

# Attendee's Guide to the App

*Version 4.0 – For All Events  
Modified 3.3.14*

# App Features

## Why is this app useful?

The app is designed to enhance your event experience and enables you to:

- Easily access important event information, such as:
  - Complete schedule
  - Speaker information
  - Off-site event details
  - Venue maps
- Share your event experience with others by checking in to sessions, meeting areas, and exhibitor booths.
- See what is most popular with your fellow attendees.
- Earn points, badges, and maybe even prizes while participating in activities.
- Expand your professional network and have fun! The app provides an easy way to connect with fellow attendees, exhibitors, and sponsors during the event.

## What are the different sections of the app?

Below is a quick explanation of some key app sections\*

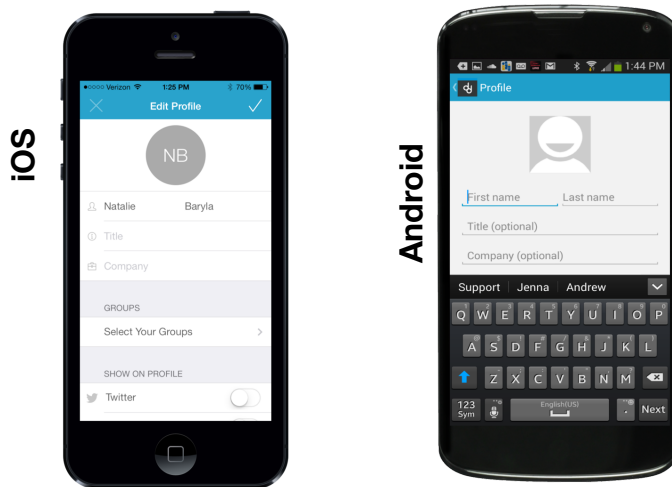
\*NOTE: Depending on the event you're attending, the app may have more (or less) app sections than those listed below.

- **Profile** - Your official app profile, highlighting your name, profile photo, title, and company.
- **Update** – Check In to share comments, photos, and which session(s) you're attending
- **Attendees** - See who is at the event and connect with them in the app.
- **Activity Feed** - Keep your finger on the pulse of the event. See what people are doing, view photos from the event, find trending sessions and topics, and “like” or comment on other attendees’ check-ins.
- **Leaderboard** - See who has the most points at the conference and climb your way to the top with check-ins and other in-app actions.
- **Agenda** – View the event’s full agenda and add sessions you’re interested in either to your in-app personal agenda or to your personal calendar by tapping “Add to My Agenda” or “Add to Calendar” on the info page for that session.
- **Bookmarks** - "Bookmark" any Speakers or Sponsors that you want to refer back to by tapping "Add to Bookmarks" on the info page of that item. You can then easily access all of your bookmarked items by visiting the Bookmarks app section

# Getting Started in the App

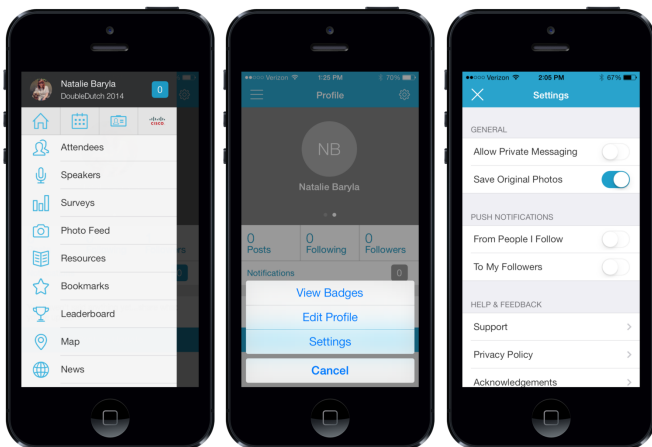
## How do I set up my Profile in the app?

- After downloading and opening the app, enter your email address and tap 'Continue'.
- If the registration for the event is closed you will be prompted to enter your password, which you can find in the welcome email from the event staff.
- The next screen is where you set up your Profile (see below screenshots).  
If you're using an HTML5 device (Blackberry, Windows Phone, etc.), just click Profile, then Settings to update your contact information.
- Enter your Contact Details (Name, Title, & Company) and update your Profile Photo.  
To update your Profile Photo, tap the grey photo icon and either select a photo from your camera roll or take a new photo.

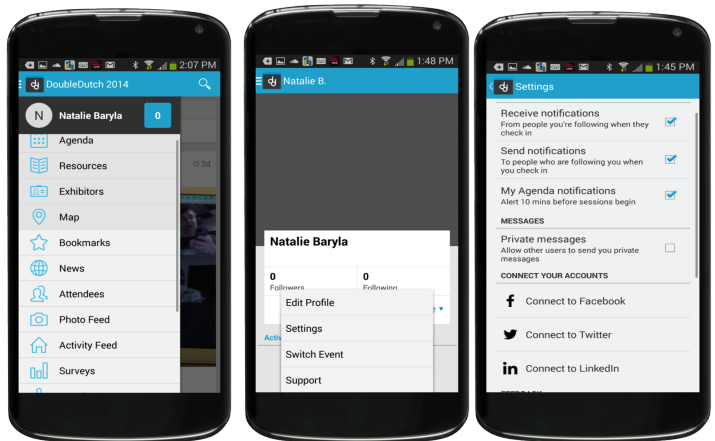


- Set up your App Preferences (link social media accounts, set push notification settings, and enable private messaging, if available).
  1. Tap the ≡ Button in the top left corner to access the App Section Menu
  2. Tap on your name
  3. If you're on an iOS device, tap the Wheel Icon and then Settings  
If you're on an Android device, tap Settings (in the overflow menu)

### iOS



### Android



# Getting Started in the App & Understanding the App

## What else should I do when I first log in to the app?

- Visit the Attendees App Section to see who else is attending the event and connect!
- Add Agenda Sessions of interest to your personal Agenda or Calendar, if applicable.
- Bookmark Speakers, Sponsors, & Exhibitors that you want to remember, if applicable.

## What is 'Checking In'?

'Checking in' is a great way for you to share your event experience both with fellow attendees as well as with the event's Speakers, Sponsors, and Exhibitors.

Check-Ins made by you and your fellow attendees will show in the app's Activity Feed, which shows you what's trending at the event.

Check in to the sessions you're attending, speakers you're listening to, and exhibitors' booths you're visiting! Including photos and comments in your Check-Ins is a great way to showcase your experience and provide valuable feedback. You may even earn points for these actions, too!