



## GET TO KNOW PERSONAL DASHBOARD

### LOGIN TO THE APP

Enter the Event App URL into your Browser OR **Download** the Event App from any app store as available.



To **Login** click the icon in the top right corner of the app and **Enter** your email address.

### EDIT YOUR PROFILE

Fill out the details into your **Profile**. This will allow you to message other attendees and participate in **Group Discussions** when available.



### ADJUST YOUR SETTINGS

Set your desired settings on Attendee Messaging, and Email Settings.



### UPCOMING SCHEDULE

Your saved sessions will show up here in their upcoming order.

### ★ YOUR FAVOURITES

Access all your favourited and saved items...



AGENDA



SPONSORS



NOTES



DOCUMENTS



MESSAGES





## GET TO KNOW MAIN MENU



### AGENDA




#### ADD SESSIONS TO YOUR SCHEDULE

Go to the  Agenda Module, select the session you want to attend. **Click Add to Your Schedule.**




#### WRITE NOTES

Go to the  Agenda Module go to desired session to add notes. **Click Add Your Notes,** to write and save your note.

### ENGAGEMENT




#### SEND A MESSAGE


Go to the  Attendee Module, select who you want to connect with. **Click Send them a Message** to start chatting.



#### PARTICIPATE IN POLLS & FEEDBACK

Go to  Agenda Module, select the session you are attending. **Click Join Life Poll** to participate, and **Ask a Question** to submit a question.



Go to the  Polls & Feedback Module to complete **Session Feedback** and **Event Survey.**

