Puget Sound Preschool Preview on January 8, 2022
Event Day Sponsor Information + Tips

It's almost here! Thank you for participating in ParentMap's **2022 Puget Sound Preschool Preview**. We can't wait to see you online on Saturday, Jan. 8. Here is everything you need to know to get ready for the event.

HOW TO JOIN THE EVENT
There are two ways you can access the event, depending on your preference.

Please note, if you provided sponsor representative information on your sponsor registration form, those profiles have already been created in the event database. To access the event, login through either the [website](#) or [mobile app](#) with the email address provided to ParentMap and then set up your unique password.

If you would like to add additional representatives, you may share the below instructions so they can set up their own profile.

1. [Head here to access](#) the Puget Sound Preschool Preview via your web browser on a desktop or mobile device. Enter your name and email address, and then set a password to create your profile.

2. Download the official mobile app on your Apple or Android device to unlock advanced features, including event notifications.
   - [Download the ParentMap Live App](#).
   - After the app is installed, enter your name and email address, and set a password to create your profile (if you haven't already).
   - Tap the Puget Sound Preschool Preview event icon.
   - Tap JOIN.
   - Enable push notifications on your device to receive custom event notifications.

We recommend setting up your profile **before the event starts** so you are ready to go. [Here are some tips](#) on adding and editing your profile to get the most out of your interactions with attendees.

In addition, we recommend having Zoom preinstalled on your computer or mobile device prior to the event if you are hosting any Zoom meetings during the event, or if you plan on joining any breakout sessions. If you don't have Zoom installed on your device already, you can [download it here](#).

EVENT SCHEDULE
Saturday, Jan. 8, 2022

- 9:30 a.m.–10:30 a.m. — ParentEd Talk: "When 'Tried-and-True' Tactics Fail: A Playbook for Positive Discipline" with positive discipline expert Julietta Skoog
- 10:30 a.m.–12:30 p.m. — Preschool Resource Fair + Sponsor Breakout Sessions

Once you have joined the event platform, you can view the full schedule of sessions through the **Agenda** icon. You can build a [personalized event agenda](#) and elect to receive reminders through the app so you don't miss sessions of interest.

You can [filter the agenda](#) by session type by selecting the filter icon on the upper-right corner of your screen. To join a session, tap the session from the main agenda, then select the **Video Stream** link. The Video Stream link will go live 15 minutes prior to the scheduled session time.

PRESCHOOL RESOURCE FAIR
On **January 6** the virtual event will be open for registrants to browse, so attendees can pre-research program offerings, add breakout sessions to their personal agendas and prepare questions to ask during the official event hours on January 8. Attendees are encouraged to visit the resource fair to connect live with participating organizations from 10:30 a.m.–12:30 p.m. on Jan. 8.

Attendees can [filter the booths](#) by region (Seattle, Eastside, North Sound, South Sound, Multiple Locations) and program type by selecting the **filter** icon on the upper-right corner of the screen. They can also favorite a booth by selecting the **star** icon on the upper-right corner of the screen for easy access later.

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There are three ways attendees can connect with your organization, depending on how your individual booth is set up.

- **Live chat room:** Attendees and sponsor representatives can join your chat room by clicking on **Chat** in the upper righthand corner of your profile. The chat feed is displayed on the same screen as your booth, so attendees can participate in the chat without navigating to another window. This is a public feed, so anyone that visits your booth can see it.

- **Private chat using the event app:** First, head to the **Attendees** icon on the app menu and search for the attendee you would like to connect with. Next, send a request to connect and you will be joined once the attendee accepts your request. Once you have been connected, you can start a chat at any time through the **Chat** icon on the mobile app or the **Messages** option on the web app.

  We provide these same instructions to attendees and encourage them to send sponsor connection requests to chat privately so you will need to accept their connection requests. Please check your connection requests frequently so you don't miss anyone that is interested in talking with you!

  Tip: Enable push notifications from the ParentMap Live mobile app so you are notified immediately when an attendee requests to connect or sends you a chat message.

- **Breakout sessions:** Attendees can join your breakout session either through the main event agenda or your virtual booth. Attendees will join your session by clicking on the **Video Stream** link, which will go live 15 minutes prior to your scheduled session time. Sponsors will need to start and join the session using whichever video streaming platform you have set up for this (i.e. Zoom).

  Note: If you indicated previously that you plan to record your breakout session(s), please email brenna@parentmap.com with the following information after your session concludes. This is required to have the recorded link uploaded to the virtual event. *Attendees continue to explore the resource fair and watch recorded after the main event concludes.*

- Session title

- Session time
- Recording URL - This must be submitted as a published URL. (YouTube, Vimeo or Wistia)

DISCUSSION BOARD
The purpose of the event discussion board is to connect parents with experts and give parents an opportunity to trade tips and recommendations with other families. We are asking sponsors to NOT post on the board unless they are commenting on an attendee post/question that is relevant to their organization.

Please check the discussion board frequently to see if any attendees have posted questions that your organization can help with. We encourage attendees to post their questions on the board!

Tip: Be sure to read posts by attendees. They may be asking for resources you can help them with!

CONTESTS
We will be running a contest throughout the entire event to encourage attendees to interact with sponsor booths and participate in the event. Attendees who complete the event challenges will get a code to enter and redeem points. **There is no action required by event sponsors.** We just want you to be aware of the contest. The attendees with the highest number of points at the end of the event will win a prize. **Sorry, sponsor representatives are not eligible to compete in the contest.**

SPONSOR SURVEY
Thank you for being a valuable sponsor at ParentMap's Puget Preschool Preview. We'd love to hear your feedback after the event! Please click on the **Sponsor Survey** icon within the Preschool Preview event to answer a few quick questions after the event.

HELPFUL TIPS
Download the official ParentMap Live App for iPhone or Android →
Interact with multiple attendees by using both the web version and app simultaneously. Get push notifications when an attendee sends you a request to connect or a chat message. This is especially useful if you don't plan on sitting at your computer the entire length of the event!

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As you are browsing the event on the web platform, if you click on any external links they will open in a new browser window. Click the event tab in your browser to return to the event. On the mobile app, you can select "close" to get back to the app from an external link.

Once you are connected with an attendee, you can also schedule a meeting for a later time. Learn more about scheduling a meeting here.

If you have any questions or need help, access the **FAQ** section on the event platform.

For additional questions, please contact brenna@parentmap.com or 206-928-5353.

SPREAD THE WORD!
Share the details of ParentMap's Preschool Preview with your audience to ensure that this FREE event reaches as many families as possible.

Swipe the following copy to promote the event.

Please use this URL when sharing the event with your community:
https://www.eventbrite.com/e/puget-sound-preschool-preview-tickets-195310217117?aff=partnerpromo

See you on Saturday, January 8!