



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

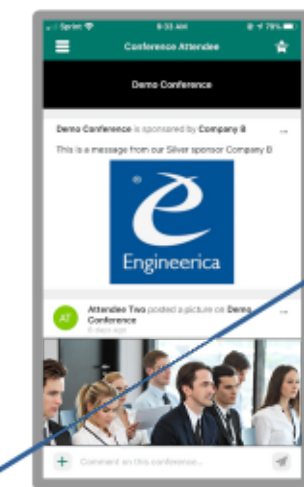
Swipe down from the home page to refresh the application

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

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

Profile

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

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