

Getting Started in Zoom Events for Summit Preparing in Advance for Summit Zoom Events Participation

One of the goals of any conference support platform is to allow people to meet and greet each other, which of course, is one of the many benefits of attending conferences – face-to-face or online.

In Zoom Events each registered attendee is allocated a Profile. The Profile works much like an extended nametag in that it allows others to see your name, affiliation and other data of interest in the conference. The Zoom Event profile allows you to enter information that you don't mind sharing and that may help others, with similar interests, connect to you.

All participants are encouraged to visit the Summit Event site prior to the start time (4:00 PT / 7:00 ET on Tuesday, September 30th). Here you can set up your profile, bookmark the sessions you want to attend, and become familiar with the Zoom Events controls.

Note: It is strongly advised that you complete the steps that follow on your computer. It is very challenging to do so on your smartphone or a small tablet. Where possible, separate steps for a smartphone are included. You will notice that a lot of the links / icons are shorter or appear in a dropdown menu or elsewhere on the screen when on a smartphone.

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Joining the Summit

The easiest way to enter the Summit Event is to open your confirmation or reminder email, scroll down and click on “Join.”

2025 NAUA Summit






- Sep 30, 2025 3:00 PM - Oct 5, 2025 6:00 PM PDT
- Organized by North American Unitarian Association
- Participation in all Summit events

[Join](#)


By joining this event, you agree to Zoom's [Event Participant Terms of Use](#), [Privacy Statement](#), and [Terms of Service](#).

Add event to your calendar

If the event is not added to your calendar automatically, try below links to add it manually.


 [Google](#)  [Outlook](#)  [Yahoo](#)  [Apple](#)  [Download invite \(.ics\)](#)


You will be taken directly to the event lobby.

 **2025 NAUA Summit**
Sep 30, 2025 - Oct 5, 2025


Lobby Sessions Itinerary Exhibitors Speakers Networking


8 : 1 : 20 : 6
DAYS HOURS MINUTES SECONDS




00:00:00 / 00:00:28  [Speed](#)


Chat

 Lobby chat

 Connections (0)

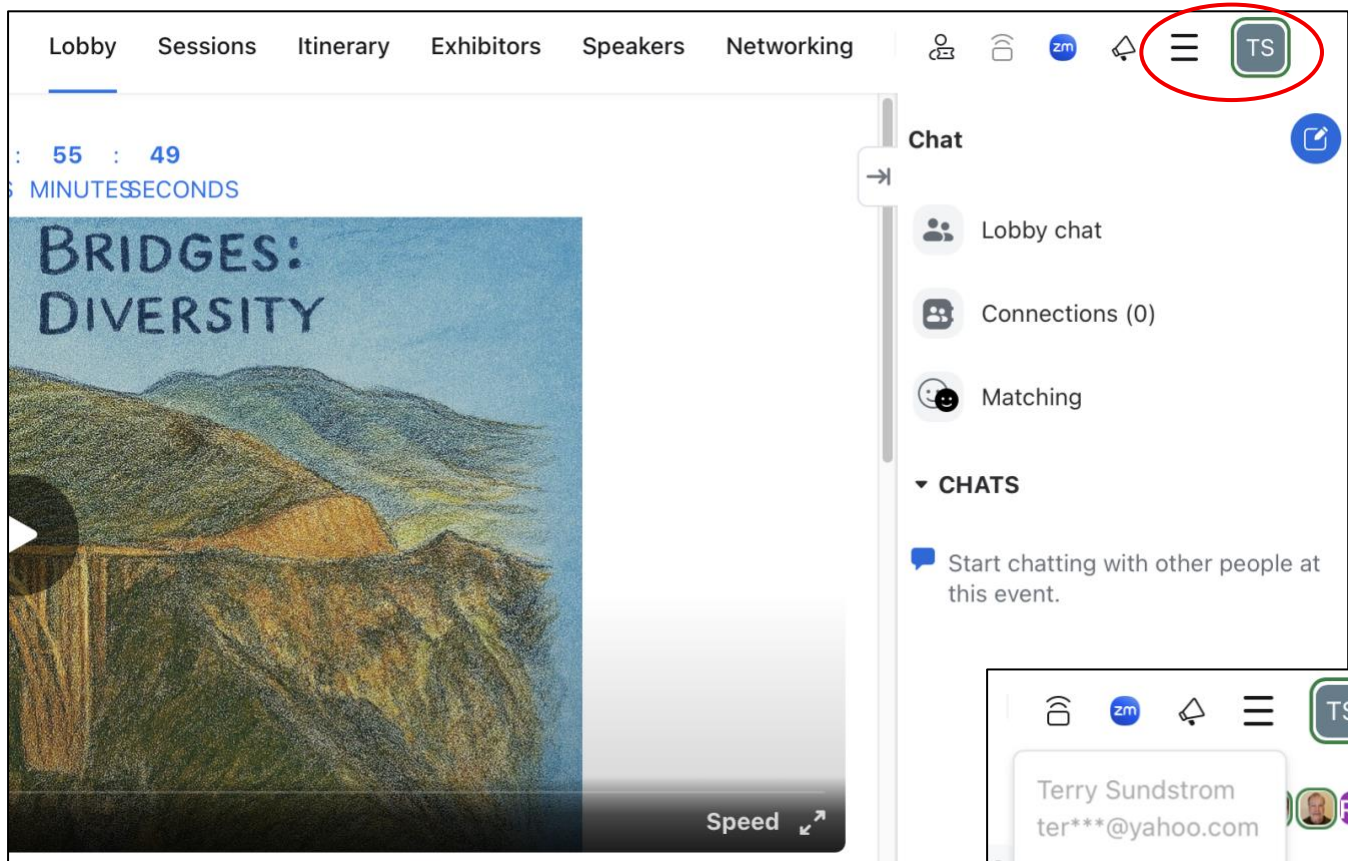
 Matching

▼ CHATS

 Start chatting with other people at this event.

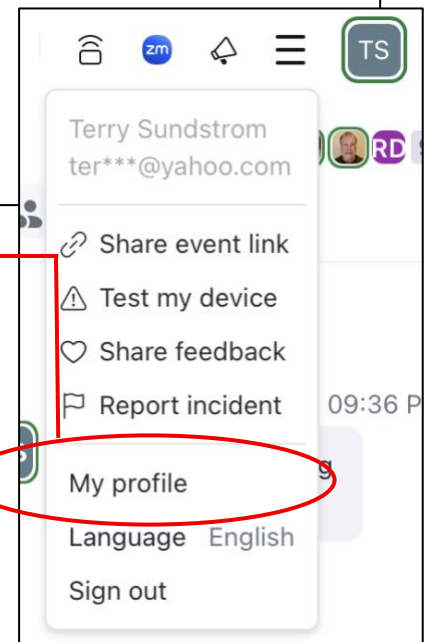
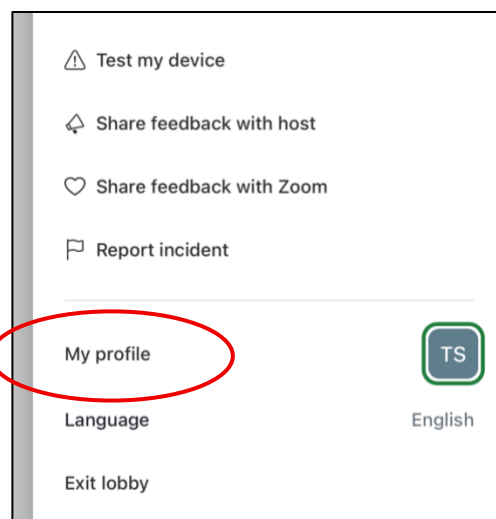
You can click on the arrow to hear the initial welcome video from Summit organizer Joyce Kinnear.

You may be immediately prompted to “create your profile.” If you aren’t prompted, look in the top right corner of the screen. There you will see your tile (usually your initials). To the left of this image are three lines indicating a menu. Clicking on these lines opens a drop-down menu.

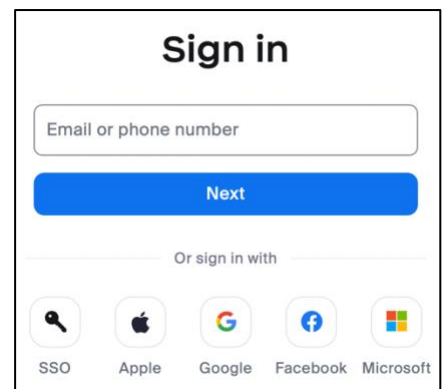


From the dropdown menu, choose “My profile.”

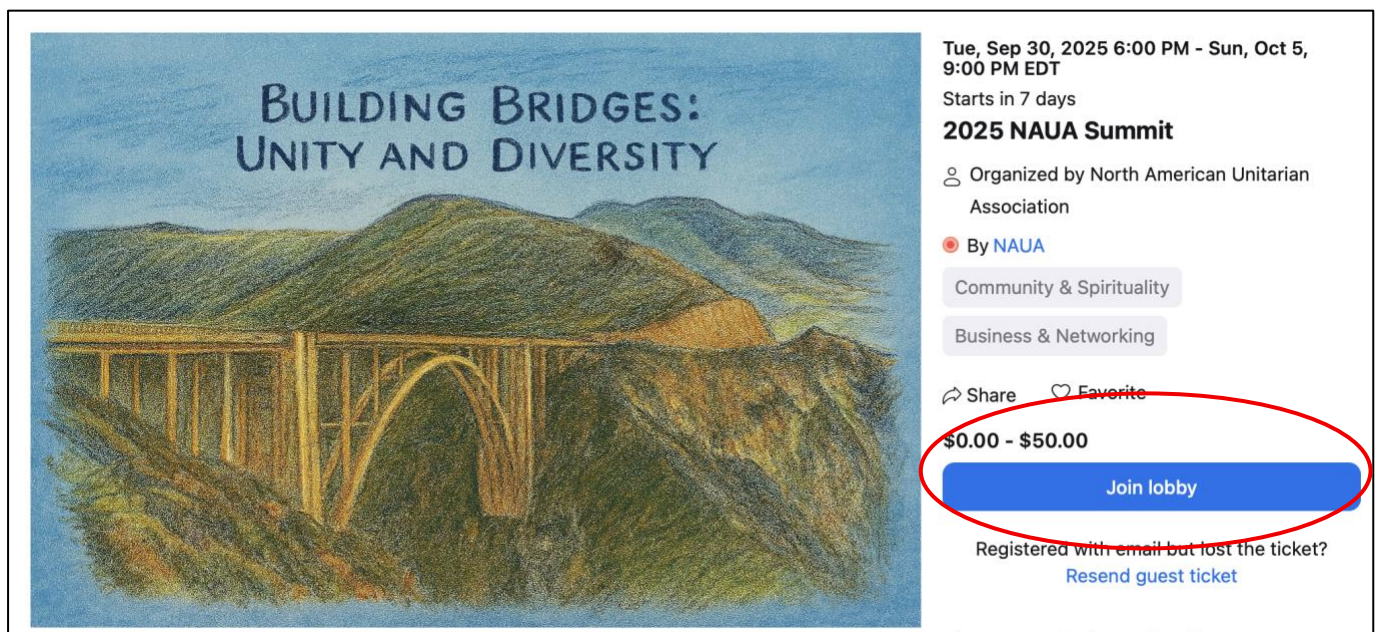
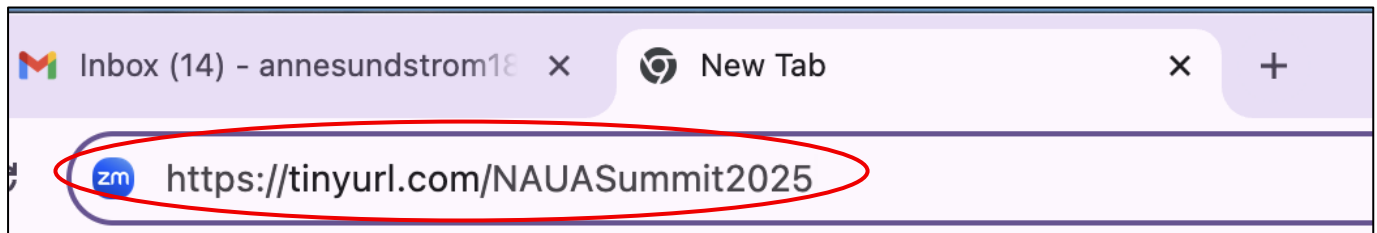
Note: On your telephone you may only see the three bars (no tile). Click on the bars and scroll down on the submenu until you see “My profile,” then click on it.



You may be prompted to sign into Zoom again. If so, sign in so you can return to the Summit page. If you do not have a Zoom account tied to the email address you registered under, you may be prompted to create one.

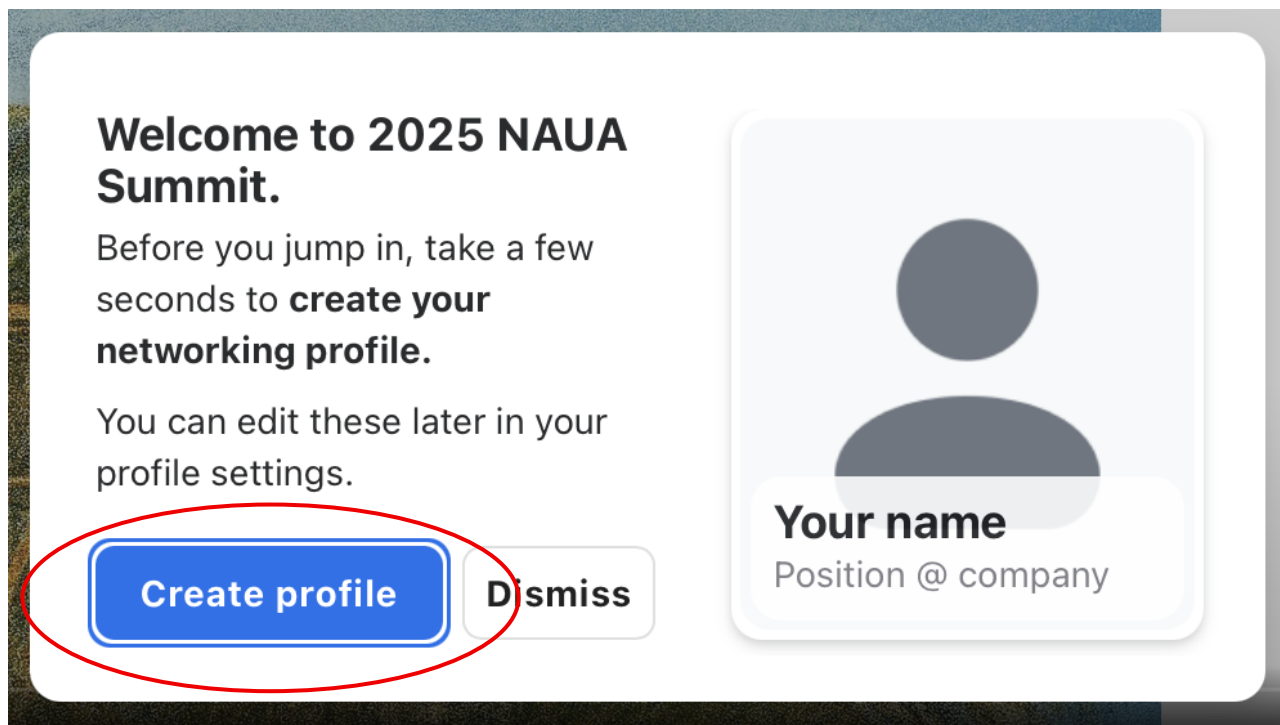
A screenshot of the Zoom 'Sign in' interface. At the top, it says 'Sign in' in bold. Below that is a text input field labeled 'Email or phone number'. Underneath the field is a blue button labeled 'Next'. Below the button, it says 'Or sign in with'. At the bottom, there are five circular icons for different sign-in methods: SSO (a key icon), Apple (the Apple logo), Google (the Google 'G' logo), Facebook (the Facebook 'f' logo), and Microsoft (the Microsoft Windows logo).

After signing in, if you aren't automatically returned to the event lobby, simply return to the Summit window in your browser. **Or enter the Summit link into your browser address window: <https://tinyurl.com/NAUASummit2025> and click on "Join lobby."**



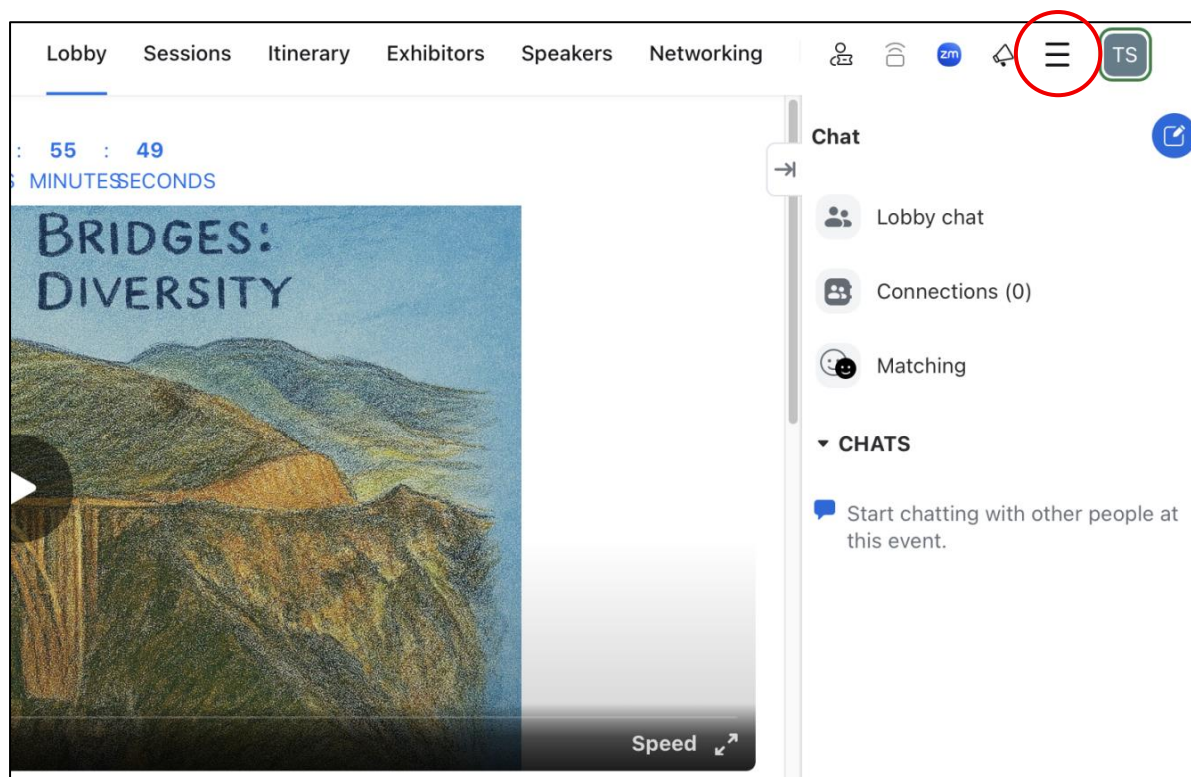
You are now ready to set up the rest of your profile.

In some cases, you may automatically be prompted to create your profile.



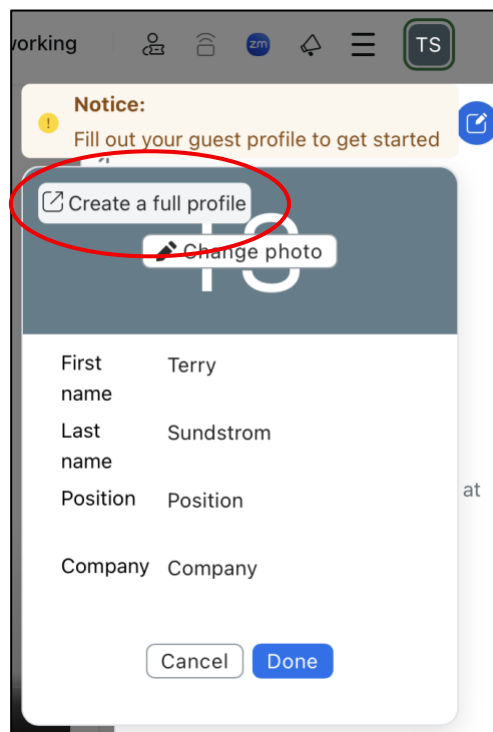
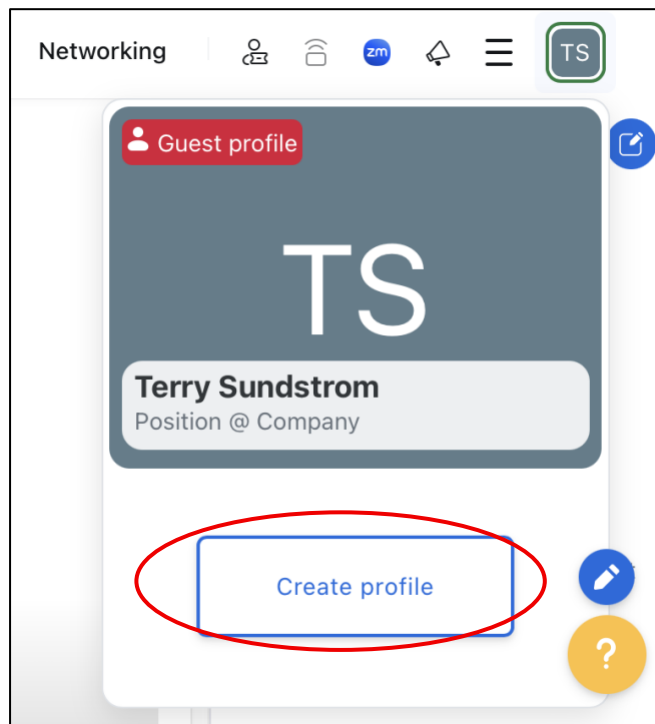
If you see the above screen, click on “Create profile.”

If you do not see the above screen, click again on the three lines (menu) next to the tile with your initials. Then choose “My profile.”

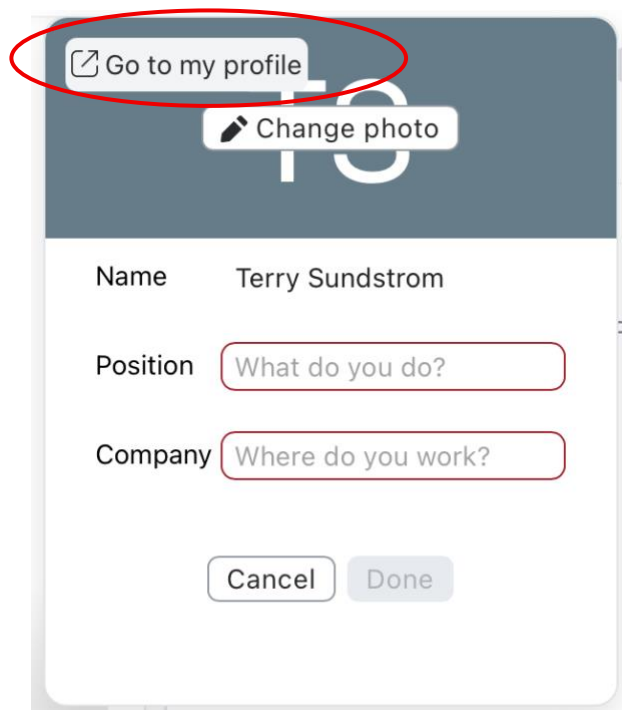


Creating Your Profile

If you see one of these screens, click on “Create (a full) profile.”



If instead you see the screen below, you have the opportunity to first upload a photo and fill out your position and company. Or you can click on “Go to my profile” and begin entering your **basic information**.



You will be prompted to enter your **basic information**, such as your preferred pronouns, city, country and bio to build out your “profile.” All entries are optional. However, filling in some background information will help participants find out what they have in common with you and potentially try to connect. This information is only shared with other registrants in this Zoom event.

The screenshot shows the 'Edit profile' interface with a sidebar on the left containing 'Basic information', 'Photos & videos', 'Personal questions &...', and 'Social media'. The 'Basic information' section is active, displaying fields for First name (Terry), Last name (Sundstrom), Preferred name (Terry Sundstrom), Select a pronoun (He/him/his), Position (Structural Designer), and Company name (Big C Lumber). To the right, a detailed view of the 'Basic information' section is shown, including City/District (Dowagiac, MI), a character count (12 / 24), a country dropdown (United States), a Bio text area (0 / 210), Bio theme colors (four colored circles), and an Education text area (0 / 24).

When finished, click “Next” to move on to “Photos & videos.”






Under **photos & videos**, you can add up to four pieces of media (photo, avatar, artwork, video, etc.) *Don't you like sharing grandkid videos?!* Simply click on one of the four boxes provided to begin uploading an image or video.

The screenshot shows the 'Photos & videos' section with the heading 'Express yourself by uploading images & videos.' and two bullet points: 'Max 4 pieces of media.' and 'Max video size: 50MB, MP4 files only, <60 seconds.' Below this are four media slots. Slot 1 contains an avatar of a man with a beard and mustache, with 'Avatar' and a blue '1' label. Slot 2 is empty with a blue '2' label and a '+ Add media' button. Slot 3 is empty with a blue '3' label. Slot 4 is empty with a blue '4' label. Overlaid on the avatar image are 'Edit media' and 'Delete media' buttons.

Clicking on the 'next' button moves you to the **personal questions and interests** section of the profile. Personal questions are mostly for fun. You can answer up to three of the personal questions and enter up to three personal interests.

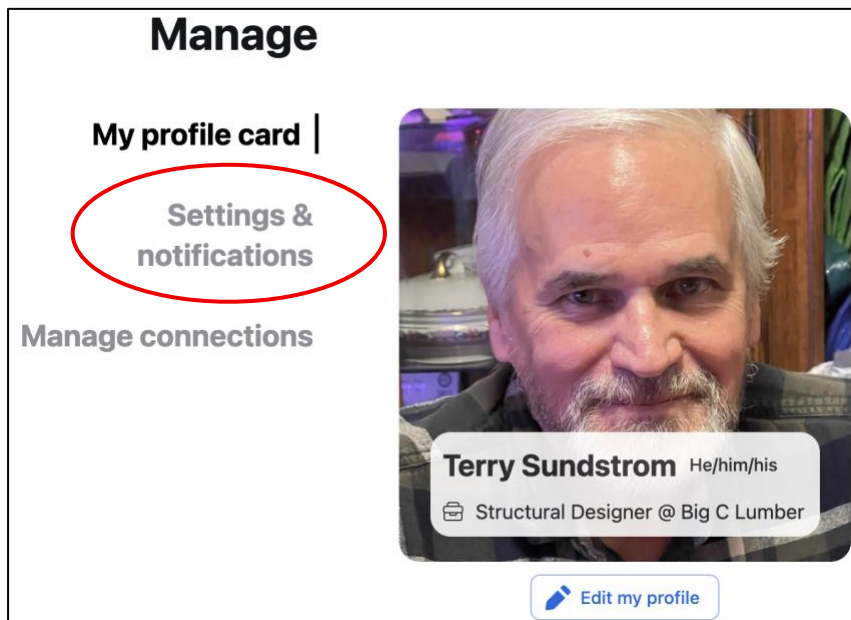
Edit profile Basic information Photos & videos Personal questions & interests Social media	Personal questions Answer these prompted questions to tell others more about you. (Max 3) My biggest professional success was when... I designed a series of assisted living homes in our community. The best part about my job is... Driving through the area and seeing homes and families. If I was anywhere in the world, I'd be... at a national park I'm crazy about... Answer	I'm crazy about... Answer My favorite thing to do after work is... Answer My hidden superpower is... Answer
	Interests Call out passions, industries & topics you care about. Tag 1 Camping and hiking 18 / 40 Tag 2	

The final section of the profile (**social media**) allows you to share any social network, email or telephone information that you wish. This information is **ONLY** shared with people who you choose to make a connection with.

Edit profile Basic information Photos & videos Personal questions & interests Social media	Social media Only visible to connections. Make staying connected easier with social networks, email & number.  LinkedIn URL  X URL  Instagram URL  terrysundstrom@yahoo.com  Phone number
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Be sure to click "Save" when you are finished.

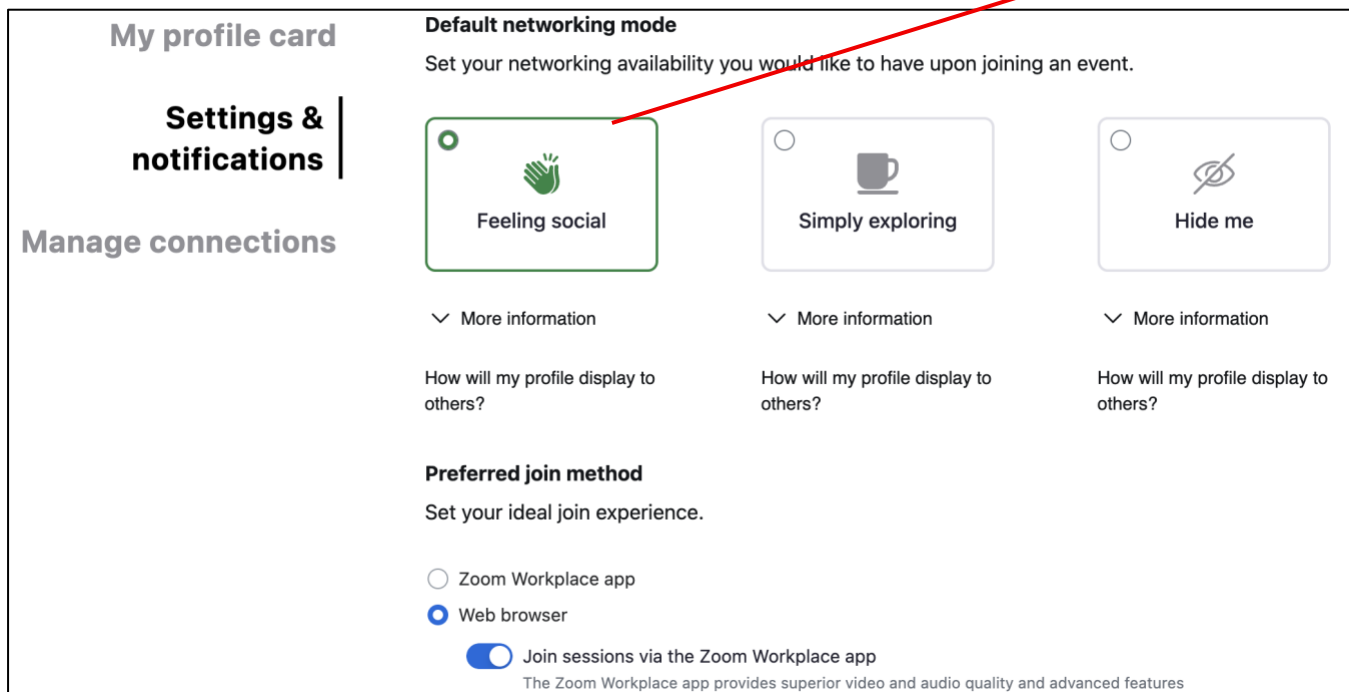
This will take you to the “Manage” page where you will see your completed “profile card.” Click on “Settings & Notifications” next.



Settings and Notifications

Here you can set your default networking mode (feeling social, simply exploring, or hide me). You can change your networking mode throughout the event.

The “Feeling Social” option means “open to meeting others and actively meeting others” If you choose this option, your profile card will be highlighted in green on the event page.



The “Simply Exploring” option means you are “open to meeting others” but your profile card will not be outlined in green.

Nobody likes to be bugged when they don’t feel like socializing. If you prefer to be left alone, choose “Hide me” and your profile card will not appear in the event chat.

Manage


My profile card

Settings & notifications

Manage connections

Default networking mode


Set your networking availability you would like to have upon joining an event.



Feeling social

More information


How will my profile display to others?



Simply exploring

More information

How will my profile display to others?




Hide me

More information

How will my profile display to others?

Events portal

Hubs



Terry Sundstrom

ter***@yahoo.com

Tickets

Favorites

Manage profile


Language English

Notifications

Attendee payments & billing

Support

Sign out



Terry Sundstrom

1 upcoming · 0 favorites

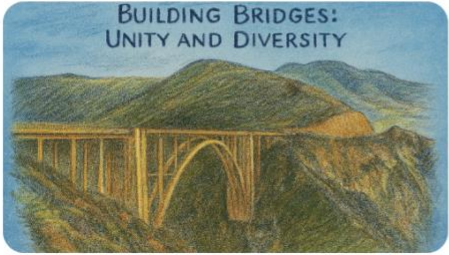
Upcoming

Past

Orders

Favorites

SEP 30



2025 NAUA Summit

NAUA

Tue, Sep 30, 2025 6:00 PM...

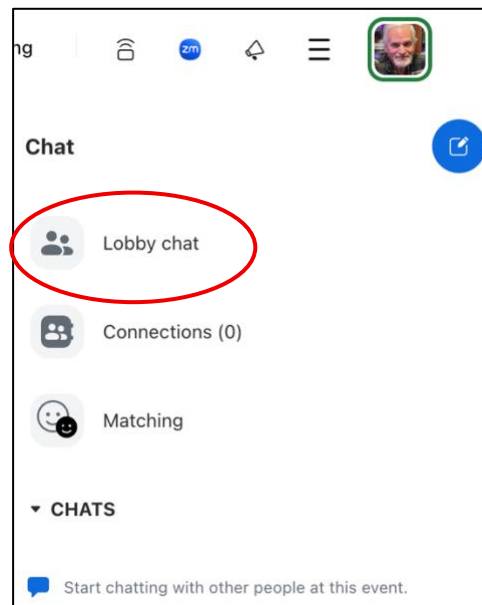
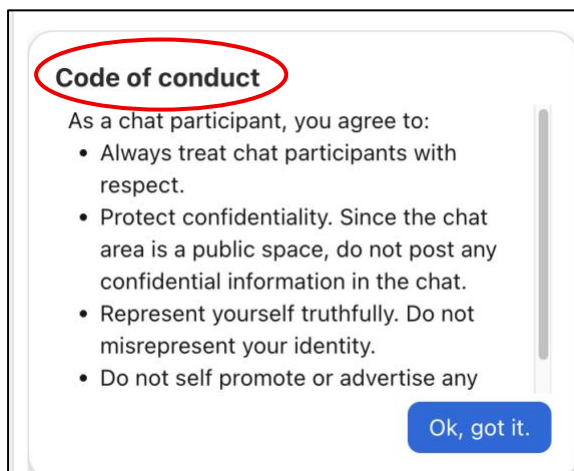
Participation in all Summit...

Join lobby

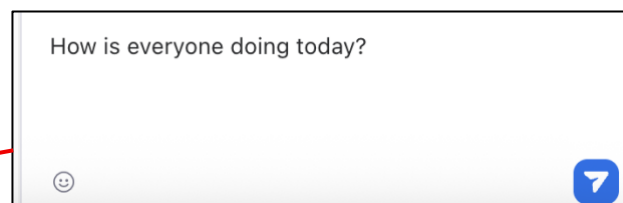
View details

Once back in the lobby, you can choose to open the “Lobby Chat.” **Note:** If on your smartphone, click on the blue chat symbol to enter the Lobby Chat.

The first time you enter Chat, you will be asked to agree to the “Code of conduct.”

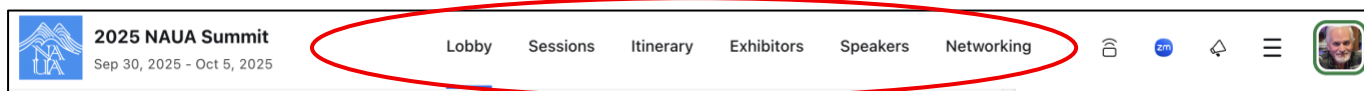


You are also free to read and enter messages into the lobby chat.



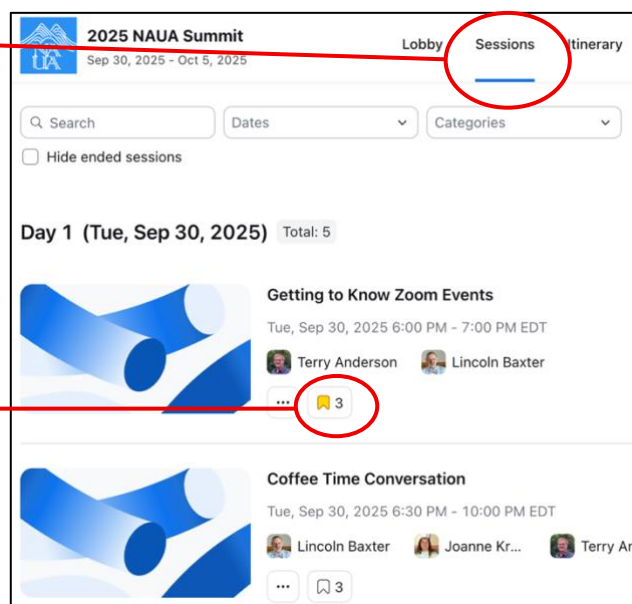
The Tab Bar

If on a computer, use the tabs at top to move between the various screens. **Note:** If on your smartphone, click on the three bars (menu) and then select “lobby,” “sessions,” “itinerary,” etc.

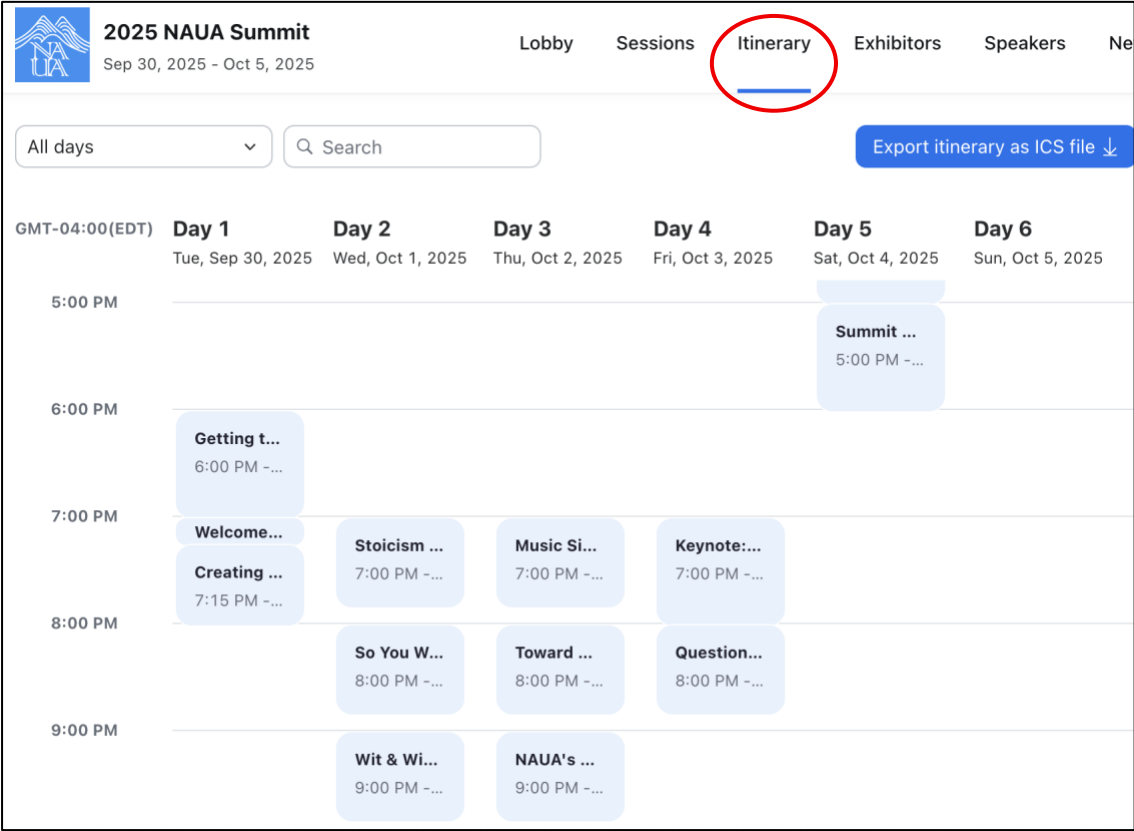


Under “Sessions,” you can see all sessions during the Summit and bookmark the ones you want to attend.

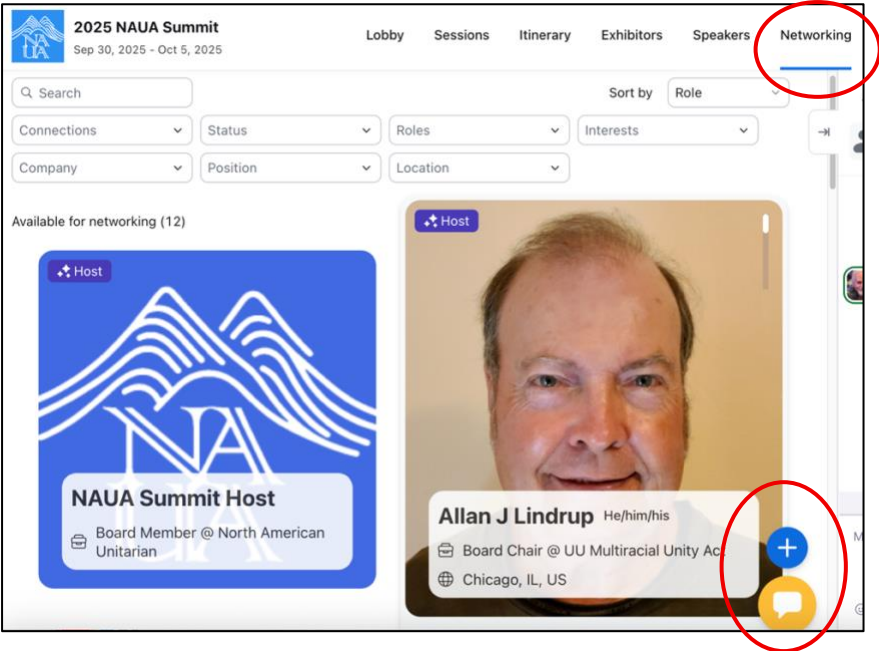
Click on the bookmark icon below the session title to add this session to your personal itinerary. The bookmark will turn yellow after you click on it.



Under “Itinerary” you will see all the sessions you have bookmarked in your Zoom account’s time zone.

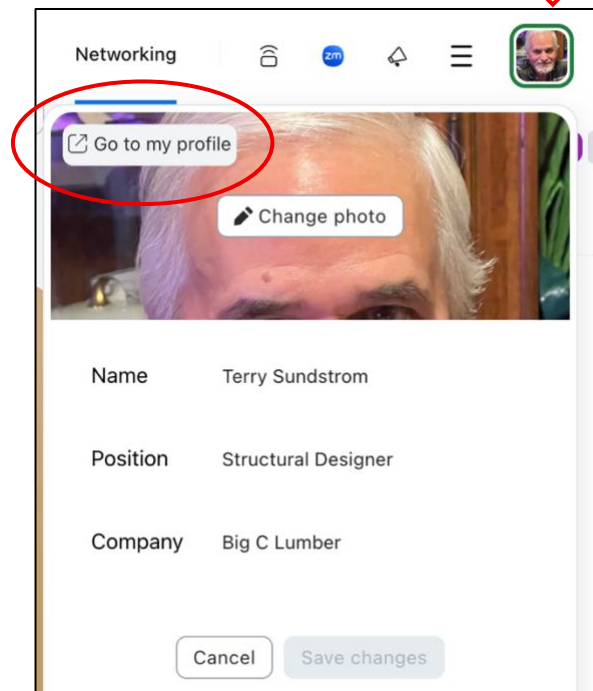
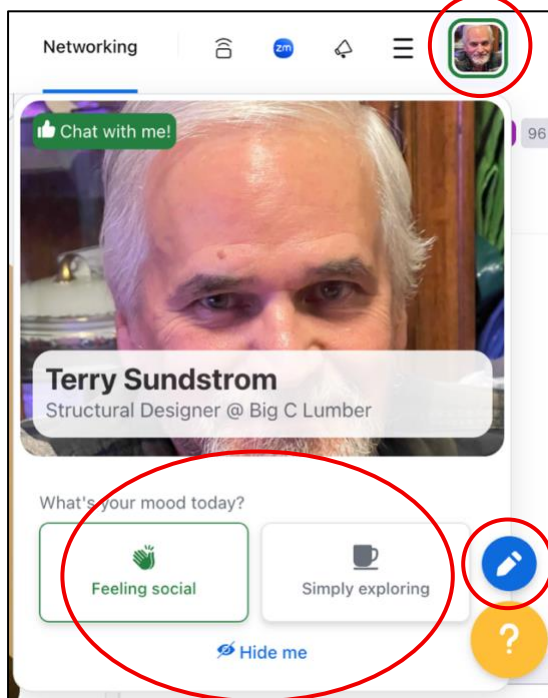


Under “Networking,” you will see all Summit participants available for networking. If you want to connect with someone and share your contact information, click on the blue plus sign to send them a connection request. If you want to directly chat with someone, click on the yellow chat bubble.



Important Note: A smartphone will not allow you to move through participants’ profile cards. Instead, you will need to use the search bar to find the names of people you want to connect with.

If you want to change your networking status, click on your tile in the lobby and choose a new status. If you want to edit your profile, select the blue pencil image. This opens a new window that allows you to directly edit your photo and basic information. If you want to edit additional details, choose “Go to my profile.”



Another way to get to your profile is to once again click on the three lines (menu) to the left of your tile. Then choose “My profile.”

Remember that if you ever get lost on a Zoom page or in a Zoom window, you can always enter the Summit link into your browser (<https://tinyurl.com/NAUASummit2025>) and choose “Join Lobby.”

