

# Conference Attendee - Attendee Quick Start Guide

Thank you for using our Conference Attendee App!

## App Quick Start Guide

### First Time Launch

When launching your Conference Attendee app for the first time, you will be asked to log in to your account. Here, enter your email you used to register for the conference, and the password. If you do not know or remember your password, there will be a Password Reset link on the Enter Password screen.

### Home Screen

Once logged in, the home screen will be the Social Feed section of the Conference. In this “social media page”, users can post text, or pictures, for other individuals at the conference to like and comment on.

### Refresh App

To refresh the app from this screen, swipe down while on top of the home page.

### Navigation Bar

Either by clicking the three-line icon in the top left corner of the app, or by swiping right from the left edge of your screen. Here you will see the options that attendees on the app can access.

## Important Sections for Attendees

### 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 can view:

- 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.

## Exhibitors

The Exhibitors section of the app will show you all of the registered companies and exhibitors at the conference. Here, you can find 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.

## 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 your check-in/out times with more detail.

## Contact Organizer

If you have any problems, or questions about the conference, you can contact the attendee moderator [here](#).

## Messages

View messages sent by other individuals in the conference to yourself.

## Surveys and Live Polls Sections

The Surveys and Live Polls sections will allow you to complete the survey, or live poll, that the administrator has conducted for attendees to fill out.

## Profile

In Profile, you can edit your personal information. You can also include a photo of yourself, and a bio by clicking on the ID icon in the top right corner.

## Badge

View your badge bar code in order to get scanned.

## Announcements

View important announcements from the administrator.

## Logout

Logout of the Attendee app.

## About

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