Step 1: Go to napconference.org

Step 2: Click Enter the Conference
This will take you to the conference platform landing page.

Step 3: Click View Schedule
This will take you to a sign on screen.

Step 4: Sign on using the email address you use to sign on to the NAP online store.

Step 5: Check your e-mail inbox for login instructions. The subject line will say “Login Link for your Conference”

Step 6: Click the link. It will take you straight to the workshop schedule page on the conference platform. **If the link doesn’t work, copy and paste the entire link directly into the address bar on your browser.** If you still have trouble, please forward the ENTIRE email to hq@nap2.org and someone on our staff will assist.

Step 7: Click a date and start saving sessions to your favorites list by clicking the ✋ button. You can also add a session to your Outlook, Google or iCalendar to receive a reminder with a link to the session. Please note: your 3rd party calendar (Outlook, Google, iCalendar) may not automatically adjust the time for different time zones. Please double check your time zone before saving a session.

Step 8: You do not have to register for a specific session. When you’re ready to attend a session, click on the session title in the schedule. This will take you to the session page where you will be able to access the meeting room for that session.

Step 9: Enter the room using the button on the right side of the page. Before the room opens it will say “Room Closed Until…” The button will change to “Enter Room” 15 minutes before the scheduled start time. You will be admitted to a waiting room if you join before the scheduled start time.
Helpful Hints:

- Leadership Conference attendees will access Leadership Conference the same way – and through the same website – as NAP Conference attendees.
- Save the email with the access link to click on it each time you need to access the conference website.
- If the link does not work, please copy and paste the ENTIRE link into your browsers address bar.
  - If you still have trouble, please forward the email with the link to hq@nap2.org and a staff member will assist you.
- You do not have to “favorite” or save a session in order to attend.
- There is no limit as to how many people can attend a session.
- You can access a session up to 15 minutes before the scheduled start time. You will be placed into a waiting room until the event start time.
- **Paper Presentations** are the Workshops. It does not necessarily mean that there is a handout.