

# Conference Attendee - Moderator Quick Start Guide

Moderators will mainly be using the Conference Attendee app for moderating the social feeds in the app to ensure they are professional. You can download and install the app from [iOS App Store](#) and the [Google Play Store](#)

[Download this guide here:](#)

Moderator Quick Start Guide

---



# Moderator Quick Start Guide

## Attendee App for Moderators Layout

### Navigation Bar

Here you will see the options that attendees on the app can see

### Home Screen

The Home Screen acts as a social media feed! Users can post messages and files, like Facebook

### Refresh App

Swipe down from the home page to refresh the application

### Tracks

Group different individuals together to view tracks for your workshop easily

### Announcements

View important announcements

### Deleting Posts

To delete posts on the social feeds, click on the three horizontal dots on the top right of a post. Then select delete

### Surveys/Live Polls

Complete surveys or polls conducted for attendees to complete

### Profile

Edit your personal info, add a photo, and add a biography about yourself

### Monitoring Attendees

Attendees on the app have the option to report a post as inappropriate. These will be reported to the moderator who has the ability to delete the post

### Sessions

Here you can view the: name, time, location, groups, current sessions, your registered sessions

### Exhibitors

Displays all of the registered companies and exhibitors info

### Contact Organizer

Contact the conference organizer with questions or concerns

### Messages

View messages from other individuals at the conference

### Badge

View your badge bar code to scan

## First Time Setup

1. You will be asked to log into your account. Enter the email that you used to register for the conference.
2. After the system finds your account, you will be asked to input your password.
3. Once entered, you will be given access to the Attendee app and all of its features.

### Resetting Password

If you do not know or remember your password, there will be a Password Reset link on the Enter Password screen.

## Moderator vs Attendee

In addition to all the attendee features, moderators can maintain the social feed, report and handle inappropriate content, update and add maps, and respond to people who contact the conference organizer

[Back to Moderator Guide](#)

From:

<http://www.attendance-tracking.com/docs/> - **Engineerica Documentation**

Permanent link:

<http://www.attendance-tracking.com/docs/doku.php/conferenceattendee/2/moderator/quickstart?rev=1573073965>

Last update: **2019/11/06 15:59**

