Working with Grenadine for CoNZealand-Live Fire

Logging into CoNZealand-Live Fire on Grenadine

Go to: https://sites.grenadine.co/sites/conzealand/en/live-fire1

Click on "Login" at the top right of the "CoNZealand Live Fire" dashboard screen. In the "Email" field, enter the same email address as you used to register for CoNZealand-Live Fire (aka CNZ-Live Fire). Click the "Next" button to continue.

The first time you log in, you might be asked to verify your email address or enter your name. Follow the directions on the screen to continue. You might be asked for a password (if you have had a previous Grenadine account), but you will be given the option "Send me a Magic Link", which will let you verify your current email address without a password. You might be sent an email with the subject "Your login link for CNZ-Live Fire" to verify your address. Select the "Click Here to Log in" button to log back into Grenadine.

Important: For this test, all times in the schedule are in New Zealand Time. If you need quick time zone conversions, go to:
https://www.timeanddate.com/worldclock/converter-classic.html

Modifying Your CNZ-Live Fire Profile

If you had to verify your email address, your profile appears when you log back into Grenadine. You can also display your profile by selecting the "My Account" link at the top of the screen.

SCHEDULE | SPEAKERS | ATTENDEES | > REGISTER | MY ACCOUNT

Welcome Laurie Mann (Registered)

You are logged in using **lauriemann57@gmail.com**.

My Profile

My Contact Information

My Orders

My Tickets

My Schedule

My Availability

My Profile

View my profile

Share information about yourself with other attendees by filling in and publishing your profile.

Public profile | Show my schedule

Photo

Upload image

Name

Prefix

Prefix

First name

Laurie

Last name

Mann

Suffix

Suffix

Public name

☐ Put a different name (or a "stage" name) on public profile

For the purpose of the CNZ-Live Fire test, you can ignore most of the profile, but check to make sure your "First Name" and "Last Name" are correct. Your Grenadine name should match your Zoom name. You can also upload a profile picture if you want. Your profile and schedule should be marked as "Public profile" and "Show my schedule" so you will appear on the "Attendees" list and, if you are a speaker, on the "Speakers" list.

Viewing CNZ-Live Fire Information

At the top of every CNZ-Live Fire page are the following links:

"Schedule": Displays the schedule day by day

"Speakers": Displays a list of programme participants with public schedules and profiles

"Attendees": Displays a list of attendees with public schedules and profiles

"Register": Displays how to register for the event (you can ignore that link unless you have to register as another role)
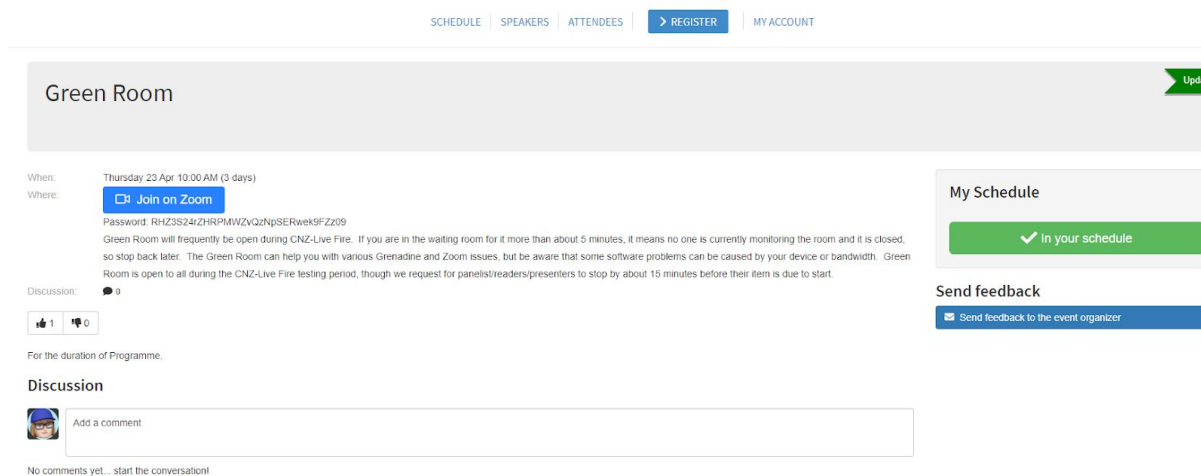
"My Account": Displays your profile information and gives you easy access to your schedule

Attending an Item

Select an programme item from the Grenadine schedule to display the item window:
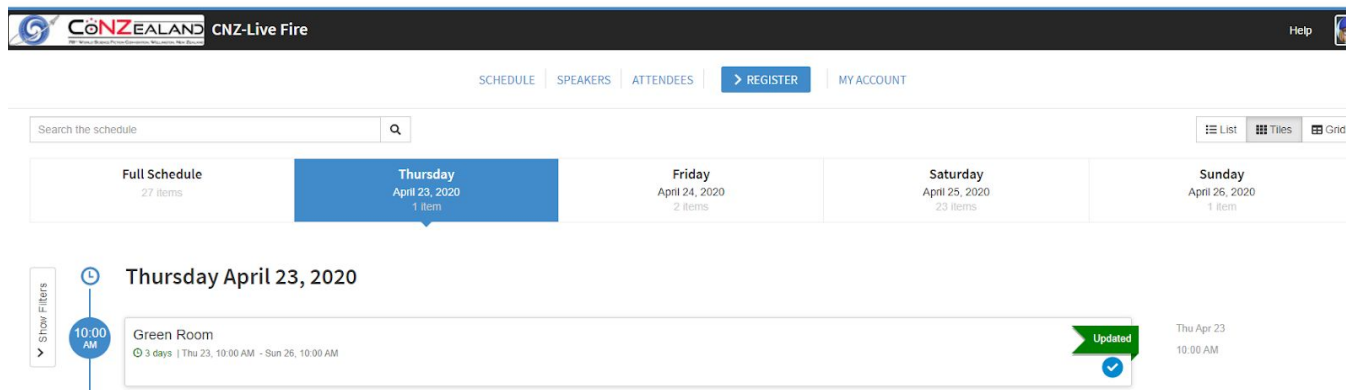
Item window for the Green Room:

Before you select the "Join on Zoom" button, copy the password underneath it (without the word "Password:"). Then click on the "Join on Zoom" button.

If you have a Zoom account, various Zoom-related windows appear.   When you are prompted to Open Zoom, click the "Open Zoom" button.

Finally, a small window labelled "Enter meeting password" appears. Paste the password you have just copied from the item window to the password window and press the "Join Meeting" button.

"Join Meeting" puts you in a "waiting room" for the programme item. The Zoom host will let you in.

Signing Up for an Programme Item

Most programme items you can simply attend by clicking on the "Join on Zoom" button for that programme item in its item window. That will take you to the virtual space (usually a Zoom room) for the item.
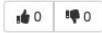
Some items, such as Kaffeeklatche/some Workshops, require signup as they have limited audience capacity. For this test, these items have "Signup Item" in the title, and are also labelled "Signup Required". If you have already signed up for an item, the schedule includes the word "Registered" under the item title. Here is a sample schedule window.
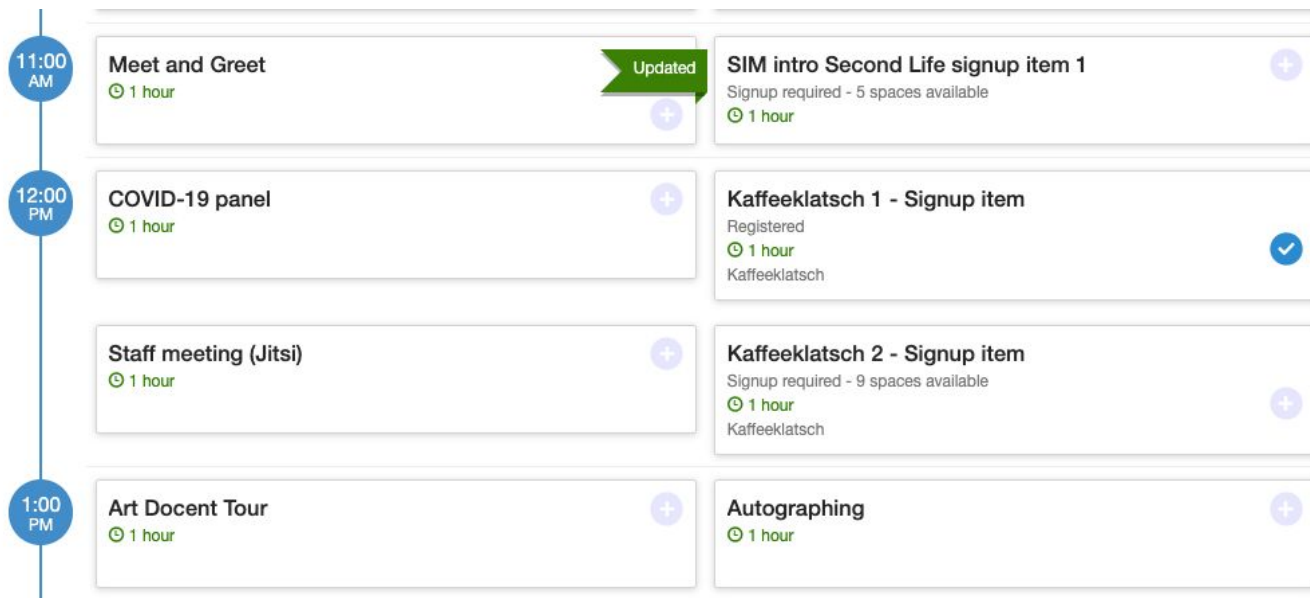
To sign up for a programme item, select the item on the schedule. It will take you to the item window for that item:

Click the "Sign Up" button in the "Sign Up Status" box on the right. A small window appears:

Check the "Please also send me a confirmation email" checkbox, then click the "Register" button on the lower right of the window. If your signup was successful, Grenadine displays a "Success" window and sends you a confirmation email.

If you try to attend a signup item that you have not signed up for, the "Join on Zoom" button does not appear.

Grenadine Feedback

In the Grenadine schedule, there are two types of built-in feedback options:

- Thumb up/Thumb down icons - from individual item page, by default
- "Send Feedback to the Event Organizer" button - from individual item page, by default

After you attend an item, you can use either way to provide feedback (or both).