# Conference Attendee - Attendee Manual

Thank you for using our Conference Attendee App!

## App Guide

### First Time Launch

When launching your Conference Attendee app for the first time, you will be asked to log in to your account. The very first thing you will be asked for will be the email you used to register for the conference. After the system finds your account, you will be asked for your password. Once entered, you will be able to log in and access the Conference Attendee app.

#### Forgot Password

If you do not know or remember your password, there will be a Password Reset link on the Enter Password screen. Using this simple process, you will be able to set up a new password and successfully log in to your account.

## Home Screen

Once logged in, you will be in the Social Feed section of the Conference. This will act as your home screen as well. The Conference Social Feed works like a social media page for the conference. Here, users can post messages and images for everyone to see and comment on.

### Refreshing the App

From the Home Screen, swipe down from the top of the page in order to refresh the application. This will allow new updates to the application, including social posts, maps, new sessions, etc.

### Navigation Bar

The Navigation Bar will be your main tool to explore the Attendee app. The Navigation bar can be accessed by pressing the three-line (add photo) icon on the top left corner of the app, or by swiping right from the left edge of your screen. Here, you will see all of the sections of the Attendee app.

### Tracks

Tracks are categories that offer grouping for workshops/sessions. By going to the Tracks section of your app, you will be able to see these workshop groups (if your conference has used this feature) in

order to view/access your workshops easily.

## Sessions

In the Sessions section of the app, you will be able to see all of the workshops/sessions the conference is offering. When you first go to this section, you will be asked how you would like your sessions to be listed. Your choices are:

- Name of Session
- Time of Session
- Place where Session takes place
- Grouped by Tracks
- All Sessions currently happening
- Only Sessions you've registered to

Once one of these categories has been chosen, you will be able to see the list of Sessions sorted by your choice. Pressing on one of these Sessions will bring you to the Session-specific social feed, where you can share posts and images specifically for that session. Each session has a social feed of its own. You can also view the Presenters assigned to this session and all of the registered members as well. To view this information on an Android device, press the Plus sign button on the bottom right corner. On an Apple device, press the three dots on the top right corner.

## Exhibitors

The Exhibitors section of the app will show you all of the registered companies and exhibitors at the conference. By pressing on any company, you will be given more information about them, such as booth location, company website, and contact information. If enabled by the company, you can also schedule an appointment or request more information from the company. This is accessed by pressing the Plus sign button on the bottom right corner on Android or by pressing the three dots on the top right corner on Apple devices.

## My Attendance

By visiting the My Attendance section of the app, you can view which sessions/workshops you've checked-in to. By pressing on any of the sessions listed on this section, you will be able to view you check-in/out times with more detail.

## Sponsors

In the Sponsors section of the app, you can view any companies that are sponsoring the conference. By pressing on any of these company names, you will be taken.

## Maps

In Maps, you can view maps created by the administrator that show important areas of the conference. These maps can display where the conference is occurring, where a certain section is occurring in the venue, where a presenter is going to be sharing, etc.

## Info

Here you will find all the dates the conference is occurring on. There is also an overall description the administrator has left for you regarding the conference, or information for a specific date.

## Contact Organizer

Here you will be able to contact to conference organizer with any questions or concerns.

## Presenters

In the Presenters section, all the Presenters for the conference will be listed. By clicking on a presenter, you will be able to find information on them, and view their social page of all the comments attendees have posted to this Presenters wall.

On an individual Presenters page, by clicking on the three vertical dots in the top right corner, you will have the options to bookmark/unbookmark this Presenter, view the Sessions the presenter is in, send a private message to the presenter, and also to schedule an appointment with this presenter.

When clicking "Send message," a screen will open with a message screen with the presenter. This a private conversation. Posting to the Presenters wall is not private.

When clicking "Schedule an appointment", the parameters to be completed are to input a time to meet, a place to meet, and then a message stating the topic of the appointment.

## People

In this section, you are able to view *all* the individuals attending the conference. By clicking on a person, you will be sent to a page where you will see their social wall. You can post pictures or comments to this individuals wall by writing on message on the persons wall. These comments are not private.

On an individual persons page, by clicking on the three vertical dots in the top right corner, you will have the options to bookmark/unbookmark this person, view the Sessions this individual is in if applicable, send a private message to this person, and also to schedule an appointment with this person.

When clicking "Send message," a screen will open with a message screen with the person. This a private conversation. Posting to the individuals wall is not private.

When clicking "Schedule an appointment", the parameters to be completed are to input a time to meet, a place to meet, and then a message stating the topic of the appointment.

## Messages

In "Messages," you are able to send a private message to anyone attending the conference. This section works like a standard texting application. To see a new message, click on the "+" button in the top right corner of the screen. From here, search for/ select the individual that you want to message. Compose your message with text/photos/documents/notes and then click the send icon. The message will be sent and you can view your conversation with this person from the "Messages" home page. Click on the individual to view your whole conversation, and to continue the messages.

## Ranking

In the Ranking section, you will be able to view the individuals social score ranking. The more interactions a person has with the attendee application, the more points they will accumulate towards their ranking. This includes writing posts to the wall, uploading pictures, commenting on other individuals posts, etc.

## Surveys

Here you will find surveys created by the organizer for the event. When you complete the survey, the organizers with be able to view the results.

## Live Polls

Here you will find live polls created by the organizer for the event. When you complete the survey, the organizers with be able to view the results.

## Profile

The Profile section allows you to edit your personal information, add a profile picture, and also add a biography for yourself. You will see your First Name, Last Name, Email, and Company set as default values. Ask your administrator if any of these need to be adjusted. The sections in Profile that can be filled in on the Attendee Application are Phone Number, Street, City, State, Zip, and Title. There is also a option to hide your email and phone number from other users on the application.

To edit/create your bio, click on the ID icon in the top right corner of the page, and then click in the text box stating "Write your bio…" to begin. When finished, click on the check mark in the top right corner to save your work.

**Badge**

By clicking the "Badge" section, your bar code for your badge will be brought up to the screen. This can be used for individual to scan when needed.

**You can also view your badge bar code by swiping left, and clicking on the bar code icon on the top right of the sidebar, next to your name and email.

**Resources**

In "Resources," you are able to view all documents/photos uploaded to the attendee application. Here, you will also view all documents downloaded from the application that pertain to the conference. For example if an organizer uploaded a power point and you saved it, this would appear in Resources for future reference.

**Notes**

In the Notes Section, you can input private notes for yourself to refer to at a later time. Click on the "+" button in the top right corner to bring up the page to create a note. Input a title and description of the note, and then click the back arrow in the top left corner of the page to save your note.

**Conferences**

The Conferences Section, you can view all the conferences that you are apart off. By clicking on a conference that you are apart off, it will bring up the information of the Conference, including the Name, Organization, dates, and description of the conference.

By clicking on the information icon in the top right corner of the conference info page, there is an option to visit the conference website, if applicable.

**Announcements**

In Announcements, you will be able to view all the titles of the announcements created by the administrators or organizers for this conference. By clicking on the title of an announcement on this page, you will be taken to a page that displays the content of the announcement.

**Logout**

This will successfully log you out of the Attendee Application. The next time this application is opened, the user will have to sign in again.

**About**

When "About" is clicked on, the pop up will displayed with information about the application. It will display the current Build Version of the application, and provide an= ememail

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