

WHOVA Instructions – Topics & Meets:

Add a discussion Topic - Instructions:

1. Go to Community section of Whova
2. Add a topic or social group
3. Enter the Topic
4. Optional- add a description or questions
5. POST

NOTE: If you make a mistake and need to delete the topic, please email gnetmbhelpdesk@gmail.com as any edits must be done through back end of Whova

Suggest a Virtual Meet – Instructions:

1. Go to Community section of Whova
2. Meet-ups & Virtual Meets
3. Suggest a Meet
4. Virtual Meet
5. Post
6. Enter the Title (topic or name of your meet) & Description
7. Virtual meeting options – the simplest is to select “Whova’s virtual meet room” which is very similar to zoom
8. Complete the remaining details: duration, date, time, time zone: America/Chicago – (GMT-5)
9. SUBMIT – and it’s posted!

NOTES:

- Maximum number of participants in Whova’s virtual meet room is 30.
- I NOTE: If you make a mistake and need to delete the topic, please email gnetmbhelpdesk@gmail.com as any edits must be done through back end of Whova