

Basic Guide to the App



SCÉ-CES
MONTREAL 2015
36^e CONGRÈS D'ÉVALUATION - 36th EVALUATION CONFERENCE

Why is this app useful?

The app is designed to enhance your event experience and enables you to:

- Easily access important event information, such as:
 - Complete schedule
 - Speaker information
 - Off-site social events' details
 - Sponsors and exhibitors
- Share your event experience with others by checking in to sessions, meeting areas, and exhibitor booths
- See what is most popular with your fellow attendees
- Earn badges based on your level of engagement
- Participate in activities such as vote for the poster competition
- Expand your professional network and have fun! The app provides an easy way to connect with fellow attendees, exhibitors, and sponsors during the conference

App Features



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What are the different sections of the app?

Below is a quick explanation of some key app sections

- **Profile/Profil** – Your official app profile, highlighting your name, profile photo, title, and organisation
- **Update** – Check In to share comments, photos, and which session(s) you're attending
- **Delegates/Délégués** – See who is at the conference and connect with them in the app
- **Activity feed/Flux d'activités** – Keep your finger on the pulse of the conference. See what people are doing, view photos from the event, find trending sessions and topics, and "like" or comment on other delegates' check-ins
- **Agenda/Horaire** – View the conference's full agenda and add sessions you're interested in either to your in-app personal agenda or to your personal calendar by tapping "Add to My Agenda" or "Add to Calendar" on the info page for that session
- **Bookmarks/Signets** – "Bookmark" any Speakers, Sponsors or Exhibitors that you want to refer back to by tapping "Add to Bookmarks" on the info page of that item. You can then easily access all of your bookmarked items by visiting the Bookmarks app section

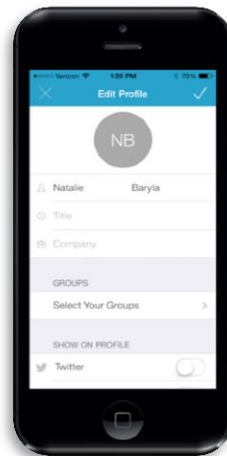
Getting Started in the App



How do I set up my Profile in the app?

- After downloading and opening the app, enter your email address and tap 'Continue'. As the registration for the event is closed you will be prompted to enter your password, which you can find in the welcome email from the event staff.
- The next screen is where you set up your Profile (see below screenshots). If you're using an HTML5 device (Blackberry, Windows Phone, etc.), just click Profile, then Settings to update your contact information.
- Enter your Contact Details (Name, Title, & Company) and update your Profile Photo.
 - To update your Profile Photo, tap the grey photo icon and either select a photo from your camera roll or take a new photo.

ios



Android



Getting Started in the App & Understanding the App

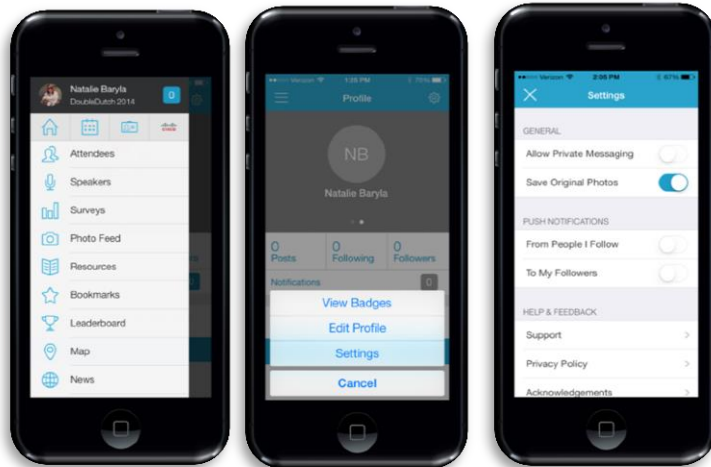


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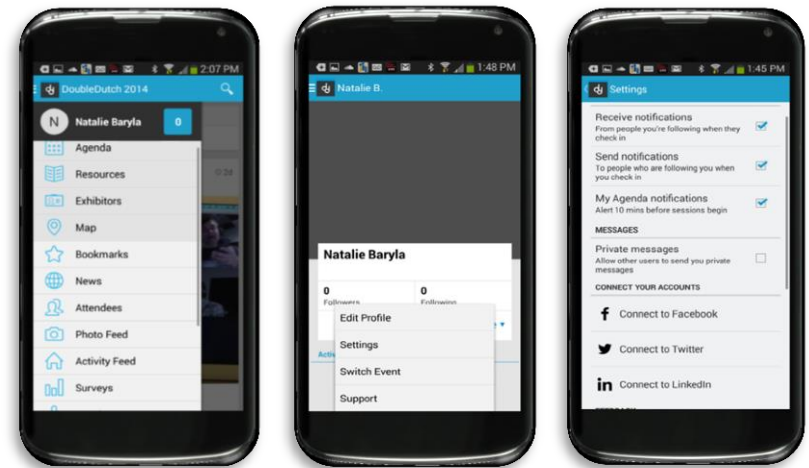
Set up your App Preferences (link social media accounts, set push notification settings, and enable private messaging).

1. Tap the ≡ Button in the top left corner to access the App Section Menu
2. Tap on your name
3. If you're on an iOS device, tap the Wheel Icon and then Settings. If you're on an Android device, tap Settings (in the overflow menu)

iOS



Android



Getting Started in the App & Understanding the App



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What else should I do when I first log in to the app?

- Visit the Delegates/Délégués App Section to see who else is attending the conference and connect!
- Add Agenda Sessions of interest to your personal Agenda or Calendar
- Bookmark Speakers, Sponsors, & Exhibitors that you want to remember

What is 'Checking In'?

- 'Checking in' is a great way for you to share your event experience both with other delegates as well as with the event's Speakers, Sponsors, and Exhibitors
- Check-Ins made by you and other delegates will show in the app's Activity Feed, which shows you what's trending at the conference
- Check in to the sessions you're attending, speakers you're listening to, and exhibitors' booths you're visiting! Including photos and comments in your Check-Ins is a great way to showcase your experience and provide valuable feedback