NB/PEI AREA CAP 2021 1-5 MARCH JOINING INSTRUCTIONS

INTRODUCTION

1. Congratulations on your selection for the Virtual Cadet Activity Program (CAP). The information contained within the document will detail what you and your parents can expect to happen during the Virtual CAP week.

2. The NB/PE 1-5 March 21 CAP is a virtual based program. The main intent for the Spring CAP is to ensure cadets are engaged in a fun and challenging experience. The virtual CAP will have cadets participating from across the province of NB from all three elements of the cadet program. As well, this activity is the first of its kind and they (the cadets) are taking part of something new and we look forward to their participation.

TRAINING

3. Training will be conducted virtually via WebEx. All training will be conducted as laid out in with the training schedule below. Training will be daily conducted between 1300hrs to 1600hrs 01 Mar – 05 Mar 21.

4. Log-in will be available commencing at 1245hrs daily. The format will be structured that all cadets will login to the 'Area Session' for daily brief and guest speakers. Once the Area Session is over the cadets will separate into smaller 'Breakout Sessions' for smaller group work.

5. The schedule is expected to remain constant with few changes to what you see below.

NB/PE CAP		Monday	Tuesday	Wednesday	Thursday	Friday
Area Session	1245-1300	Cadet Login	Cadet Login	Cadet Login	Cadet Login	Cadet Login
	1300-1415	Introduction and Welcome	Search and Rescue Guest Speaker	Mental Health Awareness	Winter Indoctrination Training	Backyard FTX Exercise
Breakout Session	1415-1430	BREAK	BREAK	BREAK	BREAK	BREAK
	1430 – 1530	Ice Breaker Activity	Search and Rescue Activity	Wellness Activity	Winter Indoctrination Activity	Backyard FTX Activity
	1530-1600	Wrap Up Brief for next day	Wrap Up Brief for next day	Wrap Up Brief for next day	Wrap Up Brief for next day	Wrap Up and Close Out

VIRTUAL CONNECTION

6. WebEx will be the resource used for all training. An early connection is suggested to allow for any internet connectivity issues prior to the start of training for 1300hrs. Using the link below will bring you directly to the CAP site training. Please see the PDF's included in this email which provides step by step instructions on how to use Web Ex from a phone or a desktop device. The session will be open for cadets to join at 1245 AST, 15 minutes before the scheduled start time in order to give everyone time to get connected and allow for assistance if required. Cadets shall log on to WebEx using their first and last name so they can be easily identified for attendance and grouping purposes.

    a. WebEx Link: https://canada.webex.com/canada/j.php?MTID=m8d72c991fb5f74aa3cea8a075bc7047a
    b. Conference number: **129 762 7514**
    c. Password: **NB-cap21!** (*Password is case Sensitive*)

7. When cadets are connecting online, they are requested to follow internet use etiquette. Please follow the below as much as is possible for your remote learning experience.

    a. Mute yourself on entry to the call and remain muted unless speaking;
    b. Reduce loud background noises so when you are not on mute distractions are limited;
    c. Ensure your camera is on when requested for online participation and that the camera on your device is angled for you to be seen;
    d. Respect others when they are speaking;
    e. Do not use icons when not appropriate;
    f. Use proper lighting so you can be seen.

RATIONS

8. No rations are provided. Meals should not be consumed during the training session.

DRESS

9. Uniforms are not required however proper acceptable civilian attire is expected. Please ensure clothing does not display any profanity, derogatory or disrespectful phrasing and is in good repair.

DISCIPLINE

10. Cadets are expected to behave as expected for all in person training. A cadet may be disconnected from the training platform if they:

    a. cannot adapt to training;

b. are a discipline problem;
c. smoking;
d. use of illegal substances;
e. demonstrate disrespect for fellow cadets or staff.

11. Inappropriate conduct between cadets will not be tolerated.

CONTACT INFORMATION

12. Any pre-CAP questions cadets have between now and 1 March should be directed to their local unit Commanding Officer.

13. IT questions and concerns the morning of CAP (1 Mar) after the directions on the below Web Ex Login information guides have been read should be directed to Captain April Phinney april.phinney@cadets.gc.ca .

14. In the event of any other questions or concerns 1-5 March, cadets can reach out to:

    a. Activity 2IC – Captain B. Ives – bronwyn.ives@cadets.gc.ca
    b. Activity OIC – LCdr C. McAleer - charlotte.mcaleer@cadets.gc.ca

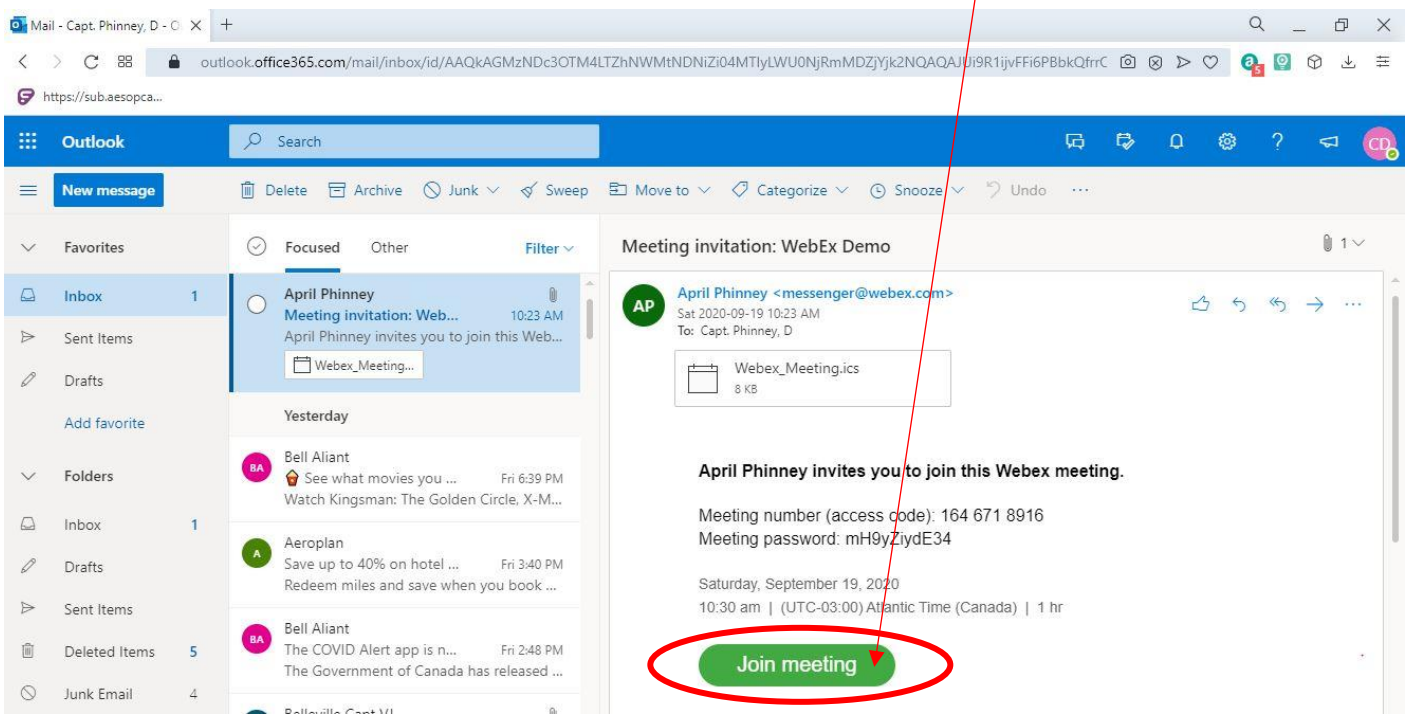
15. After the first day of training cadets will be given small group support staff contact information for further questions or concerns throughout the week.

Looking forward to seeing everyone on 1 March.

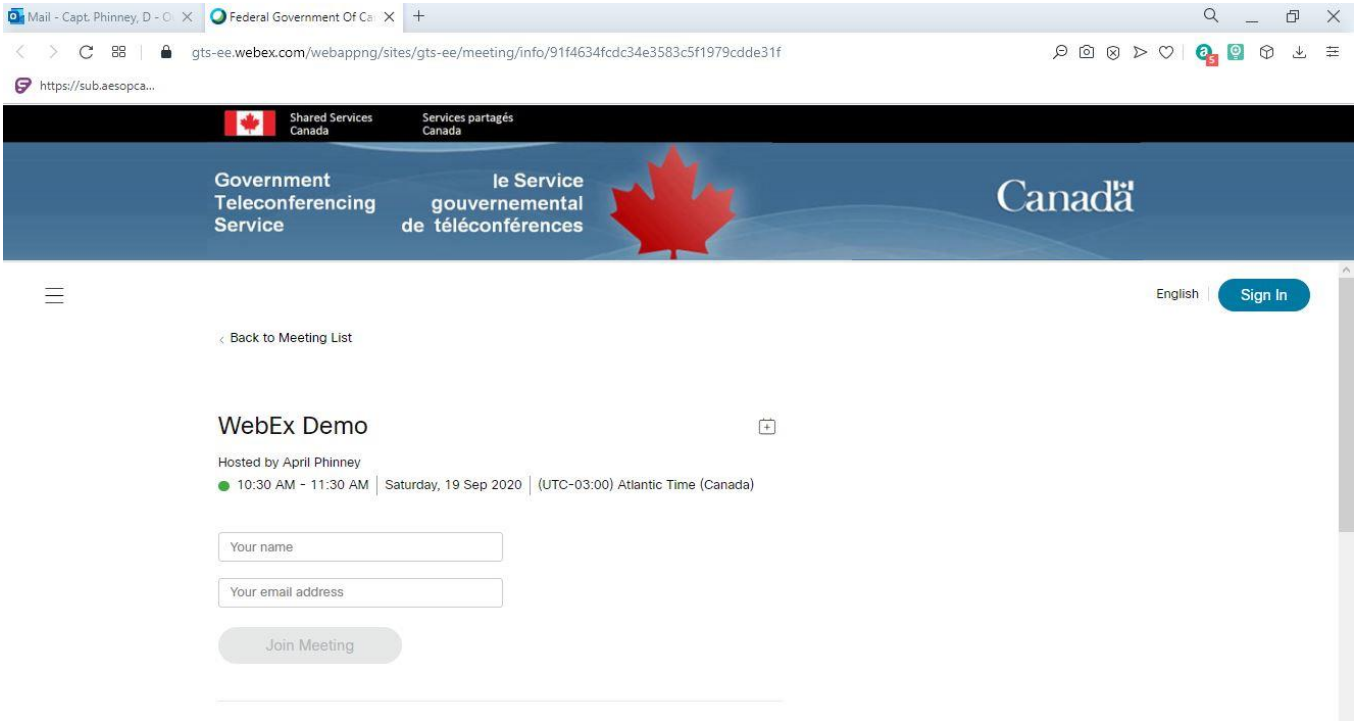
LCdr
C. McAleer
NB/PEI Virtual CAP OPI

How to Join a WebEx Meeting on a Computer

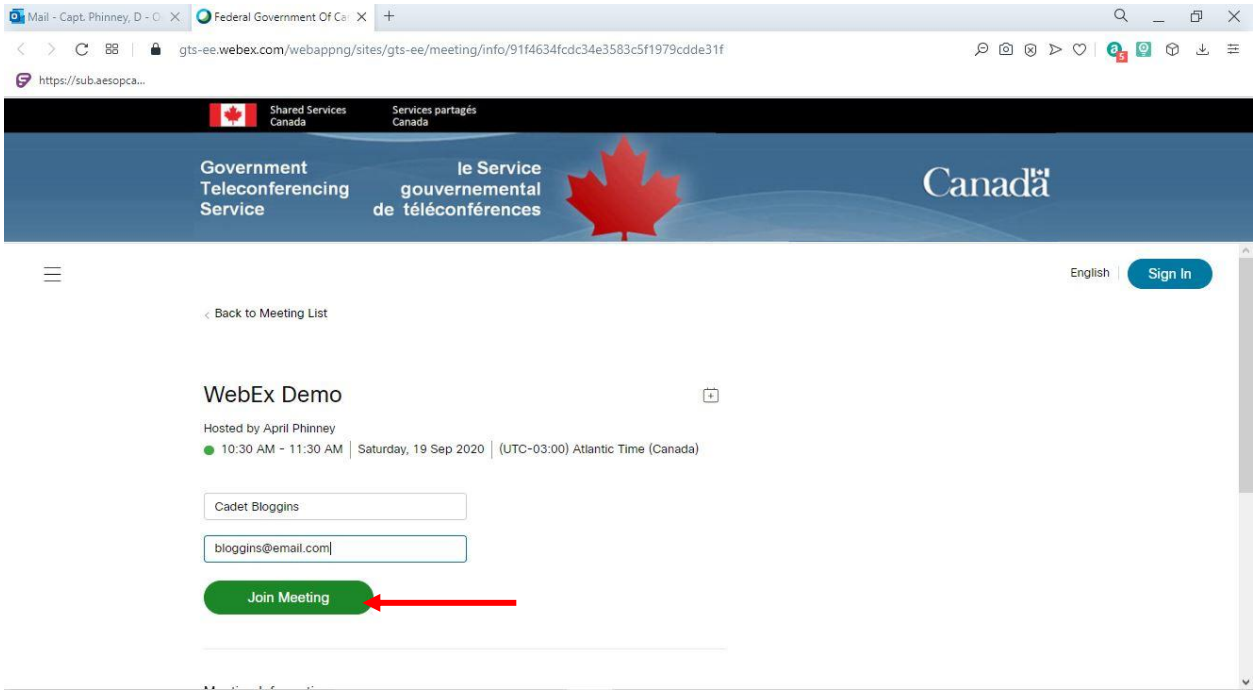
Step 1: Open your e-mail to find the meeting link. Click the link – this will open your web browser.



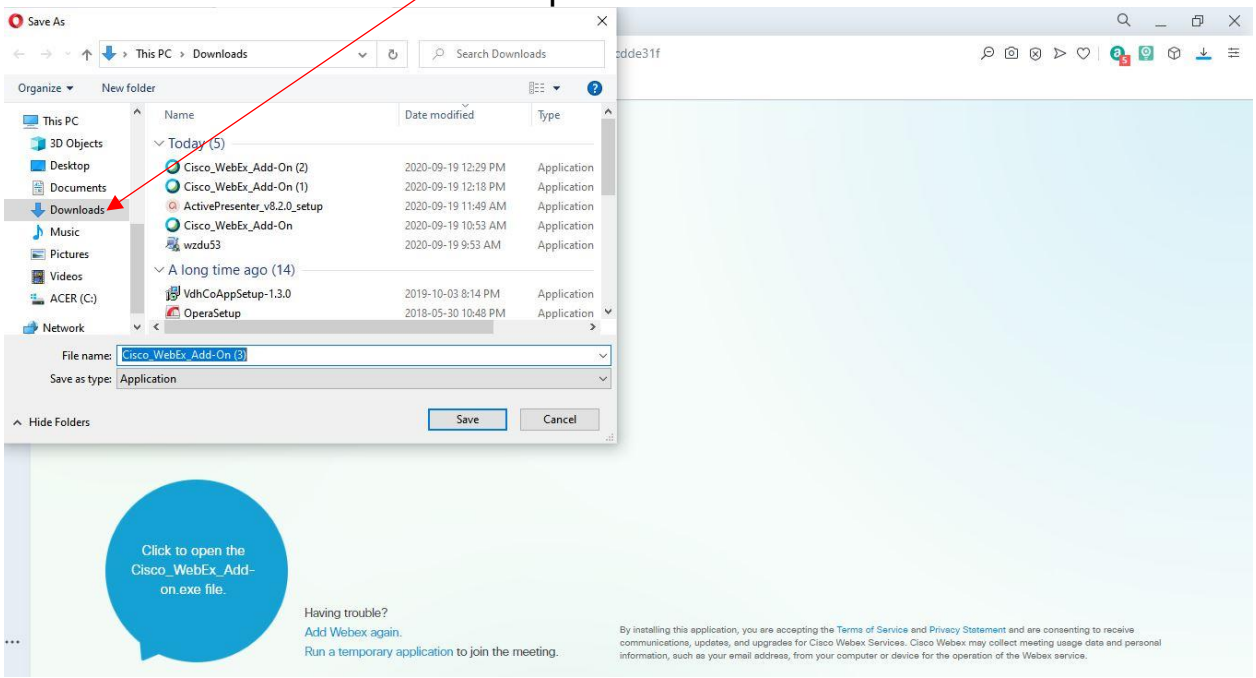
Step 2: This will bring you to the Government Teleconferencing Service site. Here you will enter your name and e-mail address. Use your rank and last name so it is easy for instructors and other cadets to identify you.



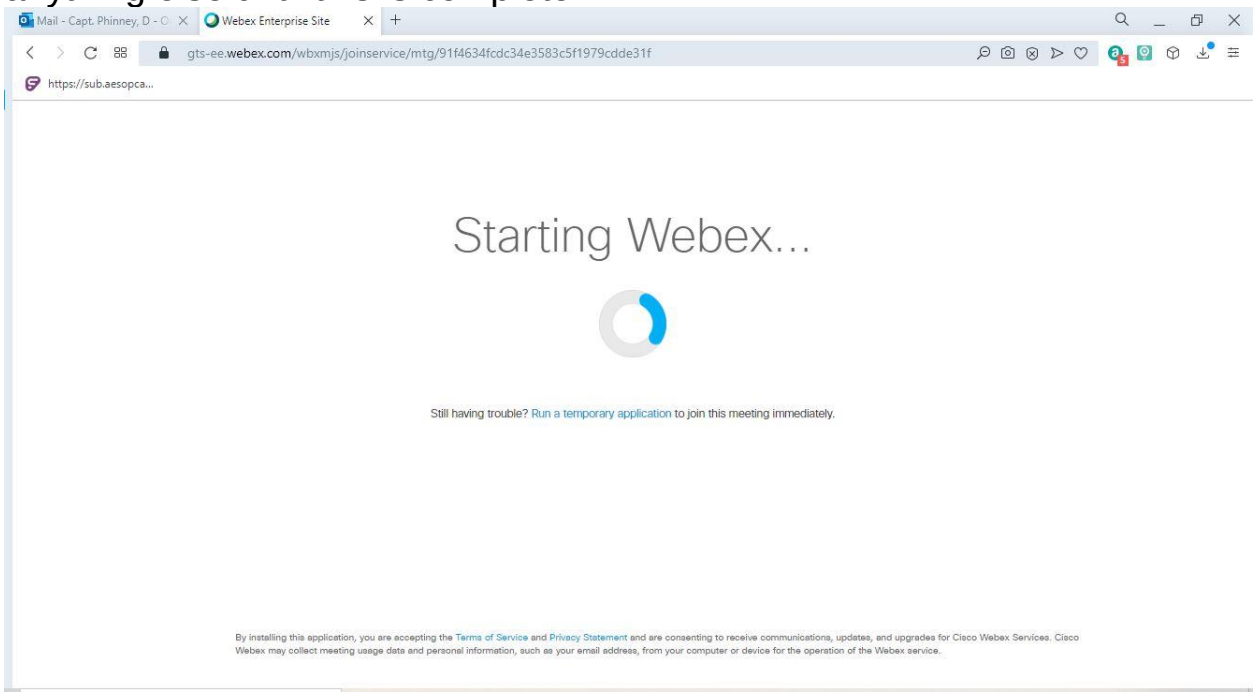
Step 3: Click “Join Meeting”



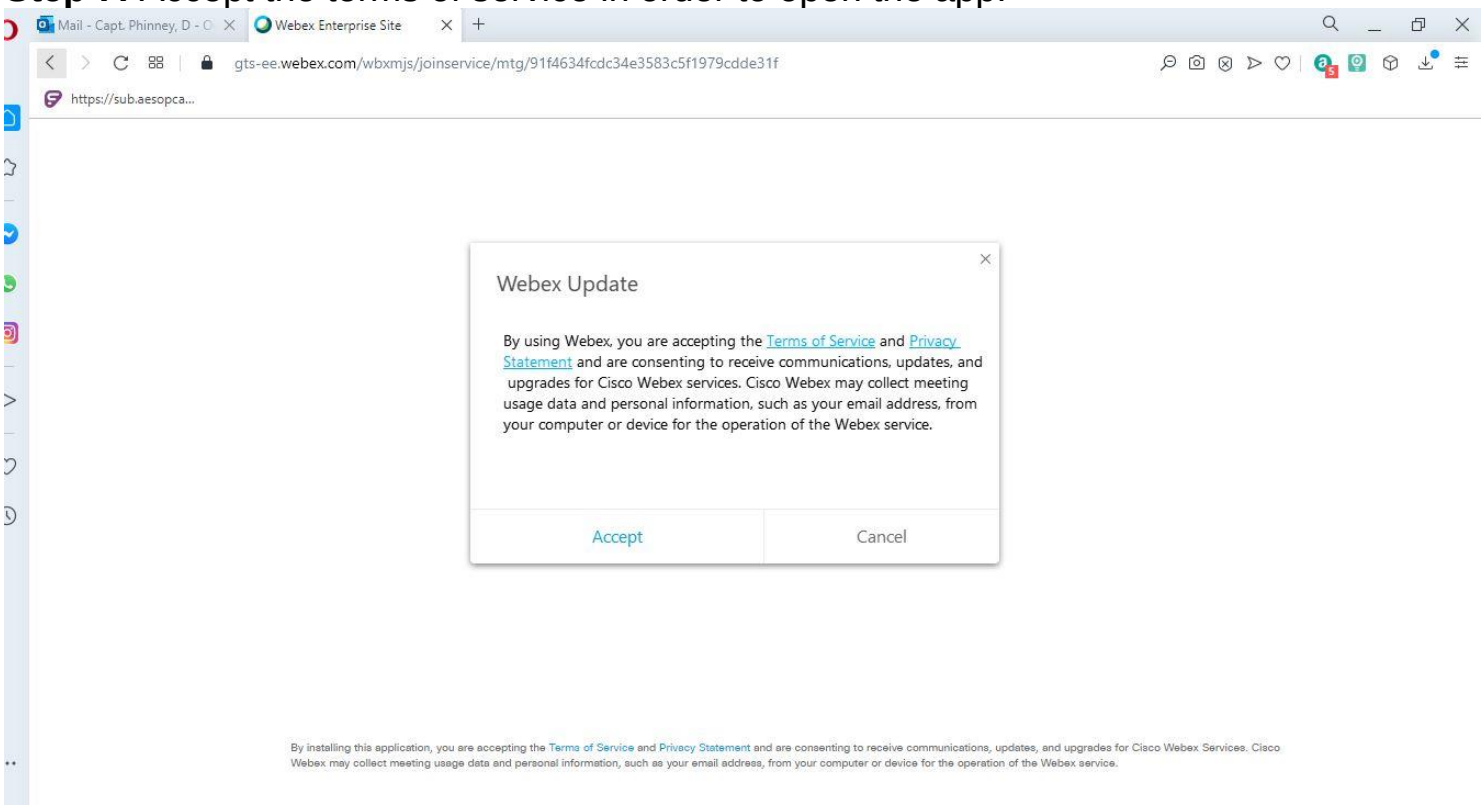
Step 5: This will prompt you to download the WebEx app if you do not already have it installed on your computer. You need to save the app and then install – if the file does not pop up, it should be in your “downloads” folder or wherever you chose to save it. Note that there is an option at the bottom of the page to run a temporary application. This does not work with audio on most computers.



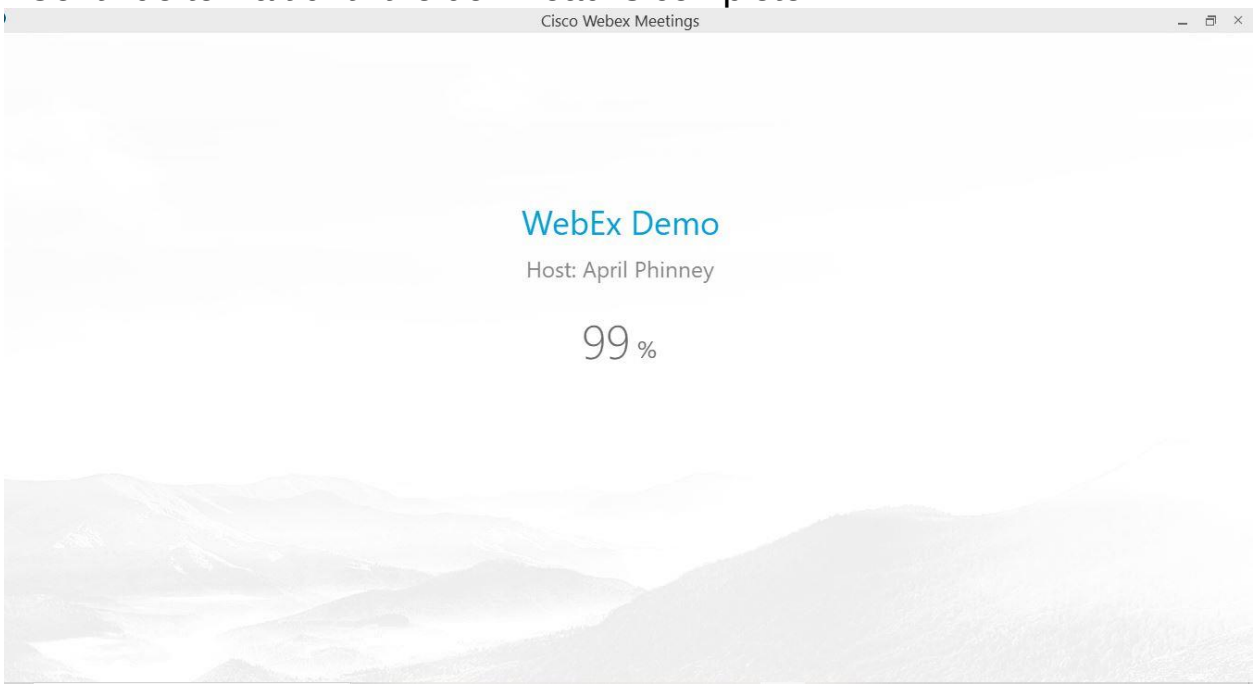
Step 6: The app will begin downloading and will show the progress in your web browser. This may take a few minutes depending on your down speeds. Ensure you log in in plenty of time before your first session or download the app ahead of time. Don't click anything else until this is complete.



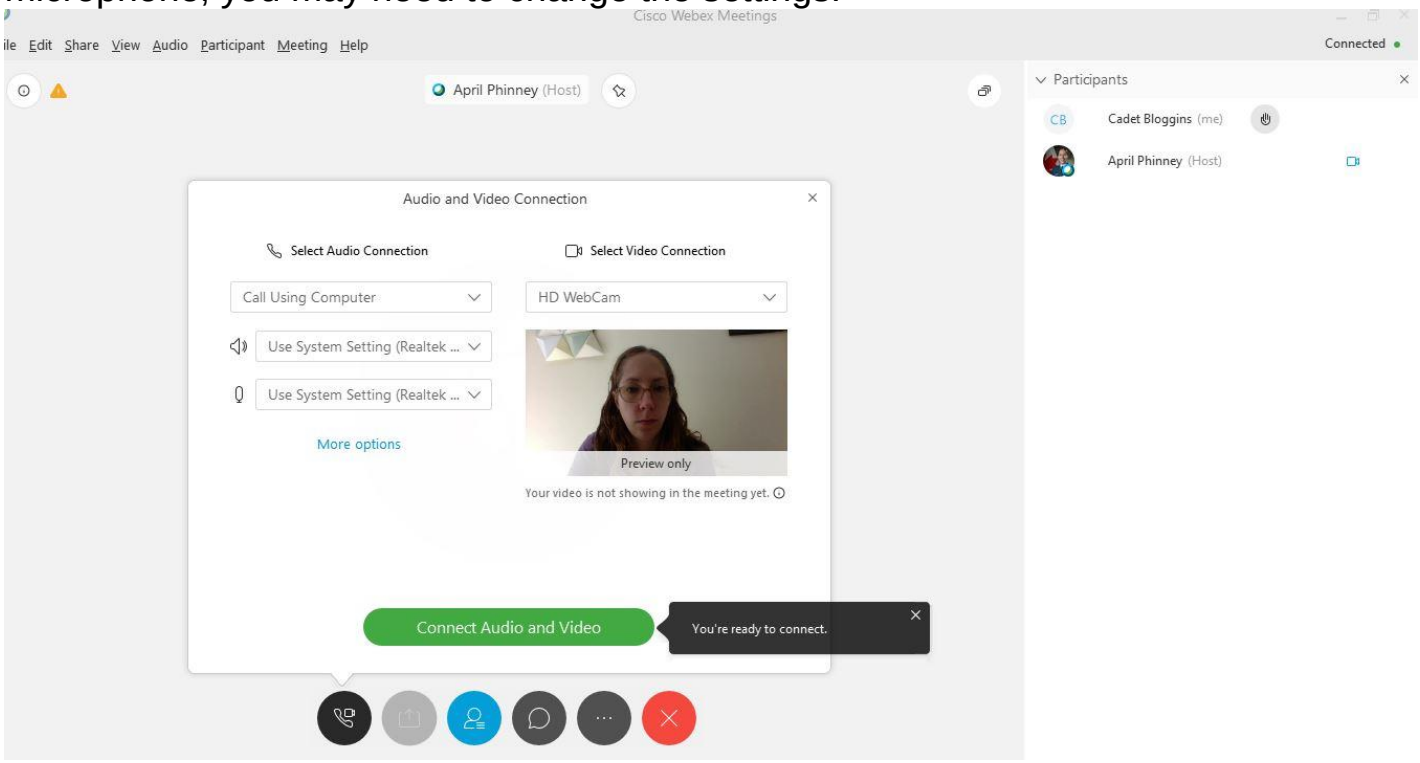
Step 7: Accept the terms of service in order to open the app.



Step 8: Continue to wait until the download is complete.

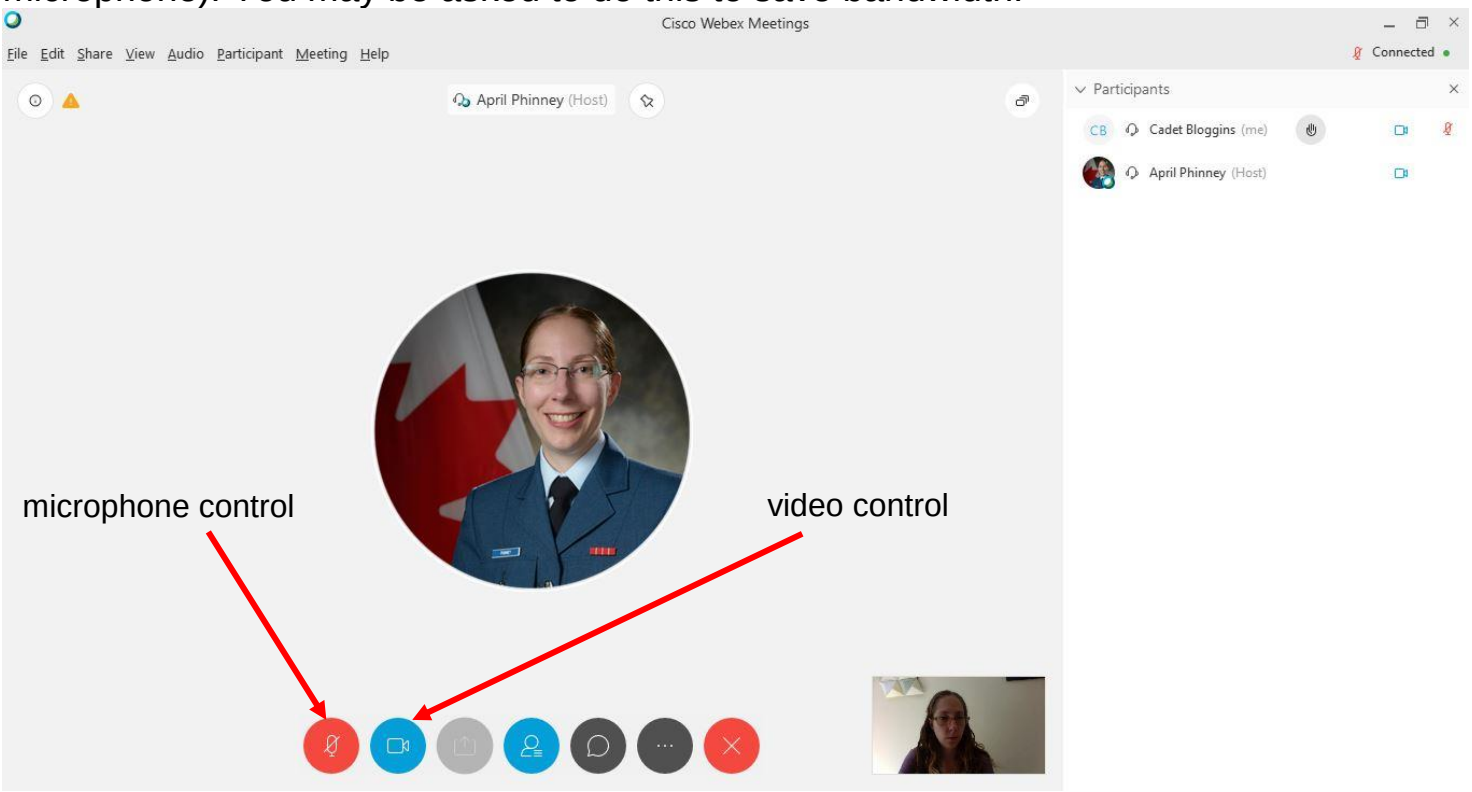


Step 9: The app will open in a separate window. You will see the WebEx icon in your task bar. When it opens, you will be prompted to connect your audio and video. Ensure you select “connect Using Computer” and the speakers and microphone you will use. Generally, the default will be correct but if you are using external speakers or microphone, you may need to change the settings.

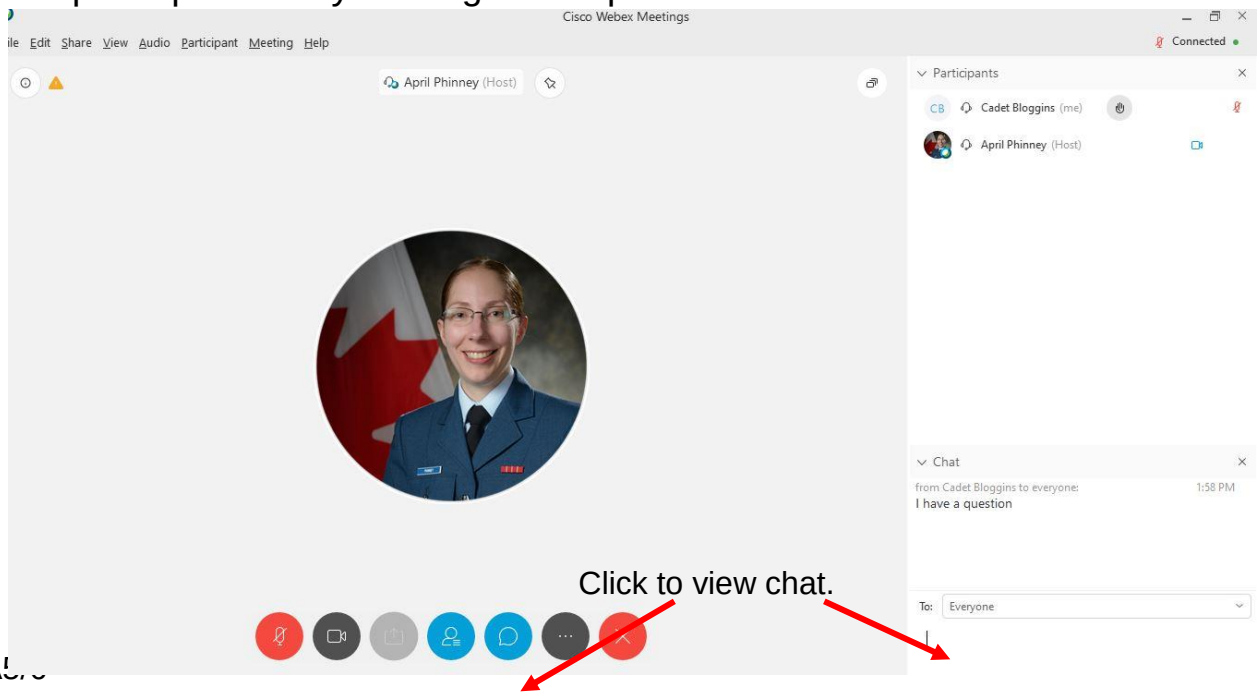


Joining a WebEx Meeting on a Computer Aide Memoire

Step 10: You are now be connected to the meeting. Your microphone is muted by default. When you want to speak (or are asked by the instructor), you can unmute your microphone by pressing the microphone button (bottom left). Red means you are muted. Similarly you can turn off your video by clicking the camera button (next to the microphone). You may be asked to do this to save bandwidth.

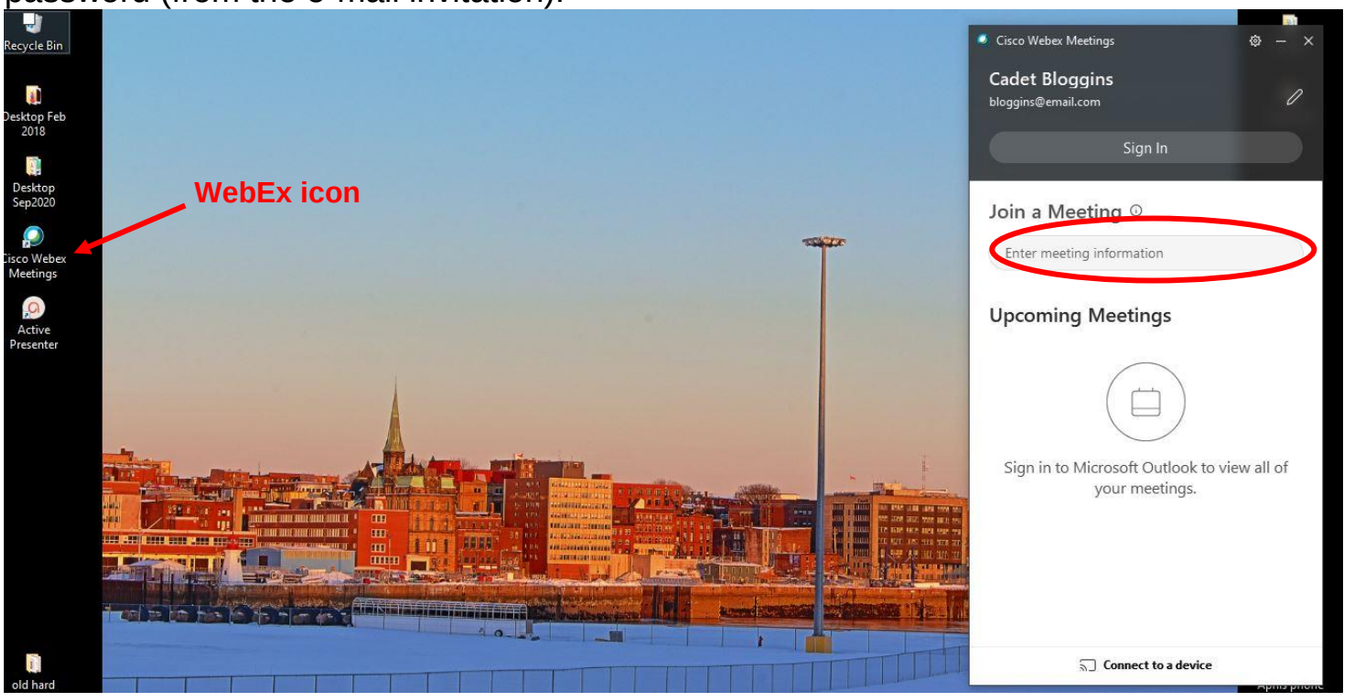


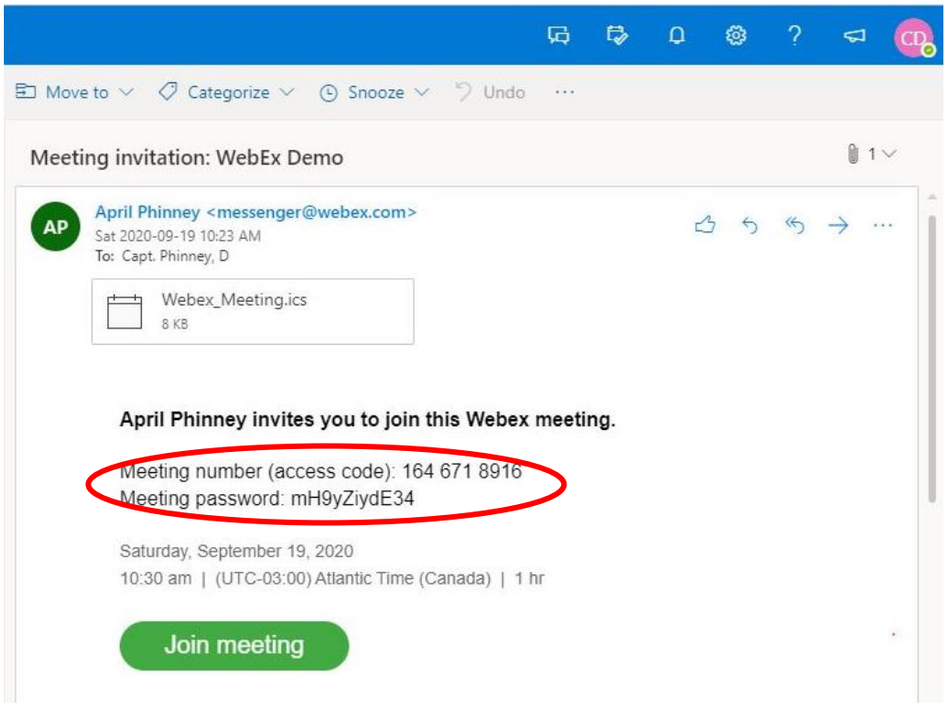
Step 11: You can view the chat function by clicking the speech bubble. Use the chat to ask and answer questions. The chat pops up on the bottom right. Note that you can remove the participant list by clicking on the person icon.



Step 12: You can leave a meeting by clicking the red x or exiting the WebEx screen at the top right.

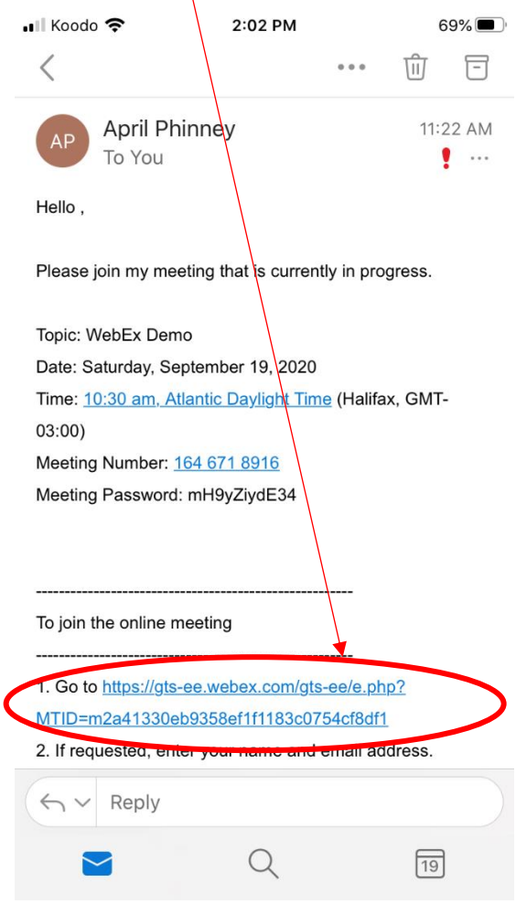
Next time you want to use WebEx: The WebEx app should now show up on your desktop. If you open it from the desktop, you can enter the meeting number and password (from the e-mail invitation).



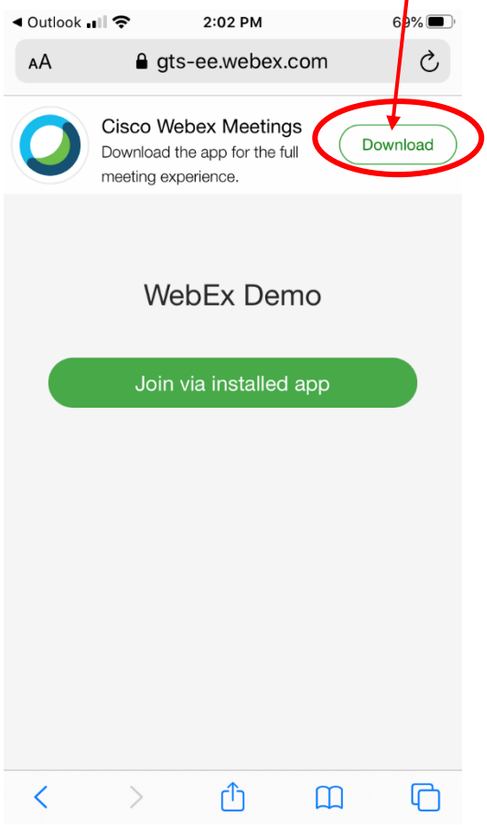


How to Join a WebEx Meeting on a Phone

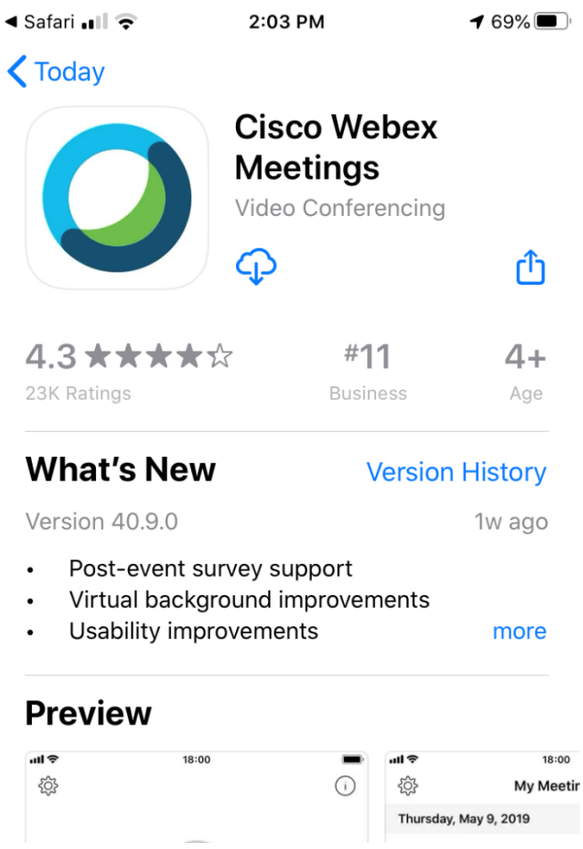
Step 1: Open your e-mail to find the meeting link



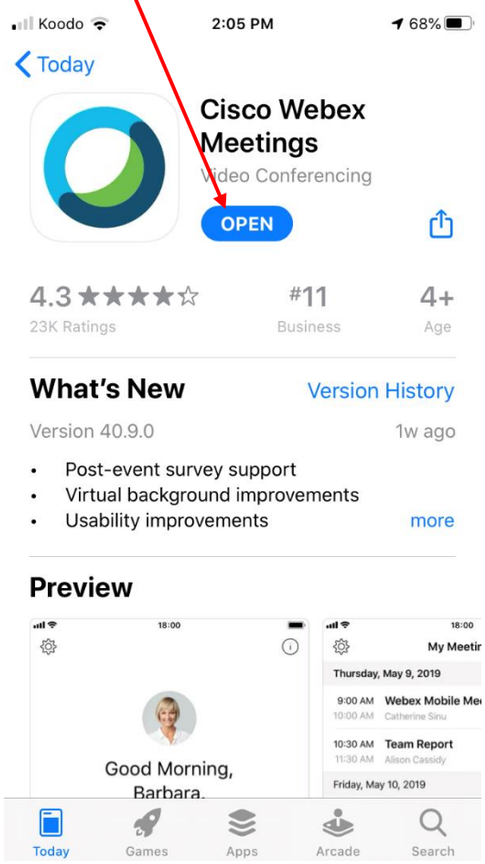
Step 2: Click the link – this will open your web browser. From here it will prompt you to download the WebEx app. Select the download link.



Step 3: This will bring you to the app store. Download the app. It's free!

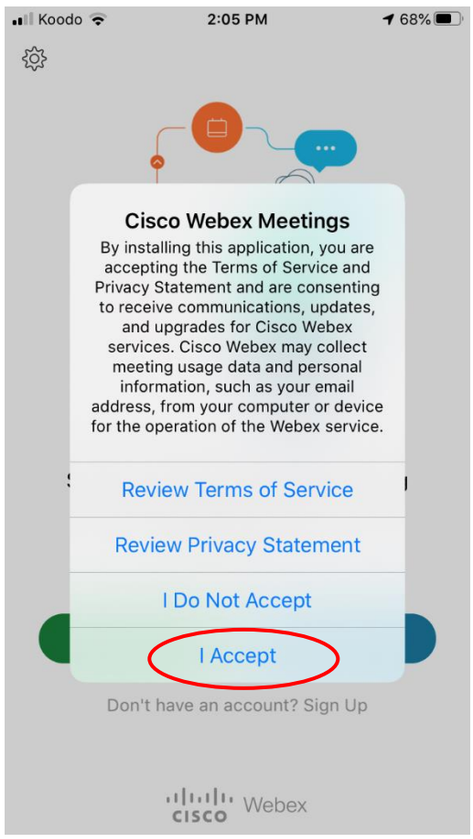


Step 4: Once the download is complete, open the app.

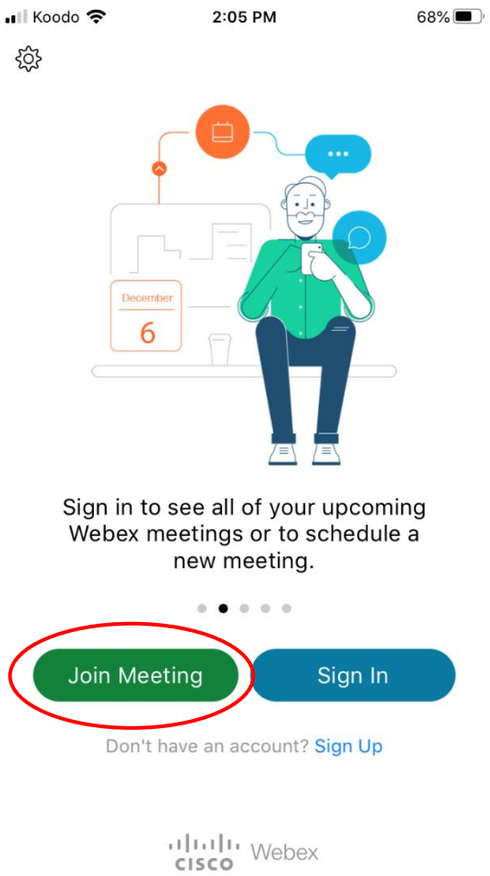


Joining a WebEx Meeting on a Phone Aide Memoire

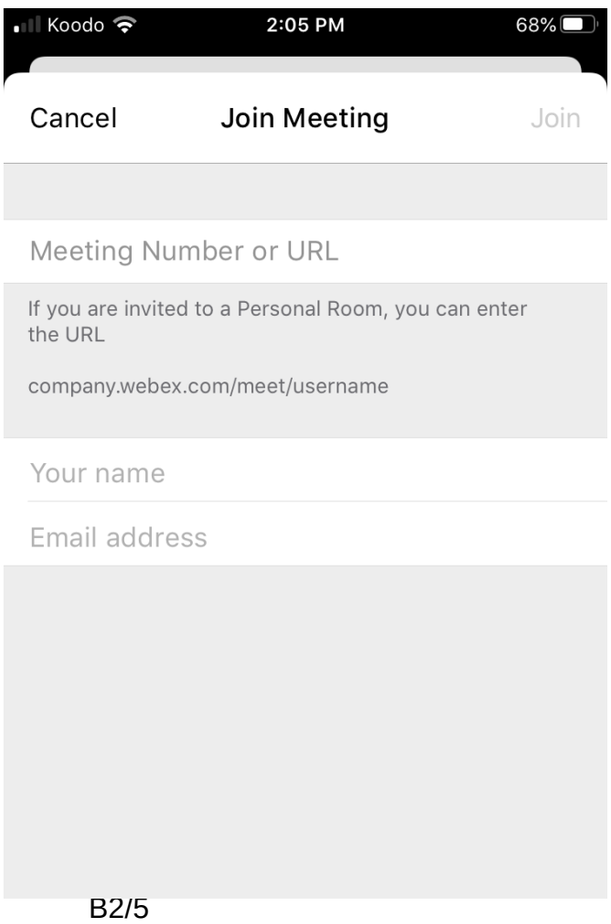
Step 5: The app will open and prompt you to accept terms of service. Selecting “I Accept” will allow you to use the app.

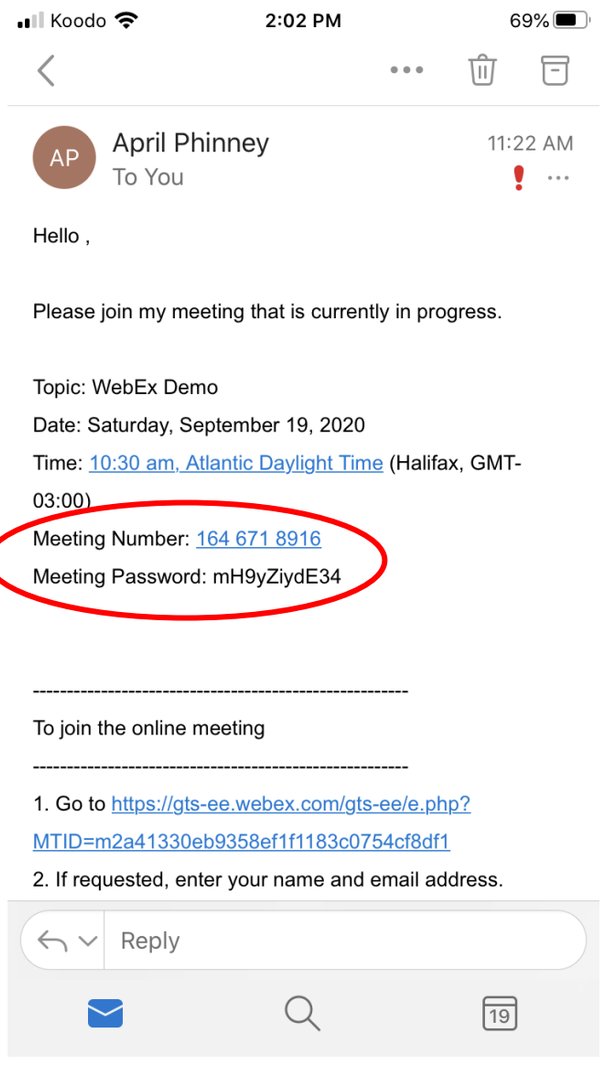


Step 6: Select “Join Meeting”.



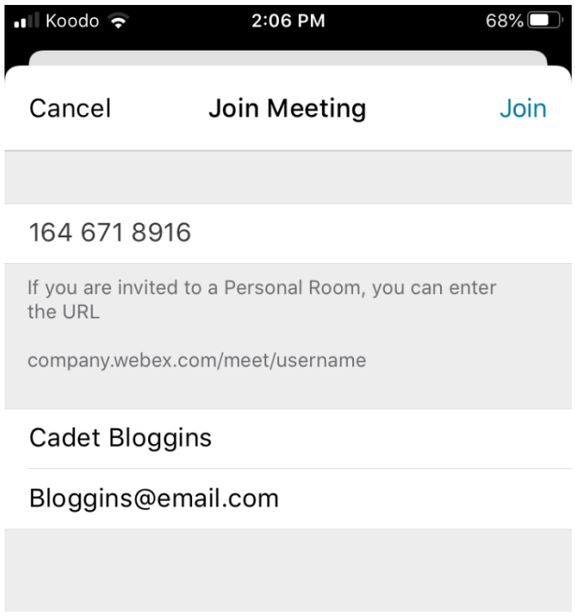
Step 7: You will be promoted to enter the meeting number. This number was in the invitation e-mail. Enter your name (use rank and last name so the instructor can identify you) and an e-mail address.



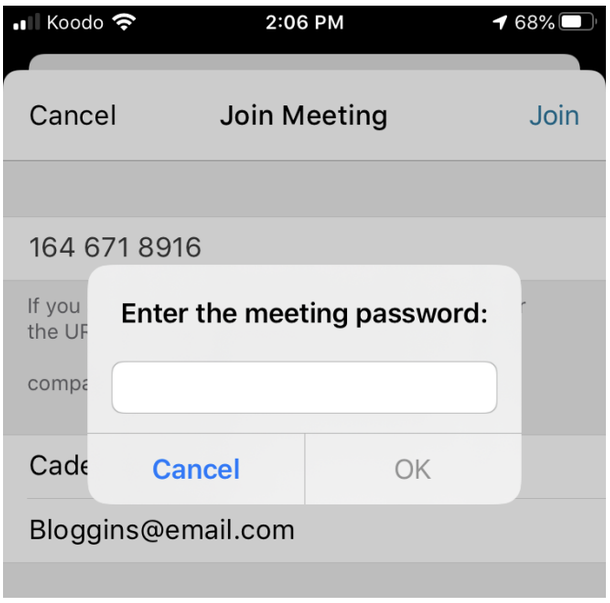


Joining a WebEx Meeting on a Phone Aide Memoire

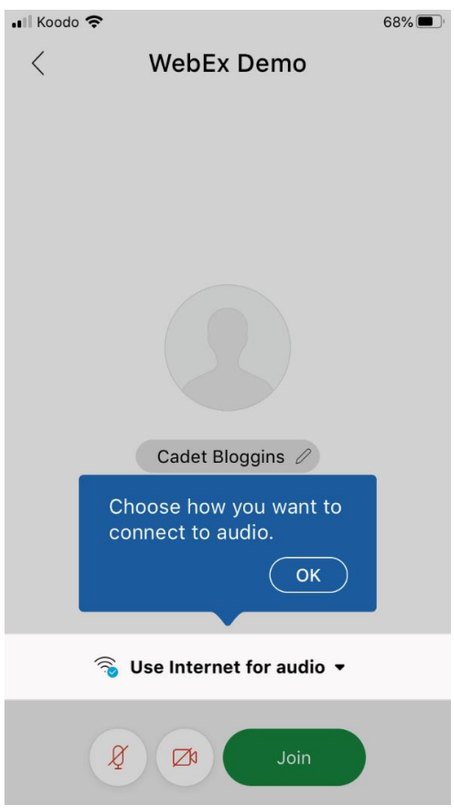
Step 8: Select join when complete.



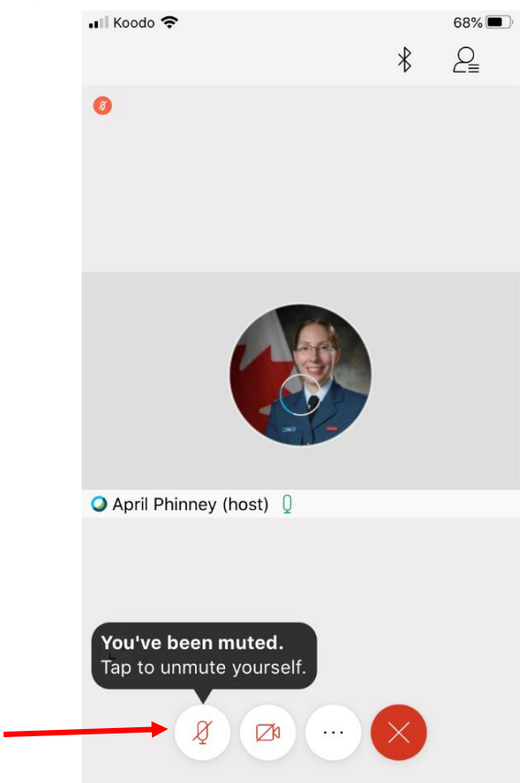
Step 9: Enter the meeting password and select OK. This is found in the invitation e-mail under the meeting number.



Step 10: Ensure “Use Internet for audio” is selected then press “Join”

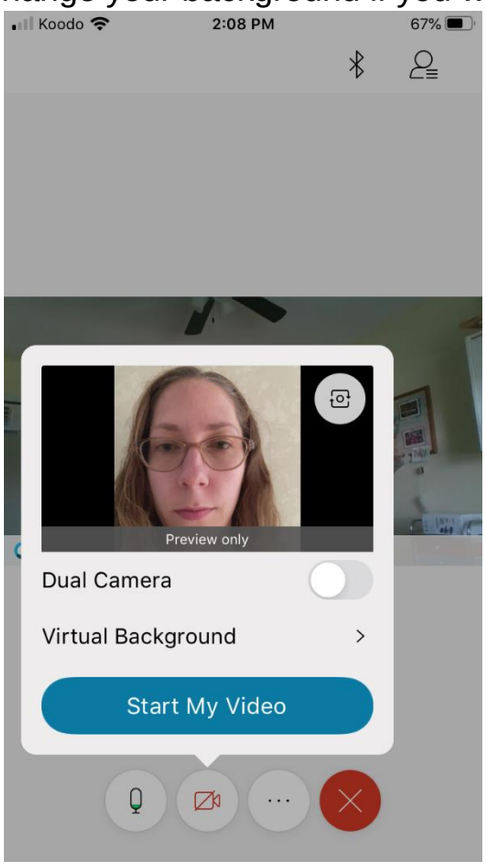


Step 11: If you need to speak during the meeting you can click to unmute your audio. Keep it muted until you are invited to speak.

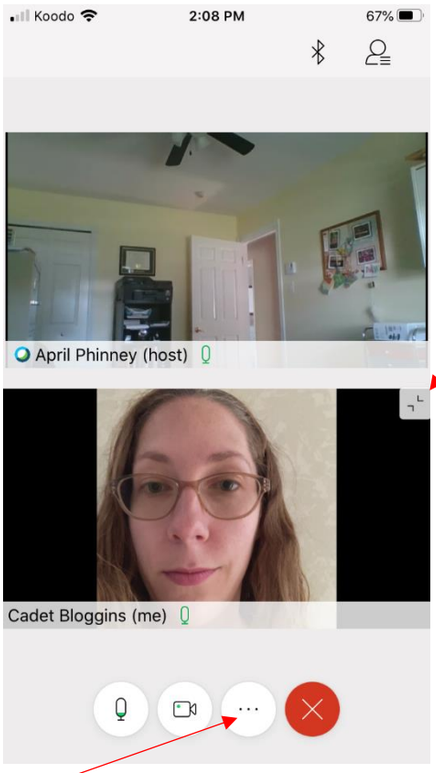


Joining a WebEx Meeting on a Phone Aide Memoire

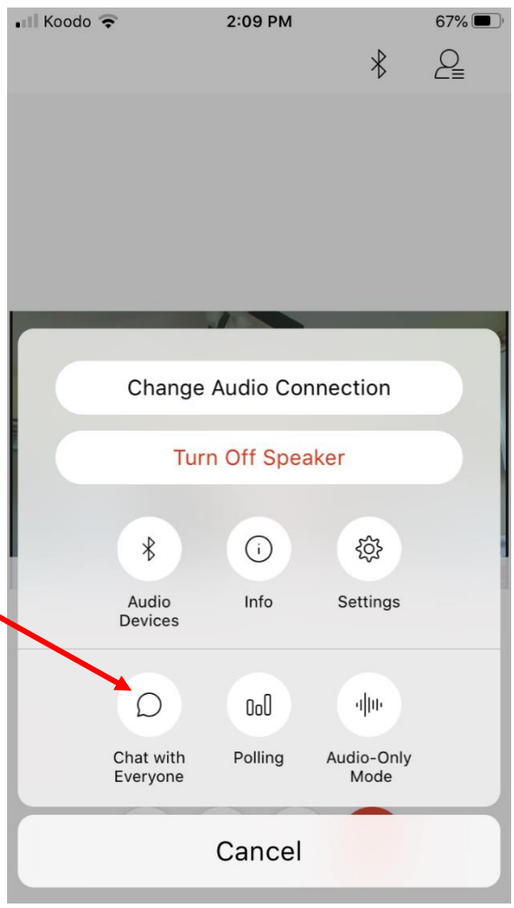
Step 12: If you want to turn on your video, click the camera button. Note you can change your background if you wish.

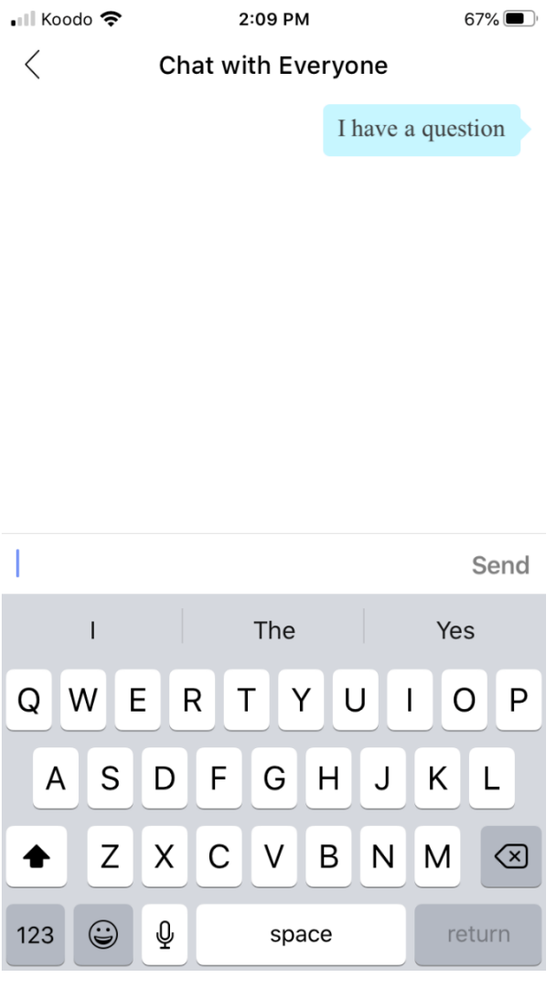


Step 13: By default, you will only see the screen of the host / instructor or person speaking. If you want to see yourself at the same time, click the expand button (above the mute).

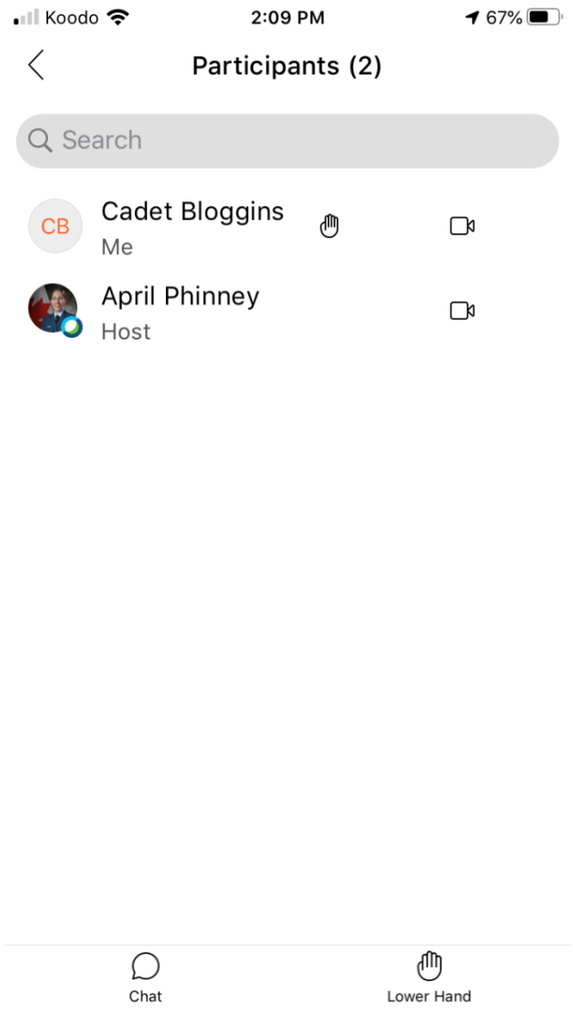


Step 14: To access the chat and other features click the circle with the three dots. The chat function will be used to ask and answer questions.

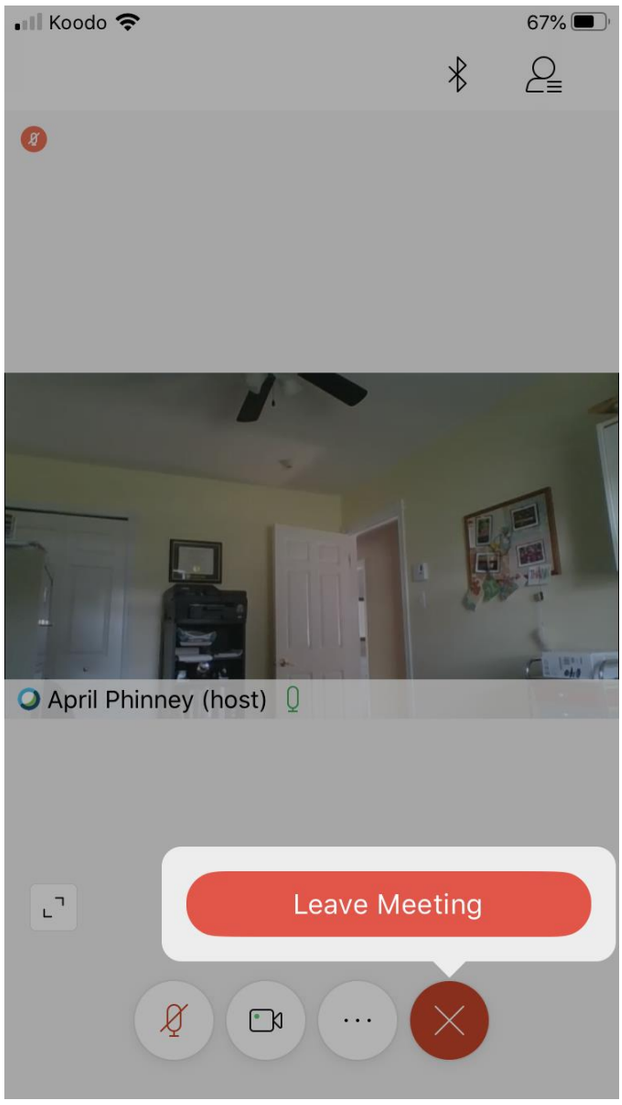
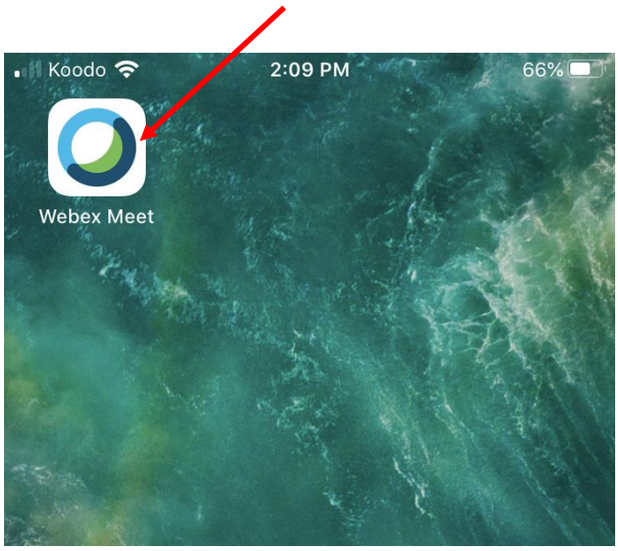




Step 15: You can see who else is in the meeting, access the chat, and raise your hand by clicking the person icon at the top right corner of the main screen.



Step 16: To leave the meeting, select the red x.



Joining Future Sessions: The WebEx icon should now show up on your screen. You can open it from there next time you want to join a session.