Bates Virtual Reunion How-To-Guide

How to Register

1. Visit bates.edu/reunion and click the button to register.
2. This will bring you to a form where you fill in your name, email and create a password.
   a. If you are creating a shared account as a couple, you will be able to modify your profile name to include more than one first name once your account is set up. (An email address can only be used once to create an account.)
3. Click “Create Account.”
4. You will then be asked to identify yourself as an alum and enter your class year.
5. Next you will be sent to the Reunion platform (Cadence) and asked to approve the terms and conditions.
6. Then you will have the option to identify your interests and affiliations.
7. An email will be sent to the address you provided that will have a direct link to the Reunion site. This email will come from Cadence “noreply@eventcadence.com.”

How to Log In (when you want to return to the site)

1. You have received a registration confirmation email from Cadence that will allow you to sign in using your provided link. This email will come from Cadence “noreply@eventcadence.com.”
2. Click the button/link labelled “Access Event.”
3. If your “Access Event” button is old, you can press a button that says “Send New Link.” Please check your email and click the new “Instant Login” button.

How to Complete your Profile
We encourage you to update your profile and add a photo. This will help when making connections with other attendees. Any fields that are left blank will not appear visible to other attendees. You can access your profile by clicking on your name and initials in the upper left corner.

How to View the Schedule and Select Programs for Your Schedule
1. Log in to Cadence.
2. Find the menu sidebar on the left of your screen with a list of options. If you only see icons and not words, click the three horizontal bars at the top of the icons to reveal the corresponding meanings. The menu may also collapse into icons if your browser window is too small. Try expanding it to see all options. You can also hover over the icons to see what they represent—the text for each menu item will appear when you place your cursor over the icon.
3. Find and click “Schedule” in the menu.
4. Nested under “Schedule” is the option “Full Schedule.” Click this to view all available events.
5. Review the full schedule and determine what you would like to attend. (Your Class Social Gathering will be included in the events listed.) Click on the event title to open a pop-up with the full description. If you see something you are interested in, look to the right of the event title and click the button labeled “Add.”

6. This will add this event to your personal schedule, which can be viewed under “My Schedule” in the Schedule section of the menu sidebar.
7. When a program is happening live at the time you are looking at the schedule, you will see a “Join” button to access the event for any you have previously “added.”
How to Find Attendees

1. Within the Cadence platform, find the menu sidebar on the left of your screen with a list of options.
2. Find and click “Reunion Attendees” in the menu.
3. Nested under “Reunion Attendees” is the option “Attendees.” Click this to see a listing of all registered attendees for Virtual Reunion.
4. You can also view attendees by group by selecting the “Groups” option nested under “People” in the menu. This will display all Reunion class groups.

How to Connect with Attendees via Cadence (for Messaging and Contact Purposes)

In order to send direct messages, add an attendee to a private messaging channel (group messages), or view contact details for an attendee, you must first request to connect with them in the Cadence platform, and they must accept your invitation.

Initiating Connection with Attendees

1. Once you’ve found the attendee with whom you’d like to connect, locate the “Connect” button next to their initials or photo in the attendee listing.
2. The text of this button will read “Pending” until the other attendee accepts the invitation.
3. Once the attendee accepts your invitation, you will receive a notification on the “Home” menu page in Cadence (found by clicking the house icon on the left menu sidebar).
4. Click “View” at the bottom of the notification to view details, including options to initiate direct messaging and video chat.

Accepting Connection with Attendees

1. If another attendee requests to connect with you, you will receive a notification on your “Home” menu page in Cadence.
2. This notification, entitled “You Have a New Connection Request,” will offer you the option to Accept or Decline the connection. By clicking “Accept” you will allow the connection to view your email address and full profile including any other contact details you add to your attendee profile and initiate direct messaging and video chat. If you don’t desire to connect with the requestor via chat during Virtual Reunion, you can click “Decline.”
How to Send Direct Messages to Attendees
In order to send a direct message to an attendee, you must first connect with them within the Cadence platform.

Initiating Messaging Through the Attendee Listing

1. Once you’ve found the attendee you’d like to message within the attendee list and have successfully connected with them within the platform, a “Message” button, as well as icons for video and email, will appear next to their initials or photo.

2. Click “Message” to send a direct message. This will open the “Messaging” sidebar on the right of your screen.

3. Type your message and click the blue “Send Message” button at the bottom right of the message window.
4. To initiate a video message with this attendee, locate the video camera icon at the top right of the messaging window, next to the attendee’s name. Click on this icon to invite the attendee to a video call via Zoom. You will be prompted to “Start Video Call” and “Join Zoom Call.” Note that the attendee must accept this invitation to join the call.

How to Access Programs on Zoom
While you will access the programs and schedule through the Cadence platform, most Reunion programs will be hosted on Zoom. Here are some links to make sure that you have Zoom on your computer.

1. How do I download or update Zoom?:
https://support.zoom.us/hc/en-us/articles/201362233
2. Zoom FAQs:
https://support.zoom.us/hc/en-us/articles/206175806

How to Use Other Features
There are other features within Cadence set up to make participating in Reunion more social. We encourage you to explore the menu features “Social Feed,” “Reunion Class Lounges,” “Bates Campus,” and “Compete.”

1. Social Feed: This feature allows attendees to share photos, messages and celebrations in a live feed throughout the event (this looks similar to Facebook, but it is just for Reunion attendees).
2. Reunion Class Lounges: Each Reunion Class has its own Class Lounge website, which will include photos, memorabilia, and updates about your class. This will be a great place to locate old friends and other attendees.
3. Bates Campus: Here you can find collections of online material about all that’s going on at Bates today. Topics include arts and cultural content, athletics resources, and ways to give back to Bates.
4. Compete: The more you participate in programs and interact with other attendees, the better chance you have to win some Reunion prizes.

How to Find Help
Please contact us at reunion@bates.edu with any questions. During Reunion week, we will have a special Bates Concierge help option for live assistance. This information will be listed on our Reunion webpage and within the event platform that week.