

HOW TO ACCESS THE DISTRICT CAUCUS VIDEO CHATS

The District Caucuses will be held on Friday, April 23, 2021, from 9 – 10 a.m. CT.

1. Visit aae.org/aae21.
2. Log in to the AAE21 website using your registration credentials. Use the email address you registered with and the confirmation number you received in your registration confirmation email. If you cannot find your confirmation number, click the **'Forgot Confirmation Number?'** link.

3. If this is your first-time logging in to the website, you will need to complete your user profile. The system will walk you through the steps to complete your profile.
4. Each District will have their own video chat room for their District Caucus meeting. Use the links below to access your district's video chat room.
 - a. [District I: DE, DC, MA, MD, ME, NH, PA, VT, VA](#)
 - b. [District II: CT, NJ, NY, RI](#)
 - c. [District III: FL, GA, NC, SC, TN](#)

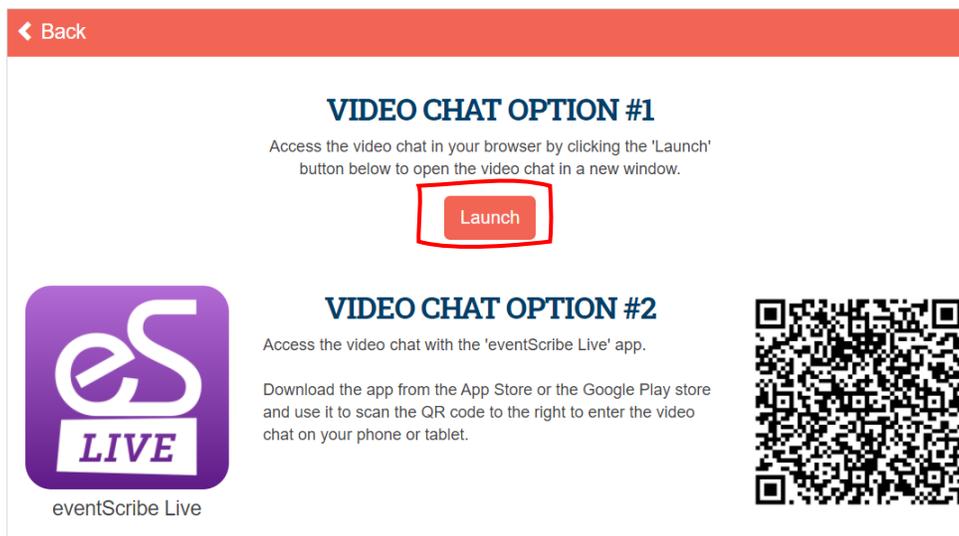
- d. [District IV: IL, IN, KY, MI, OH, WV, WI](#)
- e. [District V: AL, AR, AZ, LA, MS, NM, OK, PR, TX, VI, U.S. Armed Services, Veterans' Administration](#)
- f. [District VI: AK, CO, Guam, HI, ID, IA, KS, MN, MO, MT, NE, NV, ND, OR, SD, UT, WA, WY](#)
- g. [District VII: CA](#)

You can also navigate to the District Caucuses through the Live Session schedule using the below directions.

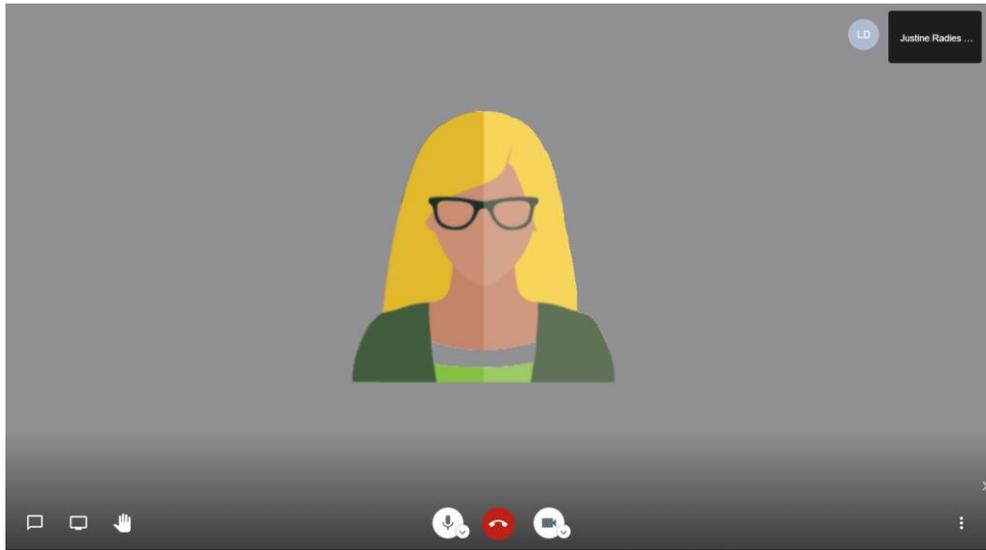
- On the left-hand navigation menu, select “**Live Schedule**”
 - Select “**Fri, Apr 23**”
 - Click on “**District Caucuses**” in the schedule. This will open additional listings below, showing a link to each individual District. Click on your District to open the presentation listing.
5. On the bottom right-hand corner of the presentation listing for your District, click on the button labeled “**Video Chat**”.



6. A new presentation window will open. Click on “**Launch**” to open the video chat.



7. The video chat will then open in a new internet browser tab.



8. The following features are included in the video chat window:
- Turn on/off group chat window
 - Share your screen
 - Raise/Lower hand for question – if you raise your hand, a blue hand icon will display next to your name in the upper right-hand corner
 - Mute/Un-Mute your microphone
 - Turn your video on/off
 - Leave Video Chat

