

Here is a run-down of the features of the app, and some tips and tricks to get the most out of each.

Quick Bar: Available at the bottom of every page, these icons take you back to frequently used content areas like the Dashboard, Exhibitors, Hotel Maps, Attendee Profiles, and Presenters.

- You can also search the app with the looking glass icon!

Message Center: Access your “Friends” list, keep in touch with messages and alerts, and see what your friends are doing.

- Swipe right anywhere in the app to access the Message Center.

Friends: Share schedules with other attendees, send messages to each other, and share contact information.

- Publish your profile to share your contact information with other attendees. See “Settings” instructions below for details.
- Quickly send a Friend Request from the Attendee Profiles.
- Access your “Friends” list in the Message Center (swipe right on any page). Click on a friend’s name and turn on “Share Schedule” to share your schedule with a specific contact. “View Schedule” shows both schedules side-by-side.

Dashboard: See your current Alerts, upcoming schedule, and app icons.

- Refresh the app by tapping the circling arrows icon in the top right corner of the dashboard

Settings (gear icon in top right corner): Set up your profile, sync multiple devices, email notes to yourself or others.

- **Set up your profile:** Build a profile to connect with other attendees, share contact information, exchange messages, and even share schedules.
 - Publishing your profile to the Attendee List is the best way to connect with other attendees using the app. If using multiple devices, only publish your profile from one device. Select “ON” when prompted on the My Profile screen.
 - Complete the question about your position to have your name appear in Browse by Group in Attendee Profiles.
 - If you plan to use multiple devices, and a laptop/desktop or if a non-native mobile device is one of them, first set-up your profile on that device. You will need to create an account (use email address & create a password). Save these credentials to use with Multi Device sync (see below).
 - Enter your profile information identically on all devices.
- **Multi Device Sync:** If you have **not** previously created an account on your laptop/desktop, choose “First Device” on the device you plan to use as your primary device to set up your sync account. If you **have** created a laptop/desktop web app account, or simply want to sync more devices, choose “Additional Device” and use the same account credentials to sync more devices.
- **Email All Notes:** Use this to email yourself or others your notes from all sessions.
- **Push Notifications:** Allowing push notifications will give the app permission to send notifications to your device when new alerts go out and when you have new messages, regardless of whether you’re in the app at the time of the message.

Alerts: View important messages from the summit organizers at the top of the dashboard.

- The app will signal when a new Alert is received. If you allow push notifications, your device is sent an Alert even if you are not in the app at the time (see “Settings” for directions on push notifications). To view all Alerts, swipe right on any page to access the Message Center.

My Schedule: View events added to your schedule and add your own meetings. (Within the native app;

your schedule can be viewed 2 ways - **List view**  or **Agenda view**  by clicking on each icon.)

- In “My Schedule,” click the “+” in the top right corner to add your own personal events. Click the arrows in the top bar or the list of dates to move between days.
- Adding events to “My Schedule” helps organizers match room size to anticipated attendance. (Note: this is not a reservation for a seat).
- Share your schedule with a fellow attendee from your “Friends” list in the Message Center.

What’s On Now:  View events that are currently happening and events that are coming up soon.

Events: View events, presenters, descriptions, locations and times; evaluate sessions; download handouts, take notes and email them to yourself or others.

- Browse by Day to see all conference events. The small arrows on either side of the date or the list of dates allow you to move back and forth between dates.
- Browse by Audience to see events organized by audience.
- Click the star next to an event name to add it to your schedule. A filled in star means the event is on your schedule.
- Click on an event to bring up its details.
- Event details:
 - **Side Bar Icons** – Click on the icons to take, save, and email notes, put the event on your schedule (Bookmark), or map its location.
 - **Handouts** – Click on button (at the bottom of the screen) to open, download, or email a handout.
 - **Session Evaluation** – Click on button to complete the evaluation for that session.

Presenters: Browse presenters and see their associated sessions and posters.

Posters: View descriptions and images of the posters displayed at the summit.

Exhibitors: View descriptions and booth numbers for the exhibitors. Exhibitor map is under Maps.

Maps: View the exhibitor booth map and hotel maps by floor.

Social Media: Check out a live feed of Twitter chatter and photo posts about the summit. Connect your own Twitter account to tweet without leaving the app! You can also use the app with your device camera to take and post pictures to share with other attendees.

- Click the “Compose” icon in the top right corner to log-in to your Twitter account.

Attendee Profiles: Browse a list of attendees who have chosen to publish their profiles. Add others as “friends” to share schedules and send messages to each other.

- Publish your profile to share your contact information with other attendees. See “Settings” instructions above for details.
- Browse other attendees who have published their profiles. Connect and share information by adding "Attendees" as "friends" (see below).
- New this year - You can see attendees by position. Just Browse by Group.
- Click a name on the “Attendee” list to view published profile information.
 - Once in another’s profile, click “Send Friend Request” to add that person to your friends list. A message is sent to the other user for confirmation. Once confirmed, the user will appear on your “Friends” list in the Message Center.
 - Click “Add to Contacts” and allow the app to access your address book to add a user’s contact information to your device’s contact list.

Local Places: Browse restaurants and entertainment around your area.

Downloads: Easy access to the handouts and session materials you have downloaded.

- Download session handouts and materials by selecting an event.

Event Pulse: Attendees who have completed a profile within the app can post a message or photo using the Event Pulse feature. This is a live feed visible to all app users.

Exit to Event List: View a listing of all of the available apps residing in the Multi-Event App.