

HOW TO USE THE EVENT APP

A STEP BY STEP GUIDE TO USE THE EVENT APP






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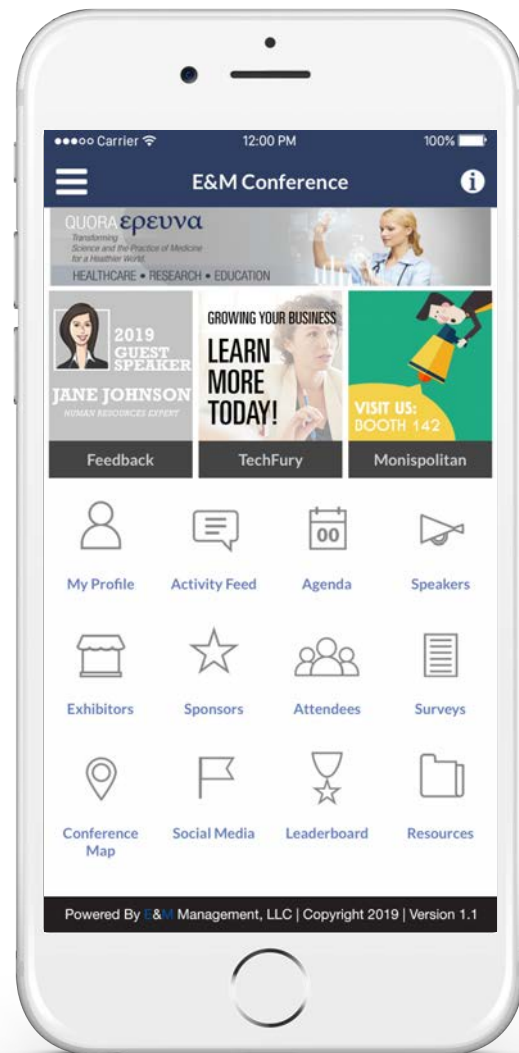
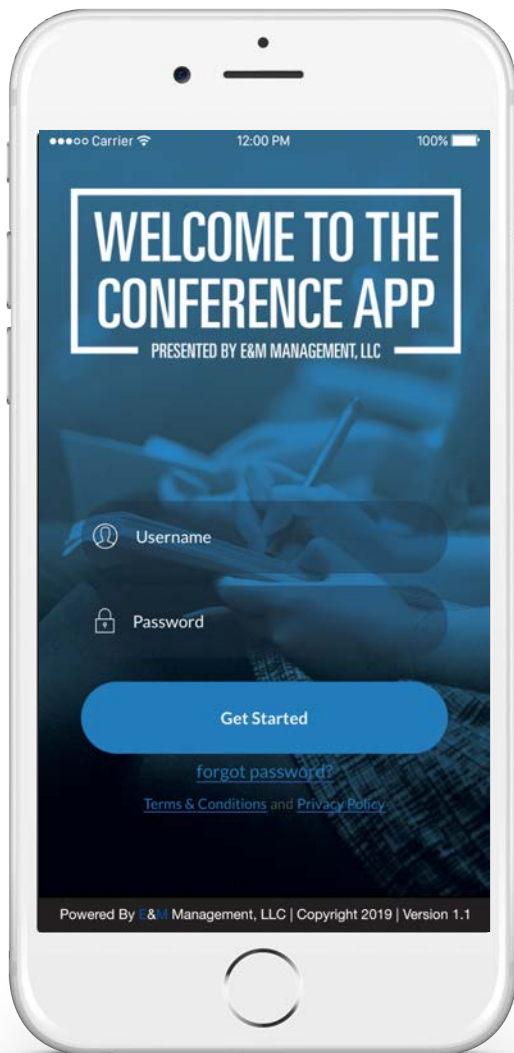
QUESTIONS?

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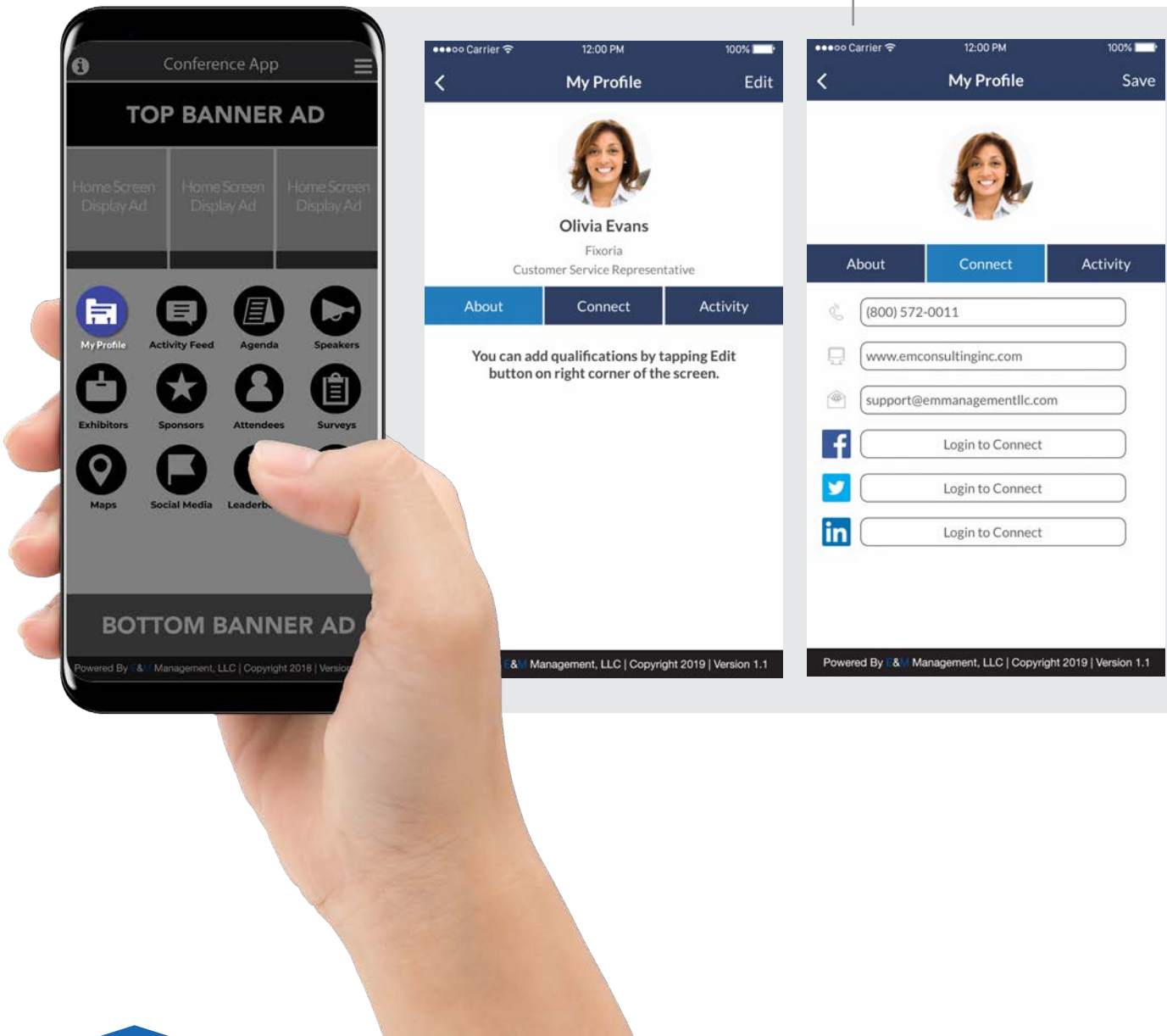


LOGIN

Log in with your provided username and password. This will be provided by either the event organization office or E&M Management, LLC.

This will bring you to the main screen of the app. From there, you can access all items related to the event including your profile, the activity feed, agenda, and more.

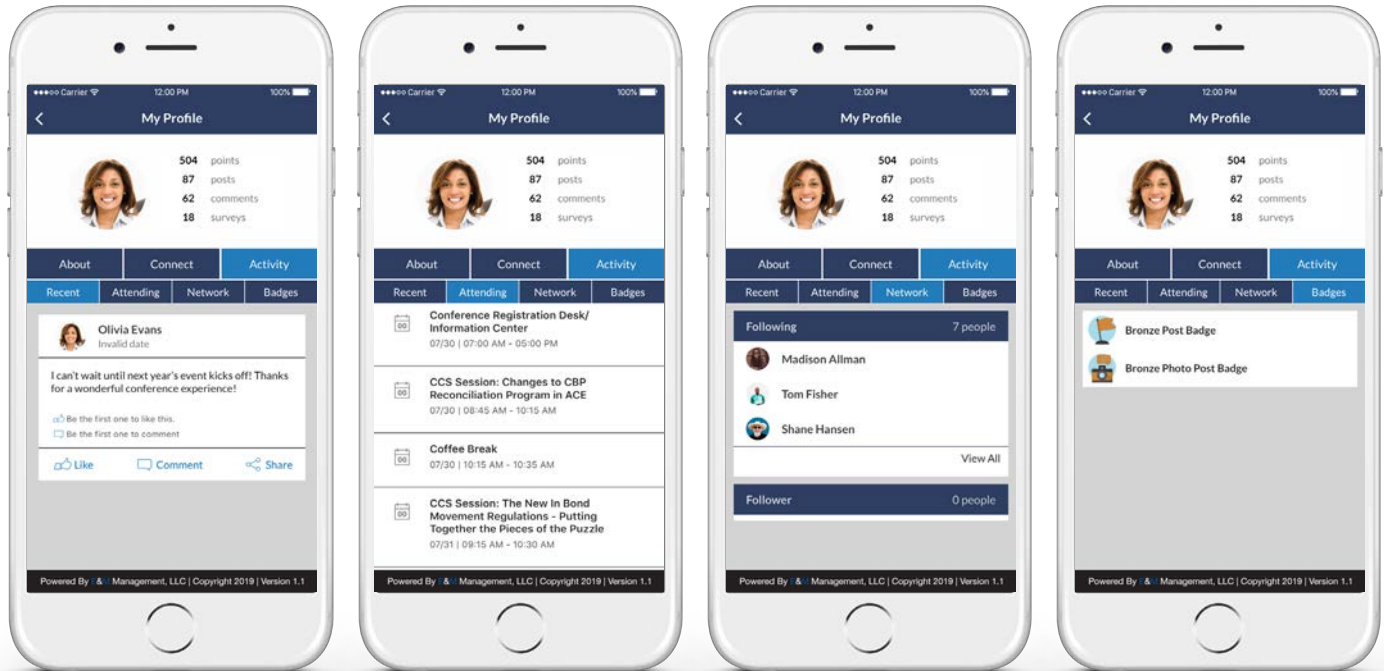
Customize your profile with your personal information so that people may contact you during the event.



MY PROFILE

Access your profile from the **My Profile** button. On the opening screen you will see some basic information on the **About** tab. Add in your social media profiles and update contact information through the **Connect** tab.

Want to change or add information? Click 'Edit' in the upper right corner and add information to the fields. Click 'Save' to update.

*Recent Tab**Attending Tab**Network Tab**Badge Tab*

MY PROFILE (CONTINUED)

Within the **Activity** tab, check out your activity within the app. View additional content through the sub-tabs within the page:

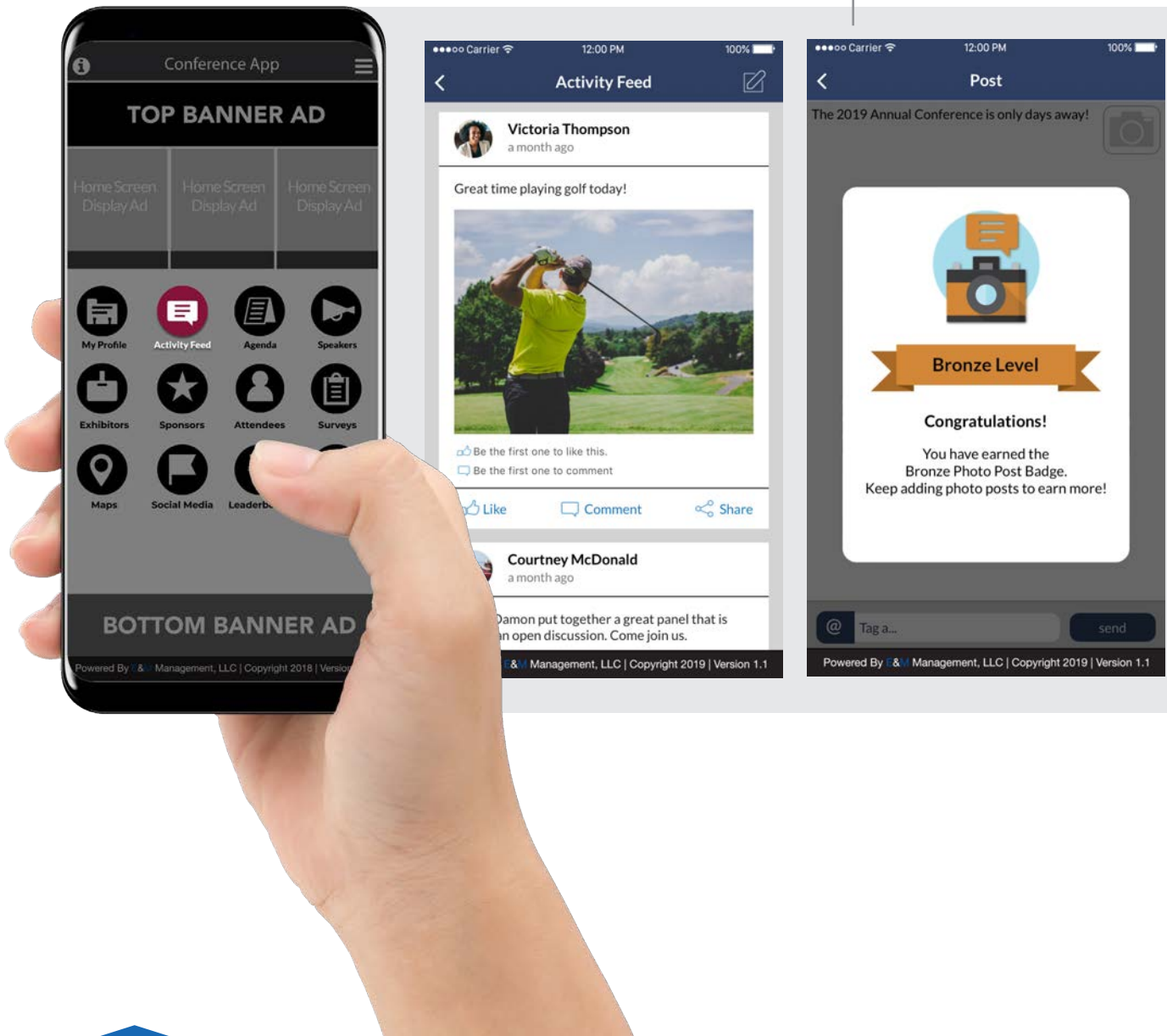
See your most recent posts on the **Recent** tab.

View your personal list of sessions on the **Attending** tab.

View the list of attendees, speakers, sponsors or exhibitors you are following on the **Network** tab. You can also see who is following you.

See the badges you have earned on the app on the **Badge** tab. Click to see details about each badge.

The more that you interact, the more you are rewarded. Collect a variety of Bronze, Silver, & Gold Badges!

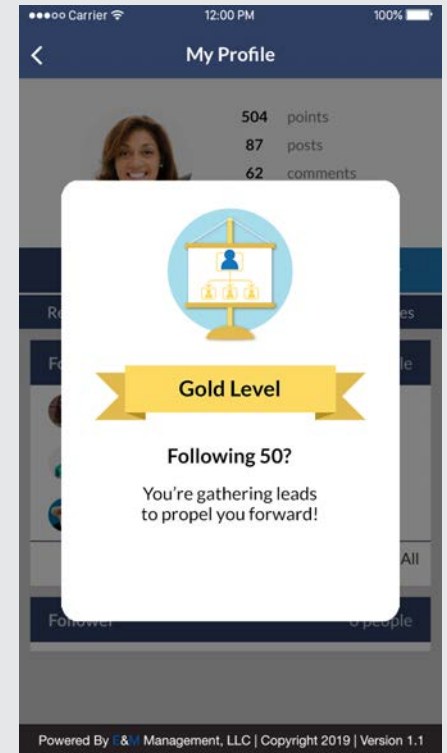
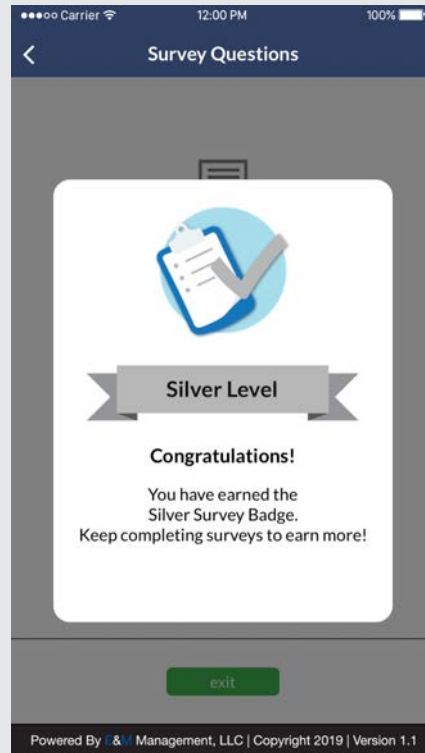
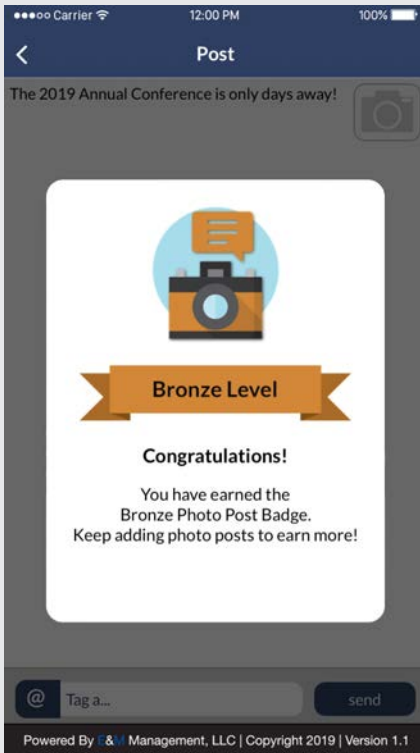


ACTIVITY FEED

Check out the **Activity Feed** and post updates throughout the event. Add a post by clicking the 'Create Post' pencil in the upper right corner.

Post an update, add a photo, or tag a session, speaker or exhibitor.

You can like, comment, and share any post.

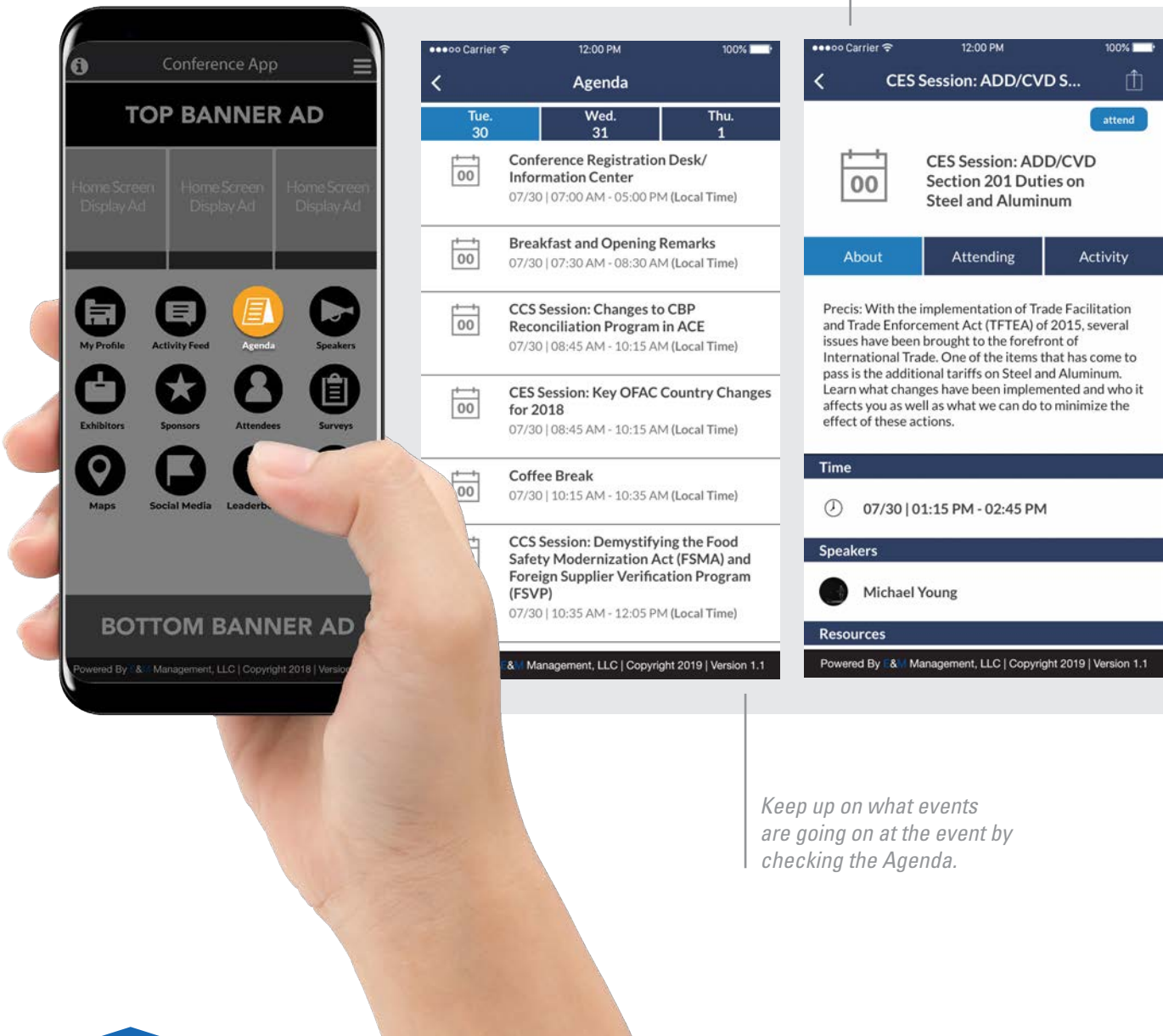


EARN BADGES & POINTS

Earn badges throughout the app! Earn badges by posting to the activity feed; liking and commenting on other activity feed posts; following fellow attendees, speakers, sponsors or exhibitors; completing surveys; updating your personal profile and more!

Each activity completed adds points to your profile, allowing you to climb the leaderboard and make your way to the top.

Get automatic push notifications before events by clicking the 'attend' button and adding the event to your own schedule.



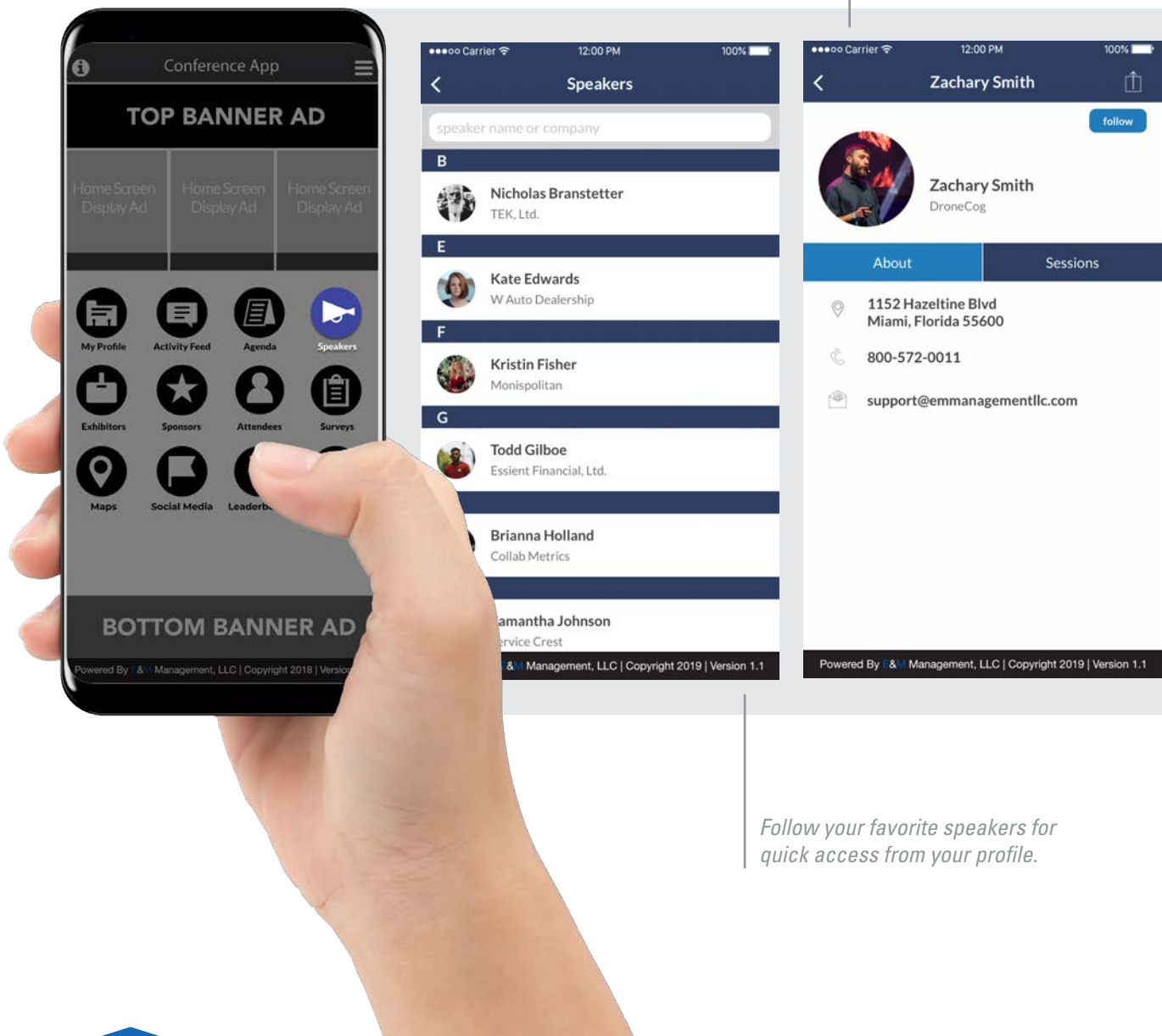
Keep up on what events are going on at the event by checking the Agenda.

AGENDA

View the **Agenda** and add sessions to your schedule. Select a session and click 'attend' in the upper right corner to add it to your own profile for quick access later and receive automatic push notifications to remind you its coming up.

On the session detail page, view information about the session, the location and its speakers, get a quick link to Session Resources, see who will be attending, and also watch session-related posts through the session's own **Activity Feed** tab.

Learn more about the speakers at the event to find which ones pique your interest.



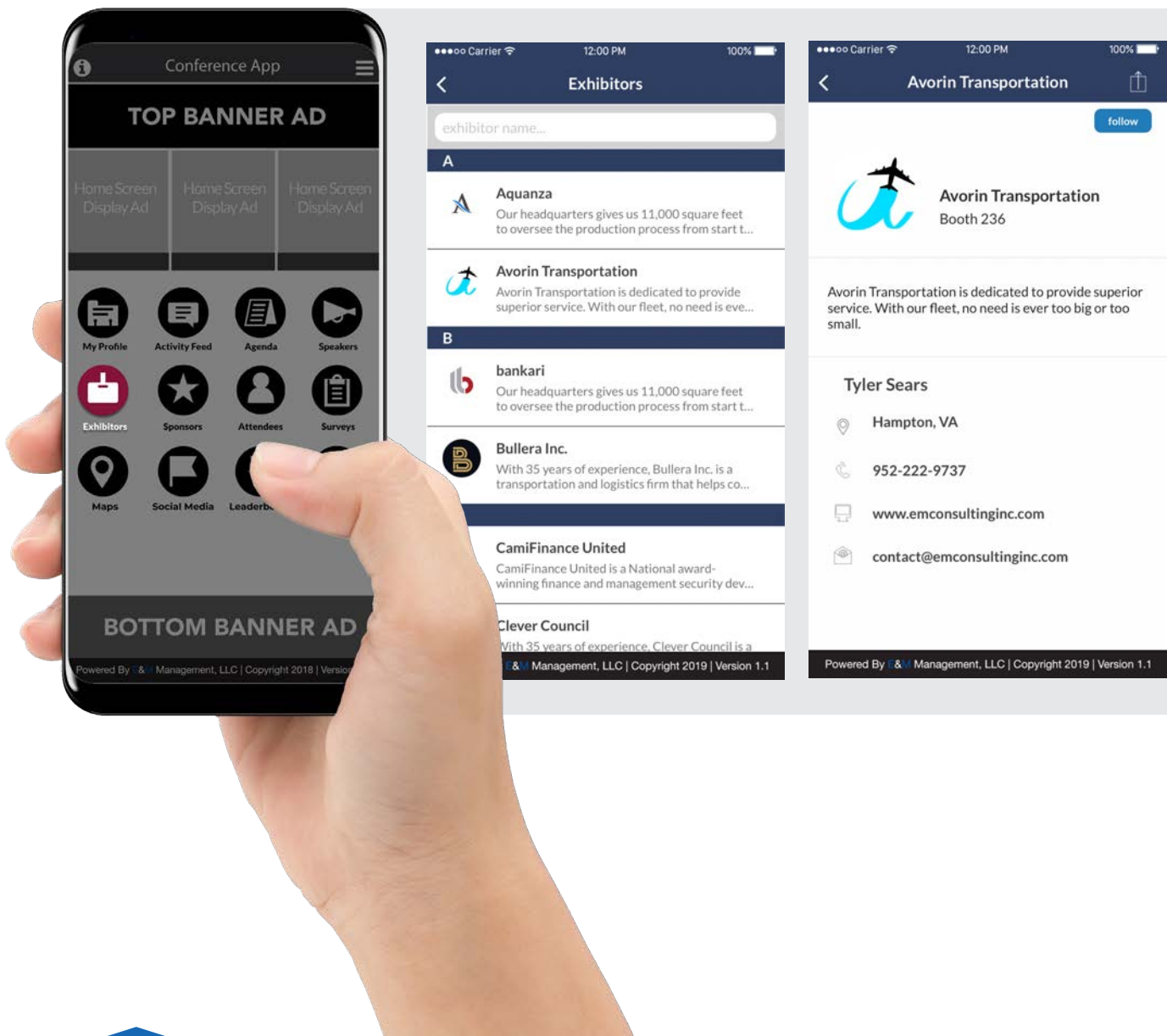
Follow your favorite speakers for quick access from your profile.

SPEAKERS

View the **Speakers** profiles by accessing the list and selecting a speaker. Their bio appears on the **About** tab and the sessions they will be speaking or participating with appear on the **Sessions** tab.

Follow your favorite Speakers for quick access from your profile.

Attendees, Exhibitors, and Sponsors can also be viewed and followed.

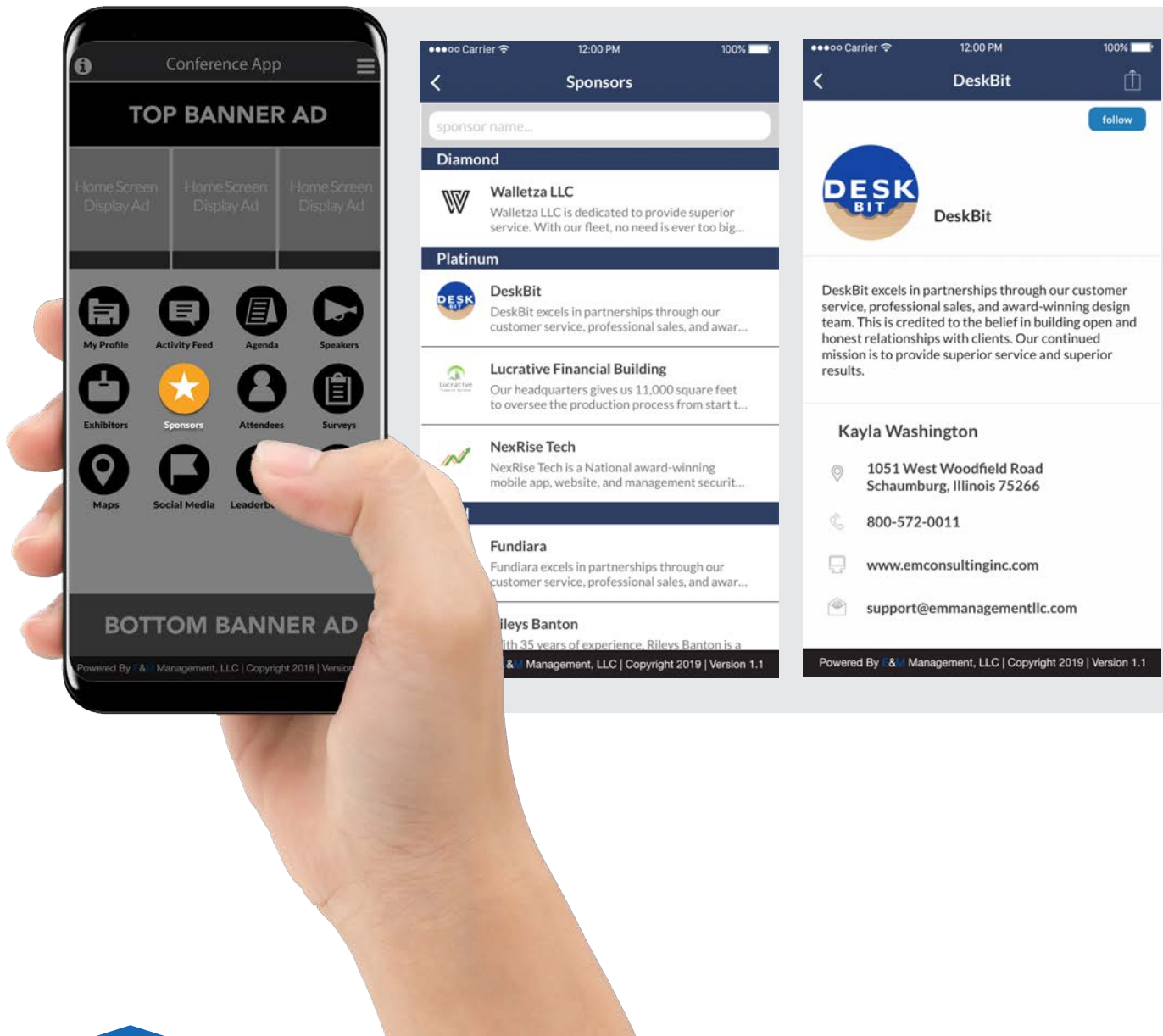


EXHIBITORS

View the **Exhibitor** profiles by accessing the list and selecting an Exhibitor. View their booth number, contact information, and company bio.

Follow your favorite Exhibitors for quick access from your profile.

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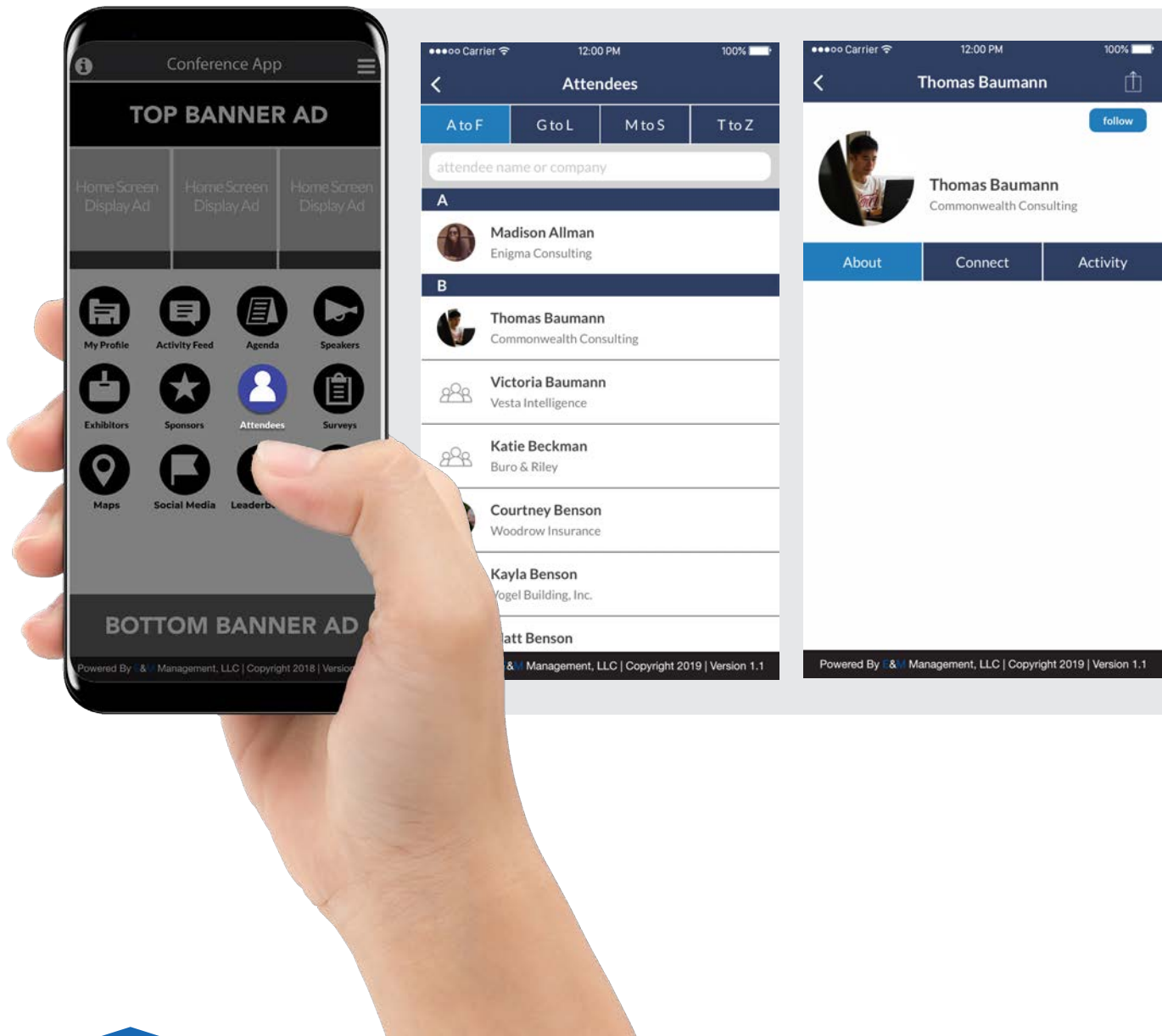


SPONSORS

View the **Sponsor** profiles by accessing the list and selecting a Sponsor. View contact information and their company bio.

Follow your favorite Sponsors for quick access from your profile.

Attendees, Speakers, and Exhibitors can also be viewed and followed.



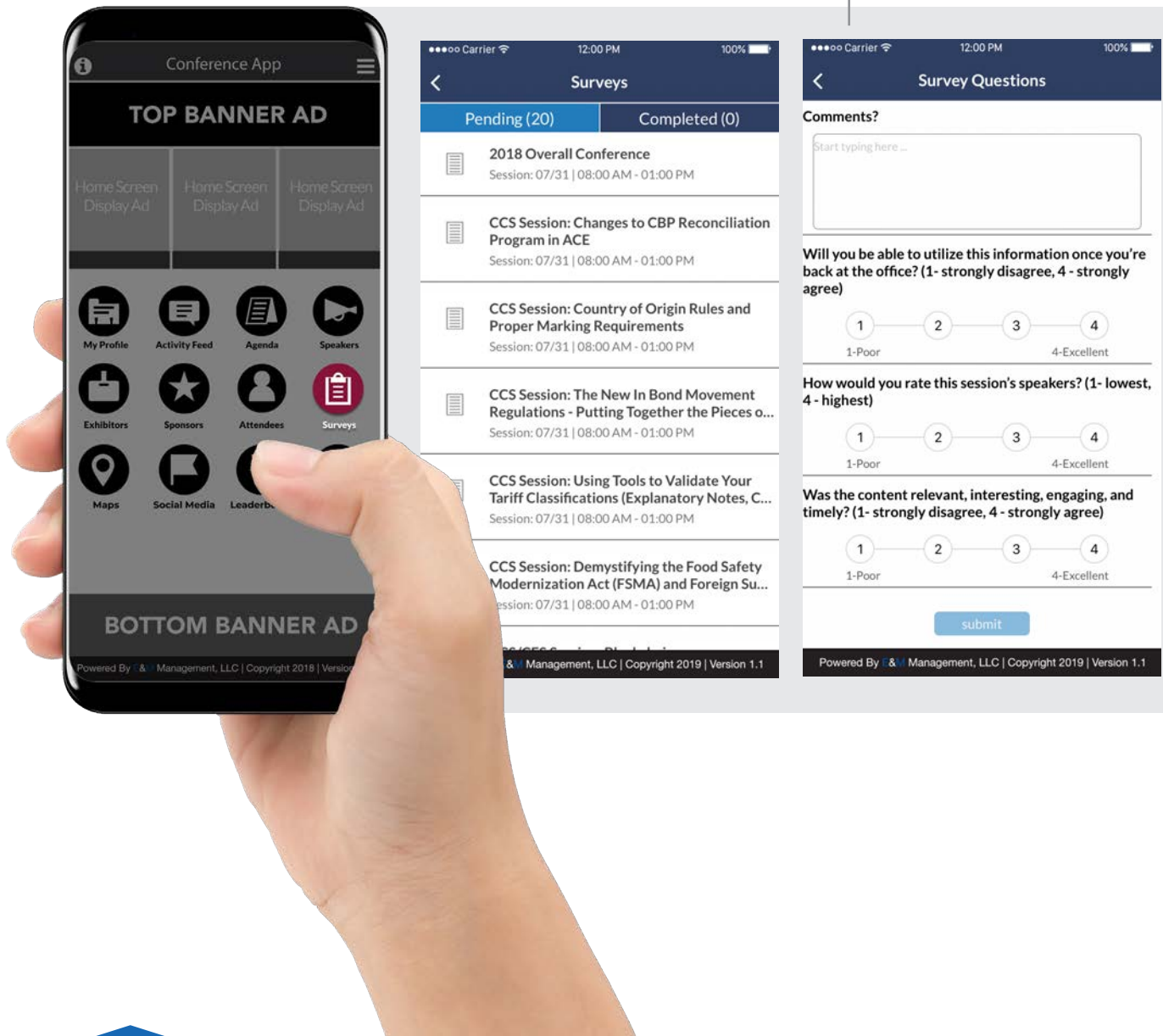
ATTENDEES

View **Attendee** profiles by accessing the list and selecting an Attendee. The **About** tab can show education/degree information. The **Connect** tab gives you access to personal details including social media links, and their company contact info.

Follow Attendees you want to network with for quick access from your profile.

Sponsors, Speakers, and Exhibitors can also be viewed and followed.

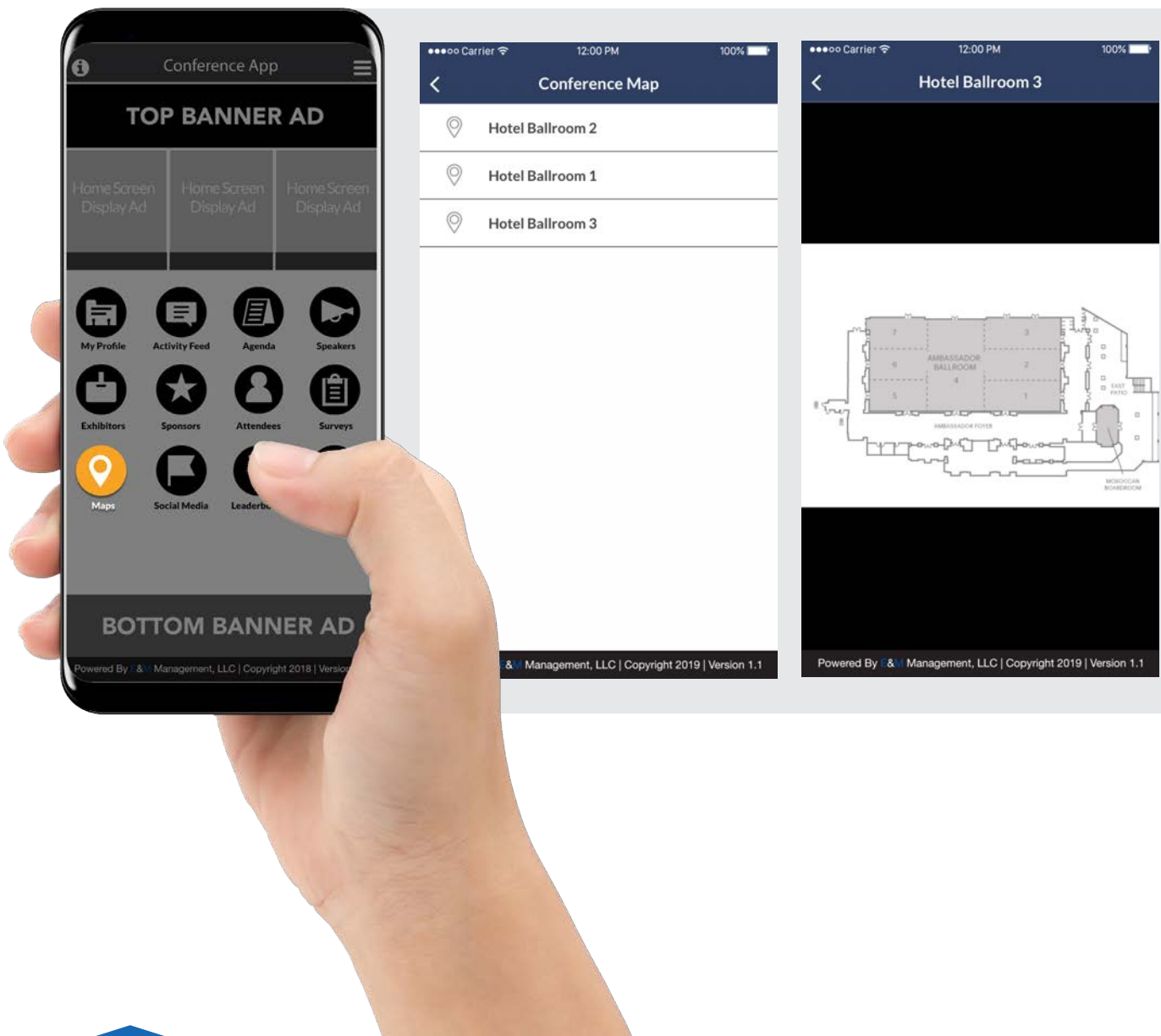
Give your event organization valuable feedback about the event by completing surveys.



SURVEYS

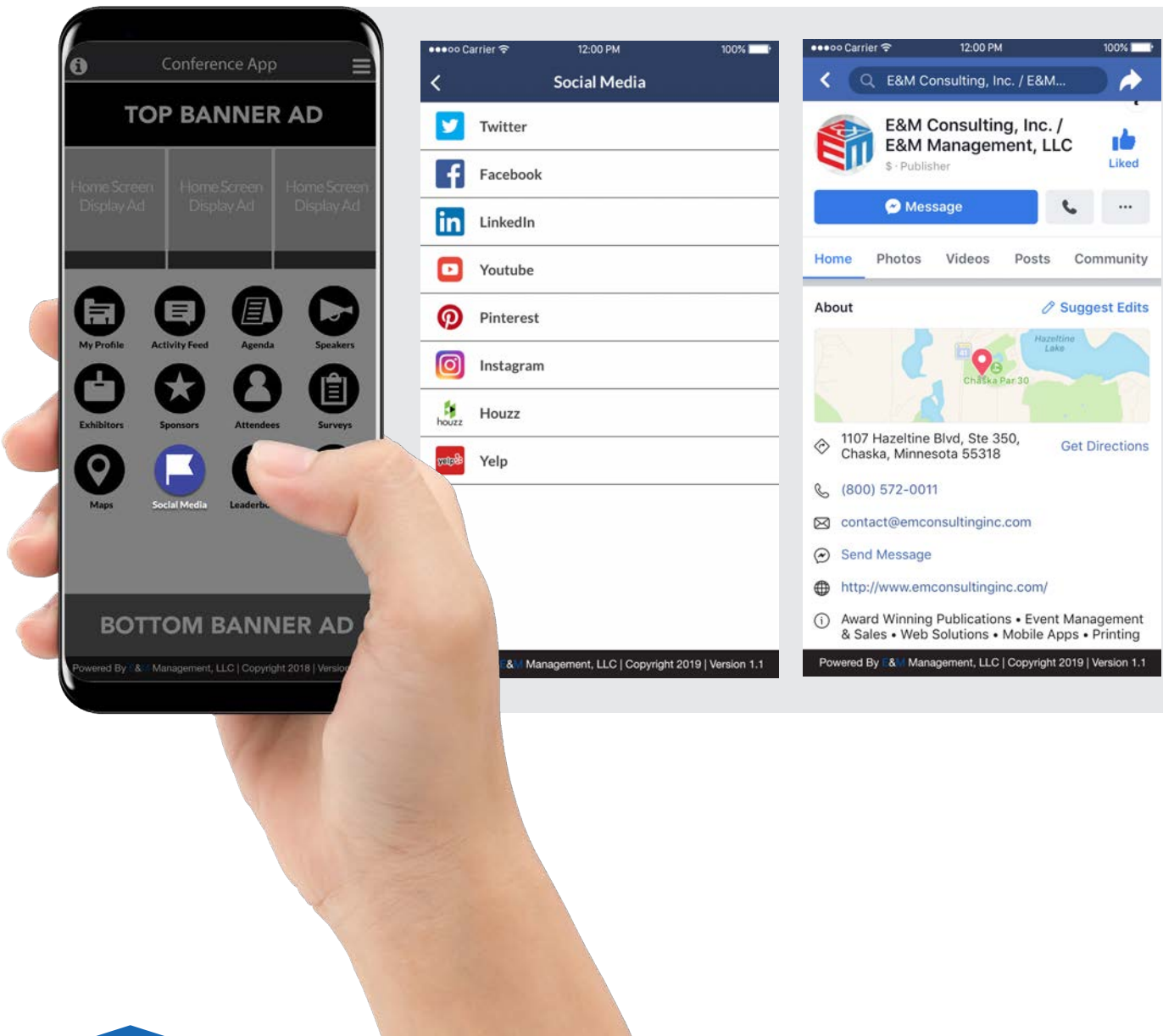
Give session feedback through the **Surveys** button on the app. Select the survey from the list, read a quick review on the session, and then complete the following questions and submit your answers.

Each survey is worth points, so it's a great way to boost your name up on the Leaderboard.



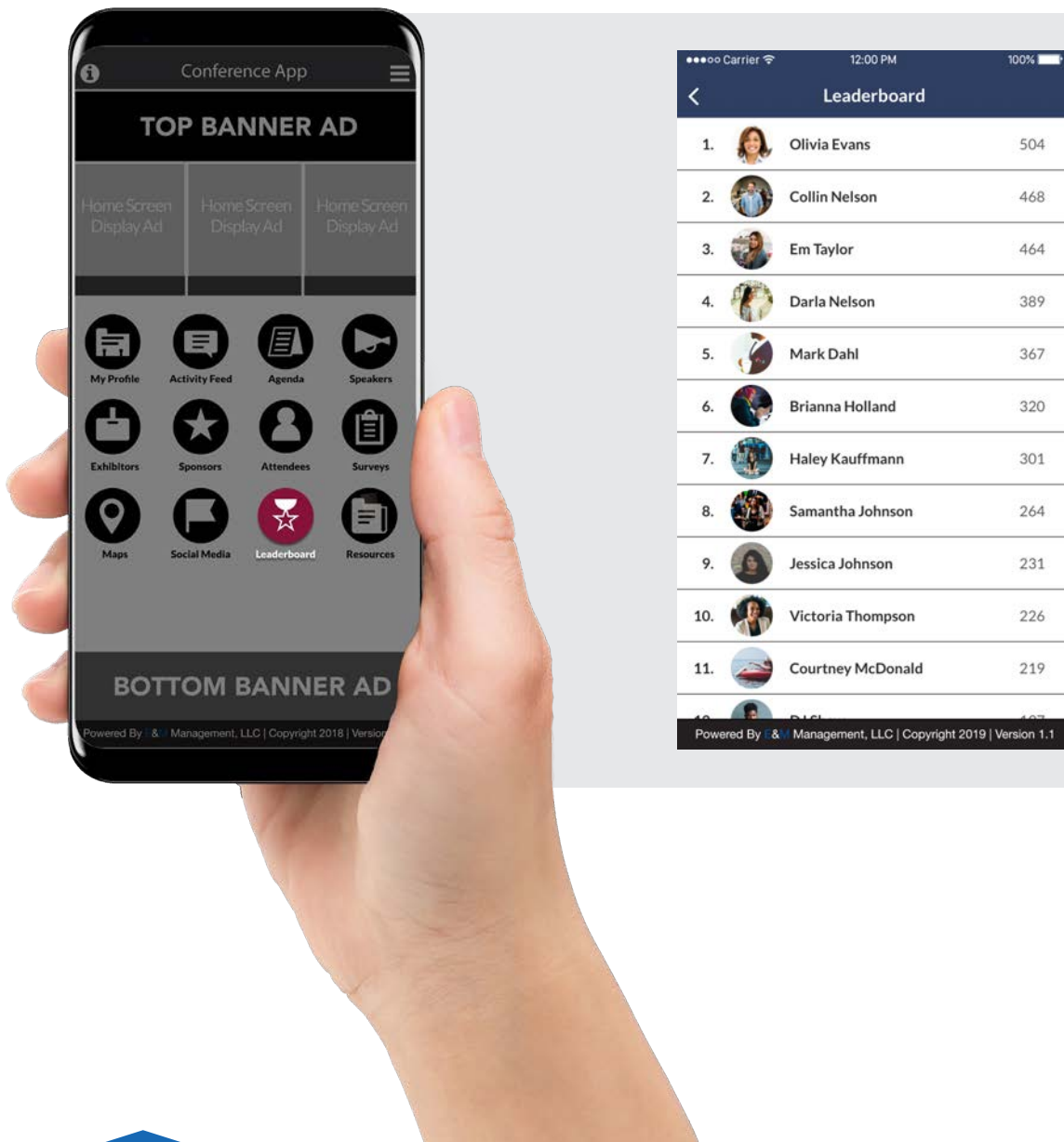
MAPS

Find where sessions are held and how to get there with **Maps** on the app. View various maps to help navigate the event, view common areas or to view the exhibitor floor/hall *(if applicable)*.



SOCIAL MEDIA

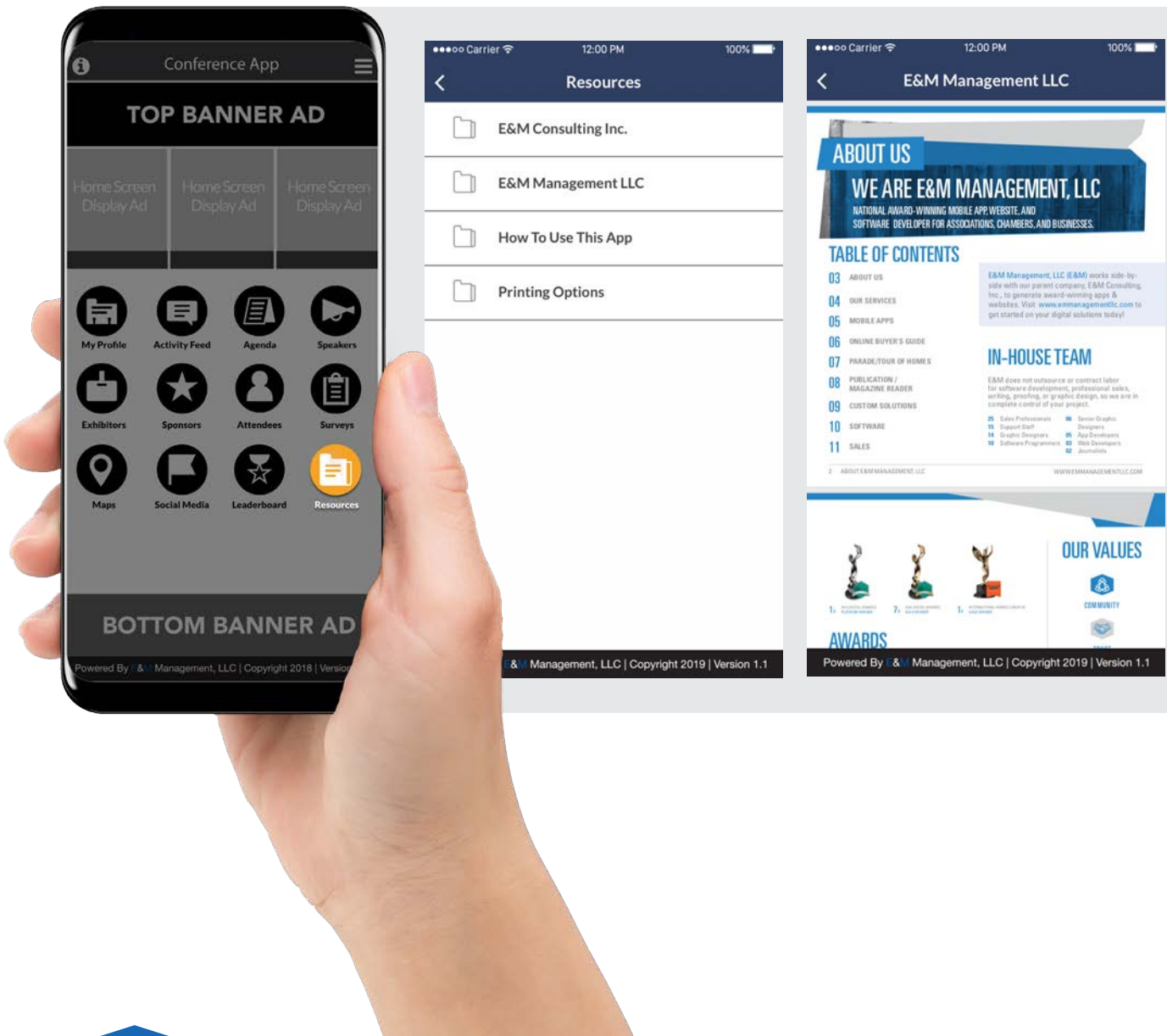
Connect and find the association through different channels via the **Social Media** button. Here you will find where to keep up with the association and connect to their social media platforms.



LEADERBOARD

See where you rank among other attendees through the **Leaderboard**. Gain points by posting in the activity feed, filling out your profile, and taking surveys.

Watch as you make your way to the top with each new point earned.




RESOURCES

View **Resources** for sessions and for information regarding the event. Speakers can post their presentation materials here so you can access them during the event and later. With the app, easily carry event information on your mobile device without bulky booklets or loose leaf papers.

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