

## **ONLINE EVENTS**

### **Can I attend without registering?**

No, registration is required for anyone wanting to attend an online event. An individual link will be emailed upon completion of the registration form. You cannot share this link.

### **I need help registering**

If you need assistance with registering your attendance, we're here to help:

Call/text: Paige: 0499 599 141 OR Belinda: 0429 999 217

Email: [community@melair.com.au](mailto:community@melair.com.au)

### **What do I need to know before registering?**

- We will be using Microsoft Teams Events. You can join the event even if you do not have a Microsoft Teams account – find out more information [here](#).
- Your camera and microphone will be off when you enter the site and for the duration of the event.
- You will only be able to see one person on screen at a time and no one will be able to see or hear you.
- There is a chat function available to use throughout the event. Please enter your first name and initial of your surname in the chat function before submitting a question or comment. Once the moderator publishes your question/comment, it will be visible to everyone in the event.
- We will be recording the entire event and uploading it to the environment page for anyone to access. It will be available by 5pm Friday 16 October.
- A document including all Q&As relating to this event (submitted with registration and through the chat function), will be uploaded to the environment page by 5pm Friday 16 October.
- You will be required to read, and agree to the [Rules of Entry](#) of the event when registering.
- You will need to register your attendance and any questions you have for Nick via the **Register here** tab at the bottom of the page.

### **How do I join the online event on the day?**

- For the best viewing experience, use a desktop device and Google Chrome or Microsoft Edge as your browser.
- Use the link that was emailed to you after registering to gain access. If you need help with accessing the event, you can read more [here](#).