



## Attendee Guide 2021 Southwest Rotary PETS March 5-6, 2021

Welcome to the 2021 Southwest Rotary President Elect Training Seminar! (PETS)! We are using vFairs for our virtual platform for PETS. This guide contains instructions for accessing the vFairs PETS website and the training sessions, exhibitors, and other tools for interacting during PETS.

### Signing into PETS vFairs Website

The PETS vFairs website is: <https://southwestrotarypets.vFairs.com/>

Your first stop will be the landing page, where you can review the agenda and the Frequently Asked Questions. To log in to the site, click the LOGIN button (you may log in starting at 8:00 am on Friday, March 5, 2021). Your login is your email (the same email you used to register for PETS).

### Navigating the Lobby & Rooms

After you log in, you will find yourself in the Lobby. This is your main hub for navigating to the different “rooms” being used for PETS. Just click on a room to enter!

- **Auditorium:** This is your PETS Training Room. Once in the Auditorium, click on the large screen to access the agenda and Zoom links for all the PETS sessions.
- **Exhibit Hall:** Enter the Exhibit Hall to visit our PETS vendors selling Rotary-related merchandise and services and promoting Rotary partnerships. Click on each booth access the vendor’s merchandise and live chat with our vendors.
- **Lounge:** Check out the Lounge to live chat with other attendees, either one-on-one or in a group.
- **Info Desk:** If you need help with vFairs, Zoom, or have any PETS-related questions, click on the Info Desk to email our support team.

You can also access the rooms from the menu at the top of the page.

### Resources & Virtual Bag

Click on the “Resources” button at the top of the page to access important documents related to your training. You can save any document to your Virtual Bag. Email those documents to yourself, or anyone else, by using the link at the top of the page to open your Virtual Bag and send an email.

### Earn Points & Win Prizes!

Take time to explore and use the PETS vFairs site! When you click on certain areas of the site or participate in different activities – such as visiting vendors – you will earn points. The attendees with the most points will earn cool prizes. Check the leaderboard for the standings and prizes!

### Banner Links

In the Lobby, Auditorium, and Lounge, you will see various Banners (signs) with logos or text in them. The Banners are actually links to various websites or documents for you to check out.

### Need Help?

Our Tech Team is ready to help with any questions or challenges. Please contact the team by emailing [support@southwestpets.org](mailto:support@southwestpets.org) and a team member will respond to your email as soon as possible.