THE REVISED RITE OF MARRIAGE

EXPLORING THE THEOLOGY OF MARRIAGE
AND THE CHANGES TO THE RITE

February 4, 2017
9:30am-1:30pm ET

Thank you for joining Liturgy Training Publications
at an upcoming *Virtual Workshop™*.

To ensure a smooth and enjoyable Virtual Workshop experience, we urge you to read this entire document. Neglecting to do so may lead to unnecessary technical difficulties on your end. At the time of the workshop, our customer service help desk and workshop moderator can only do so much to help you. Please take the necessary steps to make sure that you and your computer are ready for this virtual training experience.

Link to LTP's Virtual Workshop Classroom (Adobe Connect):
http://ltp.adobeconnect.com/vwrocm_02042017_0930a/

Username:
After clicking the classroom link, please enter either your individual name or parish/group name.
(For example: **John Doe** for individual or **St. Mary's, Springfield** as a parish with its town/city.)
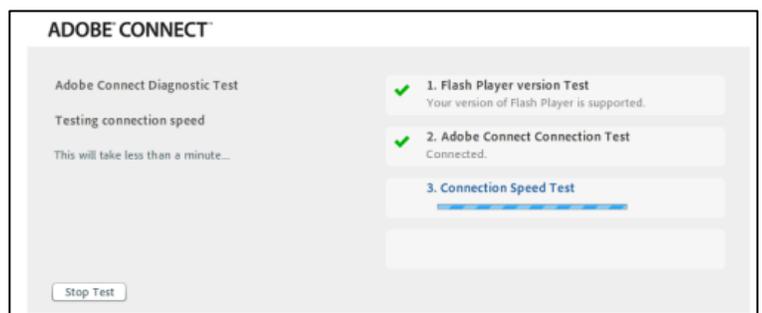
Adobe Connect Platform: LTP's *Virtual Workshops™* run through the Adobe Connect platform. Computers require no special downloads. If you plan to use a smartphone or tablet, you will need to download the Adobe Connect app. Please be aware that you can only download handouts on a computer. This feature is not available on a mobile device.

All users must perform the diagnostic test in the red box below.

IMPORTANT – DIAGNOSTIC TEST

Whether this is your first *Virtual Workshop* or if you are using a computer you have used before, be sure to test your computer for the necessary updates

http://ltp.adobeconnect.com/common/help/en/support/meeting_test.htm

ADOBE CONNECT

Adobe Connect Diagnostic Test

Testing connection speed

This will take less than a minute...

✓ 1. Flash Player version Test
Your version of Flash Player is supported.

✓ 2. Adobe Connect Connection Test
Connected.

3. Connection Speed Test

Stop Test

If you would like an introduction to the virtual classroom or are interested in learning how to use the Adobe Connect platform, please watch this video -- https://vimeo.com/181249537

Internet Connection: It is best if your computer is connected directly to an internet source. If using a wireless connection, be sure that others on the network are not downloading or live-streaming from other websites.

> To perform an internet speed test:
> 1. Visit this site - http://www.speedtest.net/
> 2. Click "begin test." Your download speed should be close to 5 Mbps.

Web Browser: Due to known technical difficulties, please use Mozilla Firefox or Microsoft Internet Explorer. Workshop participants have encountered major problems using Apple Safari and Google Chrome.

Seeing, Hearing, and Participating in the Virtual Workshop:

- **Seeing:** The Adobe Connect program has certain limitations which prevent us from increasing the size of some fonts. If attending the workshop in a group setting, be sure that everyone can see the screen. Connect your computer to a projector or a large-screen TV. We do not recommend gathering around a laptop or small computer screen when participating in a group.

- **Hearing:** Audio for the Virtual Workshop will come through the Adobe Connect program/application. There is no need to dial in to a specific conference call or phone number. If attending the workshop in a group, you will most likely need to connect your computer to a set of external speakers.

- **Participating:** Throughout the *Virtual Workshops*™, participants are invited to answer reflection questions, multiple choice polls, and short answer discussion questions. This can be done through a variety of chat boxes. If attending as a group, someone in your meeting room should be designated to navigate the screen, facilitate in-person discussion, and submit comments and questions through the chat boxes.


Mobile Device Users: You can also join the Virtual Workshop experience through your smartphone or tablet. Both of these devices require that a free application be downloaded. Search for Adobe Connect in the Apple App Store (Apple products) or on Google Play (Droid-operated products). Due to the bandwidth required to attend a workshop, it is highly recommended that users connect to a wifi connection instead of using a cellular data plan.

Workshop Handouts: There are several handouts that you may wish to download and print before the workshop. To do this, you can enter the virtual classroom up to an hour prior to the workshop. Handouts can only be downloaded on a computer, not a smartphone or tablet.

Common Problems and Solutions: Understanding the material in this document will help you to have a problem-free workshop experience. Other common problems, and their solutions, are listed below:

- **I can't log-in. I don't have a password.** Before contacting the LTP customer service representatives, click the link above and use your e-mail address as your username. You can easily reset your password at this time. Adobe will send you an e-mail within 90 seconds and invite you to change your password. Please do this before contacting LTP.

- **My sound is echoing.** Very likely, this means that you are logged in to Adobe Connect several times. Locate the app icon on the bottom of the screen. It should indicate that only one program is open. Another way to determine this is to find your name in the chat pod. If you see your name listed more than once, that means you are logged in to the room several times – creating sound in each of the rooms that are open on your desktop.

↑**Correct:** Only one window is open.

↑**Wrong:** More than one window is open.

←Image #2   ↑ Image #3
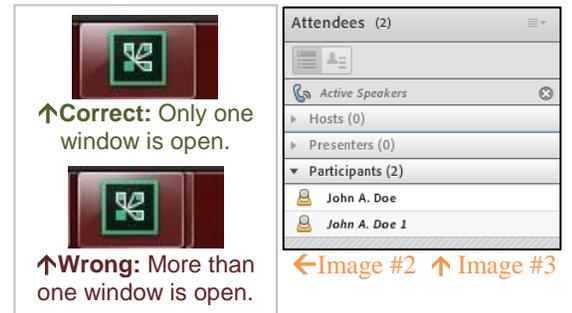
- **I heard/saw you before, but I don't anymore.** If something like this happens, it might be best to simply close out the Adobe Connect program completely and use the link to restart the program. This solves many problems.

- **The sound is going in and out. The video is freezing up.** This may have to do with your internet connection. Adobe Connect requires a decent amount of bandwidth for your computer or device. Participating while connected to public Wifi may negatively affect your experience.

- **The video clips or sound clips are not playing.** If this is occurs, it may mean that your computer's software is not up-to-date. On the computer that you will be using, conduct the diagnostic test on the day of the workshop. Update any software (specifically Adobe products) before the beginning of the workshop.

- **The host is hard to hear. The presenter sounds much louder than the video.** Please alert the LTP host is this occurs. This may indicate a problem with microphones on our end and can easily be remedied.

Best Practices: Over the years, our customers have offered these following best practices:
- Restart your computer before starting the *Virtual Workshop*.
- Make sure that you have no/few additional programs open (especially Skype, Netflix, or other sites that stream media/files/large amounts of data)

If you have any questions or are experiencing difficulty accessing the virtual classroom, e-mail VirtualWorkshops@LTP.org. A representative will be available 45 minutes before and for up to 30 minutes after the start of the workshop to provide assistance.

If you have never attended an Adobe Connect meeting before:

Test your connection: http://ltp.adobeconnect.com/common/help/en/support/meeting_test.htm
Get a quick overview: http://www.adobe.com/products/adobeconnect.html