How to access Yearly Meeting Gathering 2021

Thank you for registering to attend Yearly Meeting Gathering 2021. Your confirmation email contains a link to the <u>YMG Planner</u> (Sched platform). Please open the link and log on to the <u>YMG Planner</u>, creating a password of your choice.

Accessing events: Events at YMG can only be accessed through the <u>YMG</u> <u>Planner</u>. It is a good idea to spend time in advance, choosing events you want to attend and creating your own schedule.

If you want to attend a session at YMG, please "tick and select" it. That event will then appear in your schedule. Around ten minutes before the scheduled start time of any event a link to the meeting room (usually on Zoom) will be displayed in the event details. This is the case for all events, including theme-related events, fringe events, Yearly Meeting plenary sessions, Larks & Owls. As you "tick and select" each chosen event, it will appear in your schedule.

Changing your mind: If you planned to attend an event but later find you cannot, please go into your schedule on the <u>YMG Planner</u> and "de-select" it. This will free up space for another Friend to attend. Most events have a limit on numbers, either because of the nature of the event, or because of technical limits on Zoom.

If you select an event that is full, a message will appear to say that you are on a waiting list. If a space later opens up, you will receive a notification on the <u>YMG</u> <u>planner</u> and that event will appear in your schedule. It's worth checking your schedule from time to time to see what has opened up, should you yourself be on waiting lists.

Help and pastoral care: The <u>YMG Planner</u> has options for accessing pastoral care, YM elders and the Helpdesk. These can be found in the menu at the top of most pages. You can also access the help desk by phone or email. If you have a question about accessing a particular event, please double-check that you have actually chosen that session. It should appear in your schedule on the <u>YMG</u> <u>Planner</u>.

Access: If you use a screen reader or have equivalent access requirements, please contact us for information about your options.

Contact us: Phone 020 7663 1040 or email <u>ym@quaker.org.uk</u>