TreeAge Pro Virtual Training

Setup and Requirements

Registrations are Final

- *All registrations are final.*
- *Refunds are not accepted, and substitution dates will not be provided.*

Meeting Attendees & Invitations

- *Only registered attendees can participate in the course.*
  Others cannot view the sessions with you or on a separate computer.
- You will receive a meeting invitation for each session with the appropriate Zoom meeting connection details including the meeting ID and password.
- Invitations will be sent one week before the first session.
- Sessions include time for questions and breaks.

Course Materials

- You will receive an email one week prior to the training including Training Materials – handouts and example models.
- **All course materials are proprietary. Access is limited solely to registered attendees.**
    - Recording a training session is strictly prohibited.
    - Materials cannot be redistributed.
    - Broadcasting or sharing the materials at any time is illegal.

TreeAge Pro Installation & Licensing

- You must have TreeAge Pro fully installed and authorized on your computer prior to the sessions.
    - Please ensure that this is done well in advance of the sessions.
    - Should you experience any difficulties, contact support@treeage.com.
- A full TreeAge Pro license is required to attend the sessions.

Zoom Installation & Requirements

- The online training is delivered to a limited group via Zoom.
- You must have Zoom installed and setup prior to the sessions.
  Please test your connection prior to the sessions.
- When you login to a Zoom session, you will need to register with your full name and email to gain access to the virtual classroom.

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- The meeting will open 15-20 minutes prior to the scheduled start to provide extra time to get connected. During this time, TreeAge technical support will be available to assist attendees with video/sound/connection issues.

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Zoom Engagement During the Class

- **Camera usage**
  - Attendees are required to participate via camera for all sessions. (We understand there may be times when you need to turn off your video).
  - This will foster a relationship with the broader group and the trainer.
  - A helpful suggestion is to "Hide Self View" so you can focus on the presenter.
- **Screen sharing**
  - The instructor will share a screen for both presentation slides and direct instruction within TreeAge Pro.
  - Attendees will not need to share their screen, but may choose to do so to address issues.
- **Microphone usage**
  - Attendee microphones will be muted to eliminate background noise but can be unmuted for discussion.
- **Asking questions**
  - Submit questions via chat or 'raise hand' feature at any time.
  - Trainer will invite you to unmute your microphone to ask questions at regular intervals.

Recommendations for Engagement

- Participate directly with questions, comments and recommendations.
- If you like to take notes on the handouts themselves, please print in advance.
- For everyone's benefit, join the course in a quiet place whenever possible.
- Mute your microphone unless you are speaking.
- Silence your mobile phone.
- If possible, utilize a second screen, so you can view both the presentation and TreeAge Pro at the same time.