

## Welcome to your Virtual Investor Summit!

Please be sure to read this document in full, as it will act as your guide for your Investor Summit and ensure you know how to optimize all the features that are available to you.

This is a detailed look at how you will move through this Virtual Venue so you can make the most of your experience.

### First Time Login:

Once you enter your login credentials, you will fill out your registration information. Don't worry about completing it all the first time – you can log out and log back in to change or fill out any missing pieces. Please ensure you have a picture of yourself ready if you'd like others to see you. We recommend you do, as putting a name to a face will allow you to make better connections with your fellow attendees.

One of the options for you to display to others is your Networking Profile. This allows you to show if you are a **Working Partner**, **Financial Partner**, or **Contractor** to help focus your discussions. If this is your first Investor Summit – don't worry, you'll learn more about this and can complete this part next time you log in.

### Entering the Venue.

You will enter the Venue in the Main Lobby. Once there, you will notice the Main Tool Bar along the bottom of your screen. This Toolbar will allow you to travel between rooms. You can choose between:

- **Lobby**
  - From this area, you can click and choose to go to many places like the **Main Stage**, **Theatre**, and the **Networking Lounge**. This is also where you will find **Tech Support** if needed, and submit any **Real Estate Questions** you would like Michael to answer throughout the event, or the Expert Panel to answer on Sunday of the event.
- **Main Stage**
  - This is where you will view **LIVE Presentations** and education from our incredible team of experts, as well as submit any **Real Estate Questions** you have for Michael to answer throughout the event, or the Expert Panel to answer on Sunday of the event.
- **Theatre**
  - This is where you will expand your knowledge with bonus trainings by our Keyspire Pros.
- **Property Marketplace**
  - This is where you will find **Realtor Booths**.
  - A Properties Marketplace Directory will allow you to click a market, which will take you right to their booth.

- **Pros Marketplace 1 and 2**
  - This is where you will find **Service Provider Booths**.
  - A Marketplace Directory will allow you to click a Service Provider Logo, which will take you right to their booth.
  - Notice the “**See All Booths**” logo on the Directory which will allow you to see an aerial view of the Marketplace where you can also choose the booth you want to visit.
- **Keyspire Room**
  - This is the room that gains you access to all things Keyspire. From here you can click to the **Coaches Connect Booth** and the **Keyspire Support Booth**.
- **Networking Lounge**
  - This is the room where you make connections. In this room you will find topic-based chats you can join for **Private Lending, Joint Ventures, and Trades, Renos & Property Management**. You will also go here to fill out your **Community & Connections Card**, as well as view the info other attendees filled out.
- **Attendees**
  - See everyone who is at the event.
- **Chat**
  - Initiate a private written or video chat with your fellow attendees, and you can invite others to a group written chat. Video chats are limited to 10 minutes and only 1 on 1 to keep the flow going, but feel free to re-enter a video chat if you want to keep going.
- **Briefcase**
  - You will notice we will have pre-loaded some great information into your briefcase – be sure to go through what is there as it will enhance your event experience.
  - You will be able to add resources and documents from each booth you attend right into your briefcase with the click of a button.
  - You will be able to download your entire briefcase at the end of the event.

### **Networking at the Event:**

In every single room in the Virtual Venue, you will have the ability to network. Take a look at the toolbar on the top of the page when you enter each room. You will be able to see:

- Now Attending: this is how many people are attending the event
- This Location: all the attendees in the same location as you.

If you click either of those options, a pop-up box will display who is there with you, and also allow you to start a private written or video chat with them. You will also have the ability to invite more people to your private written chat.

In many rooms of the Venue, just under the toolbar at the very top, you will notice a bubble that says, “**Public Group Chat**.” This is where you can chat openly with the entire group of people who are in that room with you.

In the Networking Lounge there are many ways to connect. Not only are all the options we just mentioned available, there are also topic-based chats for those that want to have more focused conversations around **Private Lending, Joint Ventures, or Trades, Renos & Property Management**.

Be sure to fill out your **Community and Connections Card** with your name, email, and a little about you. As you start to view others' cards, and others view your card, you will find that making connections will come naturally.

We encourage you to use these chat functions to network and build connections with your fellow attendees. The networking is truly the magic of this event.

### **The Keyspire Support Booth**

Your Keyspire Team is excited to see you this weekend!

At the Keyspire Support Booth, you will see many options to connect with your Keyspire Customer Experience Team who will be here throughout the weekend.

Click on the "**Chat With Us**" Button to request a written chat with a member of the Keyspire Team about this event, or other Keyspire products & services you have access to.

Be sure to collect the Resources that are available to you here and insert them into your Briefcase.

You can view the **Event Schedule** for the entire weekend and submit any **Real Estate Questions** you have for Michael to answer throughout the event or for the Expert Panel to answer on Sunday of the event.

### **The Coaches Connect Booth**

Be sure to say hi to your Coaching Team this weekend!

At the Coaches Connect Booth, you are able to view the Coaching Team Schedule to see who will be where throughout the weekend.

Be sure to keep your eye out for when your Coach will be in the **Group Coaching Video Room** – you might want to join that LIVE video chat!

Click on the "**Chat With Us**" Button to request a written chat with a member of the Coaching Team.

This is also another spot where you can submit any **Real Estate Questions** you have for Michael to answer throughout the events or for the Expert Panel to answer on Sunday of the event.

## **The Marketplaces**

Once you have gotten to the **Pros Marketplace Directory** and you click on a logo to take you to the **Service Provider Booth** of your choice, or click the **"See All Booths"** logo to be taken to an aerial view of the entire Marketplace and choose any booth you want to visit.

Be sure to go through all of the options at the booth to maximize your knowledge of the Service Provider. If there is a TV screen, click it to watch the video. If there are resources, click them to add to your briefcase and give them a read.

Now that you have armed yourself with some knowledge of the Service Provider, be sure to use the **"Chat With Us"** functions to initiate a written chat with a member of their team or book an appointment to meet 1 on 1 with them.

## **Keyspire Milestone Award Banners**

You will notice many **Keyspire Milestone Award Banners** set up around the rooms, just like you would see at an in-person event. We know these are a little hard to read in the Virtual Setting, so be sure to click on any of them to be taken to a page where you can view them all.

## **Event Schedule**

As we mentioned earlier, you can find the Event Schedule for the entire weekend at the Keyspire Support Booth.

## **At the Virtual Investor Summit**

We will open the venue earlier than show time each day to ensure you have time to move from room to room and chat with attendees and Service Providers before presentations get started.

The event's presentations will begin at 8:00am PST/11am EST daily.

There will be many breaks and opportunities for networking throughout each day.

We want to thank you for being a part of the Virtual Investor Summit, and we encourage you to fill out the survey you will receive at the end of each day to help us make our next event even more valuable to you.

Enjoy your weekend!

Nicole Elliott,  
Team Lead, Keyspire Operations