

# Virtual FAMILY DIRECTOR ESSENTIALS

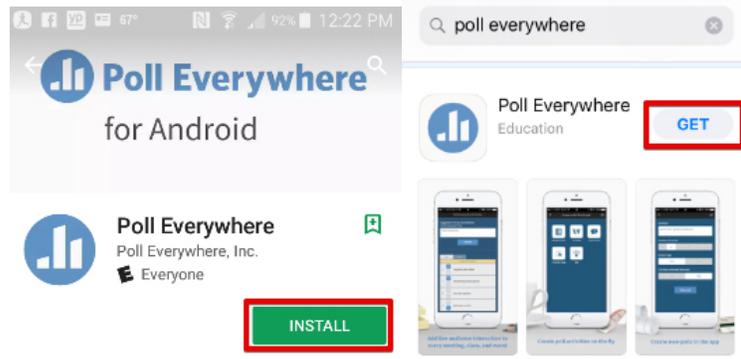
## GETTING STARTED ON POLL EVERYWHERE

Poll Everywhere is a virtual response system that allows attendees to respond to questions with their phones throughout the program. The results appear in real time, live on-screen to allow for more in-depth and engaging conversations.

It is highly recommended that Poll Everywhere be downloaded as an app on your smart phone prior to the program.

### Downloading the Poll Everywhere App

1. Open the **Apple App Store** or **Google Play Store**, depending on your smart phone or tablet, and search for Poll Everywhere.
2. Once at the Poll Everywhere page tap the Get (for iOS) or Install (Android) button to install the app.



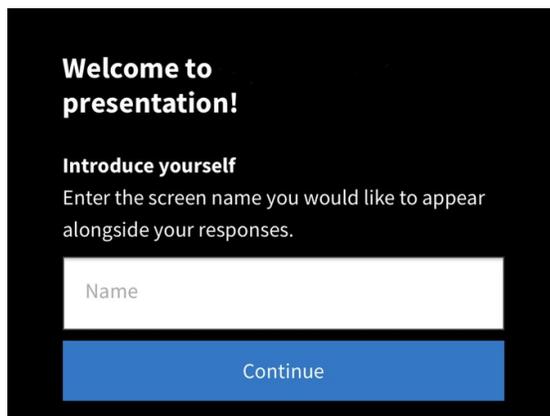
### Joining the Poll Everywhere Session

1. Open the Poll Everywhere app on your device.
2. Enter the username **thefbcg** and tap the Join button.



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3. Provide your first and last name and tap the Continue button when you are asked to “Introduce Yourself.” (Note: All responses will remain confidential.)



**Welcome to presentation!**

**Introduce yourself**  
Enter the screen name you would like to appear alongside your responses.

Name

Continue

4. You are now participating in the session.

## How to Answer a Poll Everywhere Activity

Now that you are active in the session, you'll be able to participate in the Poll Everywhere activity that will be presented on the presentation slide.

### Answering a Multiple-Choice Question

1. In the app, tap the answer(s) you would like to submit. Your answer will shift to blue and will indicate a “response recorded” message on the screen.

### Answering a Rank Order Question

1. In the app, tap an answer you would like to move.
2. Use the up and down arrows located on the left side of the answer to move the options up and down the list.
3. Once your rank order is completed, tap the Submit Response button.

### Answering a Word Cloud Question

1. In the app, type the word you would like to share and click the blue Submit button.
2. If you would like to provide additional words, you will repeat step 1.

## How to Change your Poll Everywhere Answer

After submitting your Poll Everywhere answer, you can change your submission.

1. Tap the “Clear last response” located at the bottom of the activity shown on your screen.
2. Now, tap the answer(s) you would like to submit.