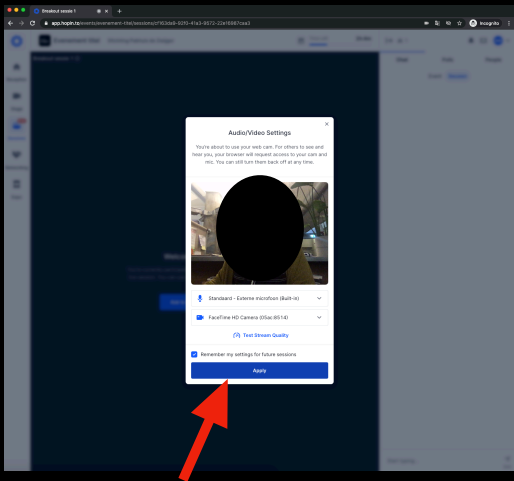
## 8. Sessions

After you requested to share your audio and video, you accept the use of your microphone and camera in the browser



## 8. Sessions

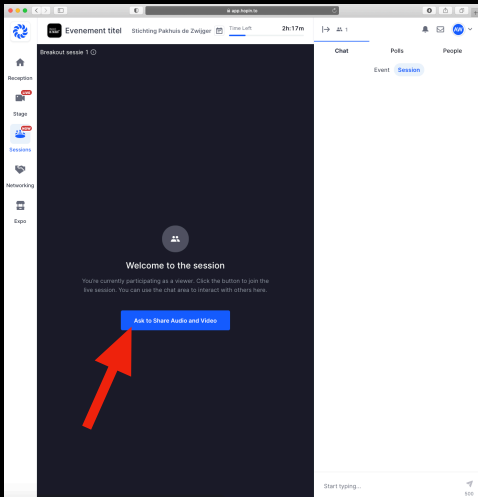
You will now see a preview of your camera and audio, choose the right microphone and camera, and click 'apply'



## 8. Sessions

If the session is moderated, you'll see the screen below again. There has been sent a request to the moderator. When the moderator accepts this request, you will join the session with video and audio

If the session is not moderator, you will immediately join the session with video and audio



The screenshot shows a Zoom meeting interface. The top bar displays the event title 'Evenement titel', the host 'Stichting Pakhuis de Zwijger', and the time left '2h:17m'. The main content area is titled 'Breakout sessie 1' and features a 'Welcome to the session' message. Below the message, it states: 'You're currently participating as a viewer. Click the button to join the live session. You can use the chat area to interact with others here.' A blue button labeled 'Ask to Share Audio and Video' is prominently displayed, with a large red arrow pointing to it from the bottom left. The right sidebar shows the 'Chat' tab selected, with 'Event' and 'Session' options. The bottom of the screen shows a 'Start typing...' input field and a '100' indicator.

## 9. Networking

Here, you can network 1-on-1 with other participants in a short videocall

Click on “ready” if you want to be matched up with another participant

