



## How to Navigate the IACP 2021 Policy Council Midyear on IACPlern

The Policy Council Midyear Event Page is your starting point for accessing all content.

<https://learn.theiacp.org/products/2021-iacp-policy-council-midyear>

If you need additional assistance, please reach out to [participate@theIACP.org](mailto:participate@theIACP.org).

The event page has a yellow navigation bar with four features (pictured below):

- Overview: description of the event and schedule at a glance
- Resources: includes helpful downloads including an Event How To Guide, as well as resources to support meeting discussions
- Sessions: descriptions and links to all the event sessions; this is where you access all meetings

A screenshot of the IACP 2021 Policy Council Midyear event page on the IACPlern platform. The page has a dark blue header with the IACPlern logo and navigation links: In-Person Events, Police Chief Magazine, IACPnet, IACPengage, IACP Website, and Membership. On the left is a sidebar for user Rebecca Stickley with links for Log Out, My Profile, My Dashboard, My Cart, Catalog, Podcast, FAQs, and Home. Below the sidebar are filters for All Categories, All Types, and 3 selected items, along with a keywords search bar and a Find button. The main content area is titled "2021 IACP Policy Council Midyear" and includes a sub-header "Includes a Live Event on 04/30/2021 at 11:00 AM (EDT)". A yellow navigation bar with four tabs (Overview, Resources, Live Sessions, and an unlabeled tab) is highlighted with a red circle. Below the navigation bar is a list of sessions: Committee and Section Chairs Business Meeting - 11:00 AM EST, Opening Session / Town Hall - 1:00 PM EST, Policy Council Meetings - 2:00 PM EST, and Report Out and Closing Session - 4:00 PM EST. A green badge in the top right corner says "You are registered!".

To get to each meeting, navigate to the “Sessions” tab in the yellow bar. And click the arrow to expand each section.

You will then click the title of the meeting. You will see an “Add to Calendar” button which you can click to add the meeting to your calendar. The link in this calendar invite will direct you back to the event landing page for easy access to the meeting link.

The screenshot shows the IACPlearn website interface. On the left is a sidebar for user Rebecca Stickley with options like Log Out, My Profile, My Dashboard, My Cart, Catalog, Podcast, FAQs, and Home. Below this are filters for All Categories, All Types, and 3 selected items, along with a keywords search bar and a Find button. The main header features the IACPlearn logo and navigation links: In-Person Events, Police Chief Magazine, IACPnet, IACPengage, IACP Website, and Membership. The main content area is titled '2021 IACP Policy Council Midyear' and includes a sub-header 'Includes a Live Event on 04/30/2021 at 11:00 AM (EDT)'. A yellow bar contains tabs for Overview, Resources, and Live Sessions. The Live Sessions tab is active, displaying a list of sessions. The 'Opening Session / Town Hall - 1:00 PM EST' is highlighted with a red circle. Below it, the session details are shown, including a calendar icon, the title 'Opening Session / Town Hall', the date and time '04/30/2021 at 1:00 PM (EDT) | 60 minutes', and a red circle around the 'Add to Calendar' button. A note states 'Live event not started. Early login 10 minutes before event time.' Other sessions listed include 'Committee and Section Chairs Business Meeting - 11:00 AM EST', 'Policy Council Meetings - 2:00 PM EST', and 'Report Out and Closing Session - 4:00 PM EST'.

Access to the meetings will open 15 minutes before the designated start time. Once access is available, the gold button next to the session title will switch from “Add to Calendar” to “Enter Live Session.” Click this button to enter the live session. This will open Zoom and you will be prompted to “Launch Meeting.” You may be placed into a meeting room if the session has not yet started.

The screenshot shows the IACPlearn website interface, similar to the previous one. The sidebar and header are identical. The main content area is titled '2021 IACP Policy Council Midyear' and includes a sub-header 'Includes a Live Event on 04/30/2021 at 11:00 AM (EDT)'. The yellow bar contains tabs for Overview, Resources, and Live Sessions. The Live Sessions tab is active, displaying a list of sessions. The 'Policy Council Meetings - 2:00 PM EST' is highlighted with a red circle. Below it, the session details are shown, including a calendar icon, the title 'Community Safety Policy Council Meeting', the date and time '04/30/2021 at 2:00 PM (EDT) | 120 minutes', and a red circle around the 'Enter Live Session' button. A note states 'Live event not started. Early login 10 minutes before event time.' Other sessions listed include 'Committee and Section Chairs Business Meeting - 11:00 AM EST', 'Opening Session / Town Hall - 1:00 PM EST', 'Emerging Issues Policy Council Meeting', and 'Investigations Policy Council Meeting'.