



CASE District VI ORION

<http://orion.mybnetworks.com/case/>

Benefits

- Allows all conference volunteers to work from one online source.
- Volunteers can see in real time the progress made by their colleagues.
- Data is password protected.
- Different components of the conference can be “connected” online.
- Information streams in real time to website.

How to use

- Go to <http://orion.mybnetworks.com/case/>
- Login using first letter of first name and last name (ie: jsmith)
- Use temporary password (temp1)
- Reset your password

Volunteers

- View Volunteers
 - Conference leadership team adds all information in this section

Program Team

- View Presenters
 - Add all information in this section
- Manage Sessions
 - Add information in the “general information” section
 - Assign “presenter(s)” for each session
 - Note if a specific moderator is requested or assigned (section for this will be added)
 - Assign a timeslot to each presentation

Moderator chair

- View Moderators
 - Adds all information in this section
- Manage Sessions
 - Assigns “moderator” for each session

Educational Partner Chair

- View Educational Partners
 - Adds all information in this section

Audio Visual Chair

- Manage Resources
 - Enters all available AV resources

Logistics Team

- Manage Rooms
 - Enter all available rooms
- Manage Room Availability
 - Indicate which rooms are available at what times
- Manage Time Slots
 - Enter all available timeslots
- Manage Sessions
 - Tie components together
- Signage Requests

Scheduling Sessions

- Manage Sessions
 - **Program volunteers** add information in the “general information” section
 - **Program volunteers** assign “presenter”
 - **Program volunteers** assign “timeslot”
 - **Moderator chair** assigns “moderator”
 - **Audio visual chair** assigns “audio/visual”
 - **Logistics volunteers** complete all other information

Available Reports

- Presenters
- Moderators
- Educational Partners
- Volunteers (all or by team)
- AV Resources
- Programming Information
- Logistics
- Sessions

Follow Up

- Team-specific training available
- Contact Andrea Mostyn, andreamostyn@missouristate.edu or (417) 836-4120, if you have questions or need help.



Questions?