

# Downloading the App

## Get the app

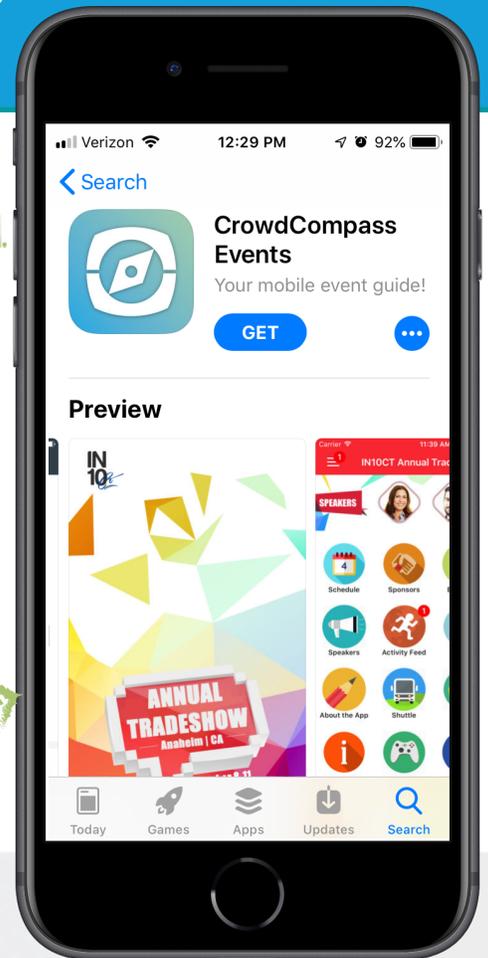
*Double-click the top to change the background.*

**1 Go the right store.** Access the App Store on iOS devices and the Play Store on Android.

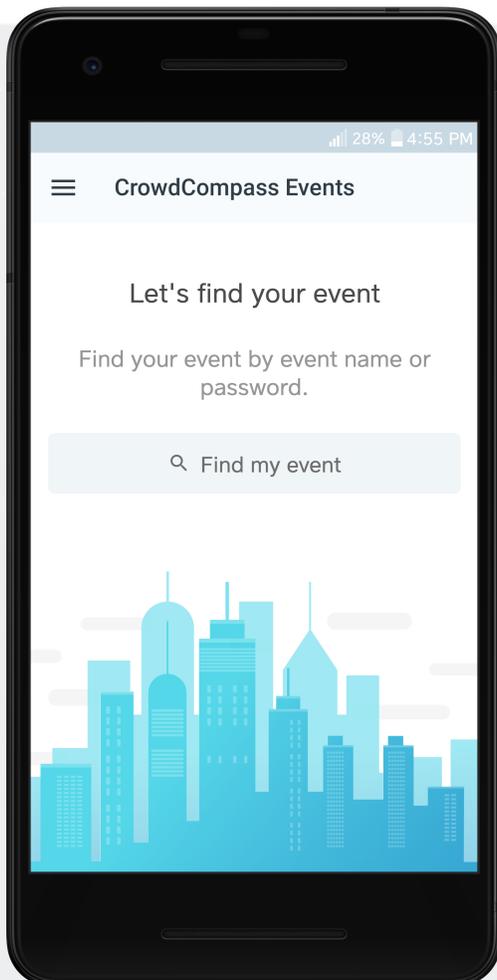
*If you're using a Blackberry or Windows phone, skip these steps. You'll need to use the web version of the app found here: [Add hyperlink to OEG. This is 'Your Event URL' in the Marketing Resources section of the EventCenter].*

**2 Install the app.** Search for CrowdCompass Events. Once you've found the app, tap either **Get** or **Install**.

After installing, a new icon will appear on the home screen.



*Hold shift while resizing your screenshots.*



## Find your event

**1 Search the app.** Once downloaded, open the CrowdCompass Events app and enter [Add event name or event password (for Password-protected or Hidden events)] in the search bar.

**2 Open your event.** Tap the name of your event, then tap **Download** to open it.

*Replace our logo with yours.*

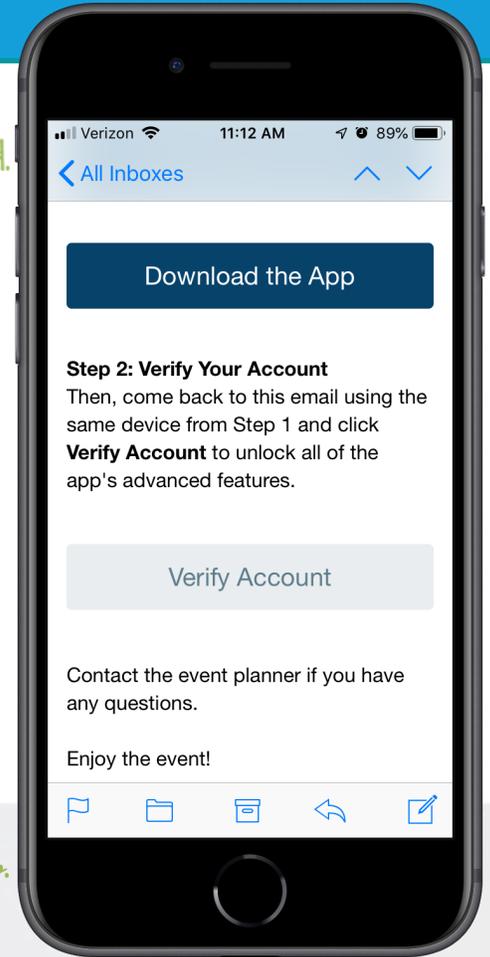
# Logging In Via Invitation

## Download the app

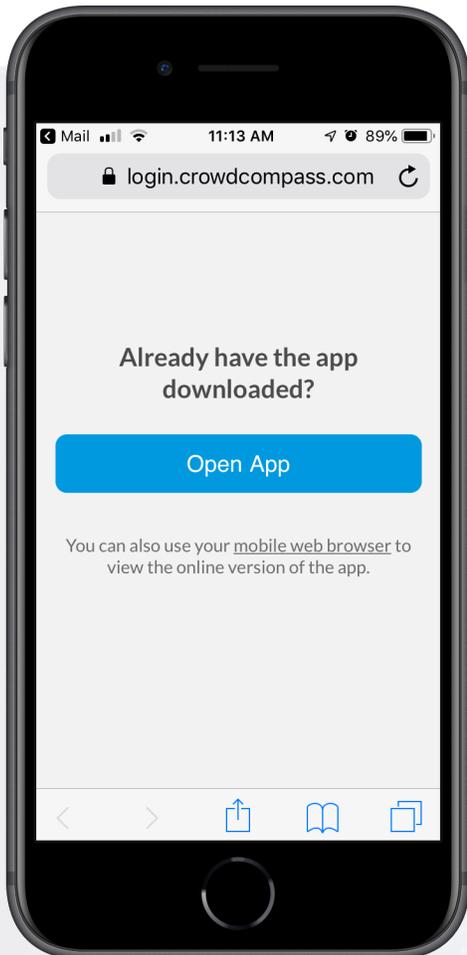
*Double-click the top to change the background.*

**1 Find your Invitation.** Check your email for an invitation message from CrowdCompass.

**2 Download the App.** Click **Download the App** to be taken to the App Store or Google Play Store depending on your device type. Click **Get** or **Install** to start downloading the app on your device.



*Hold shift while resizing your screenshots.*



## Verify your account

**1 Return to your Invitation.** Once the app has finished installing, open your invitation email again.

Click **Verify Account**.

**2 Confirm your Verification.** Click **Open App** to complete the verification and unlock all the app features!

*Replace our logo with yours.*

# Logging In Via the App

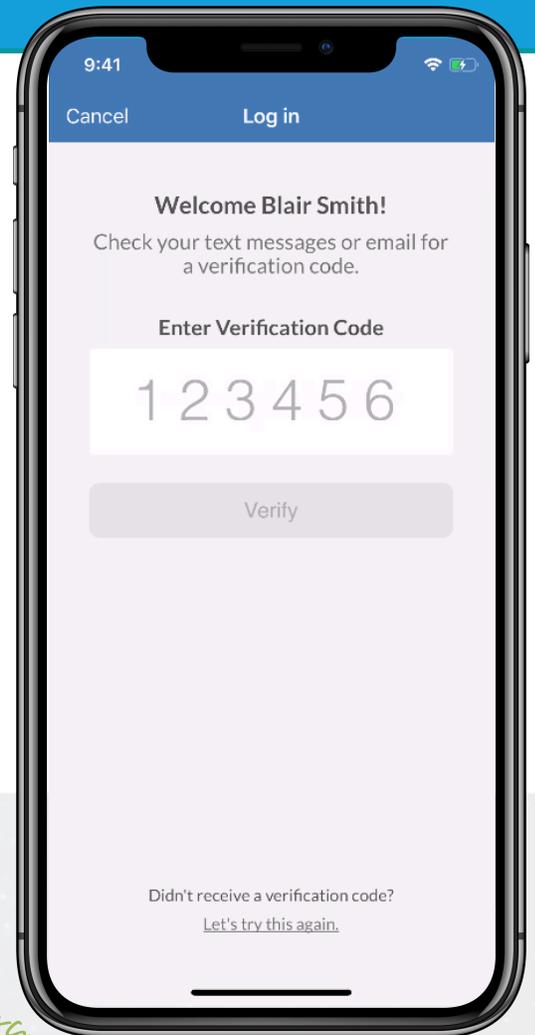
## Enter your info

*Double-click the top to change the background.*

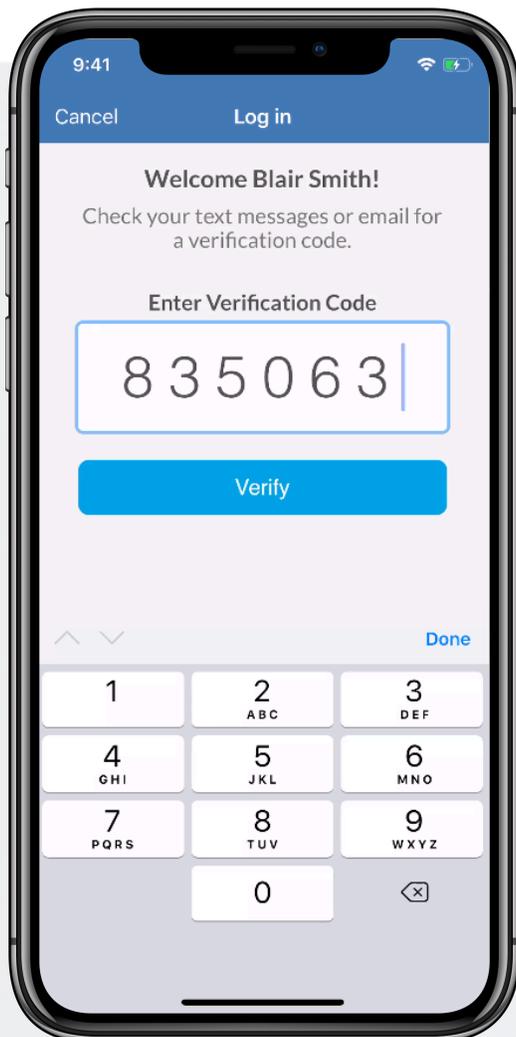
**1 Open your event.** Open the app, then enter the name of your event or the event password in the search bar. Tap the name of your event, then tap **Download** to open it.

**2 Start the login.** From the event home screen, tap the hamburger button in the top left to open the side nav menu. Tap **Log in for more features**.

**3 Enter your deets.** Enter your first name, last name, and email address. Then tap **Next**. We'll send you an email or text message to verify your account. We just want to make sure it's you.



*Hold shift while resizing your screenshots.*



## Verify your account

**1 Open your email.** Exit the app and open your verification email or text message. You'll see it includes your six-digit verification code.

**2 Enter the code.** Return to the app and enter the verification code, then tap **Verify** to log in.

*Replace our logo with yours.*

# Logging In Via the Web

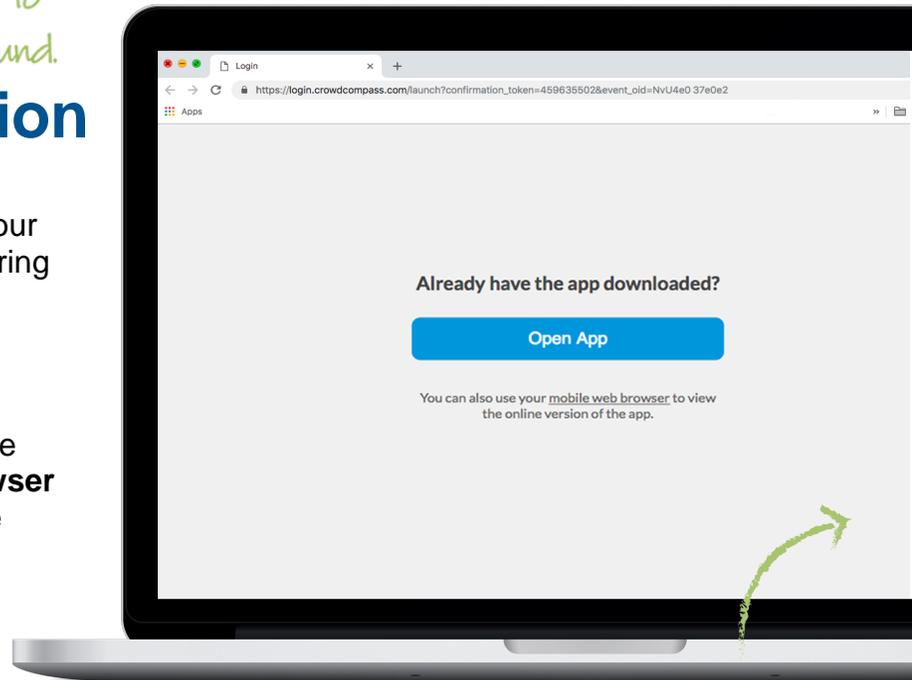
Double-click the top to change the background.

## Through the invitation

**1 Open your invitation email.** Access your invitation on the device that you plan to bring to the event.

Tap **Verify Account**.

**2 Activate your account.** Underneath the Open App button, click **mobile web browser** to complete the verification via the Online Event Guide.



## Through a URL

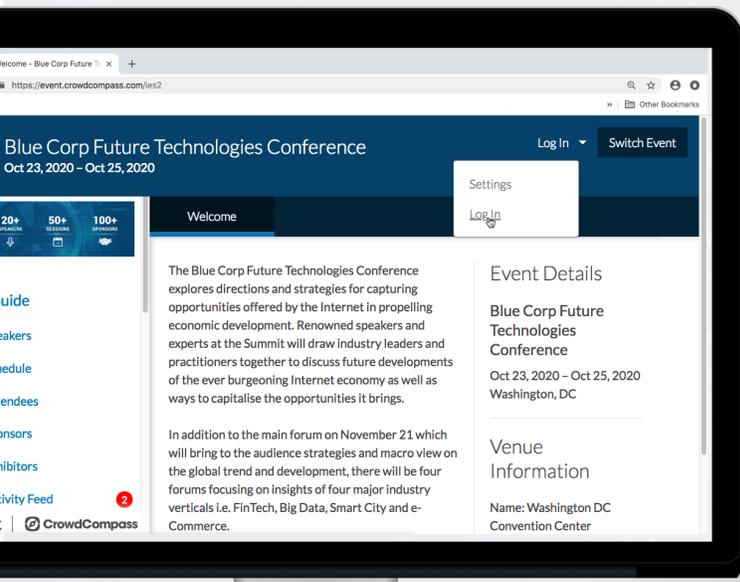
Hold shift while resizing your screenshots.

**1 Open the OEG.** Access the web version of the app using this URL: [Enter your event's URL here. Found in the Marketing Resources section of the EventCenter]. Click **Log in** in the top right, then **Log In** once again from the dropdown.

**2 Enter your deets.** Enter your first name, last name, and email address. Then tap **Next**. We'll send you an email or text message to verify your account. We just want to make sure it's you.

**3 Verify your account.** Access your verification email or text message. You'll see it includes your six-digit verification code.

Return to the log in page and enter the verification code, then tap **Verify** to log in.



Replace our logo with yours.

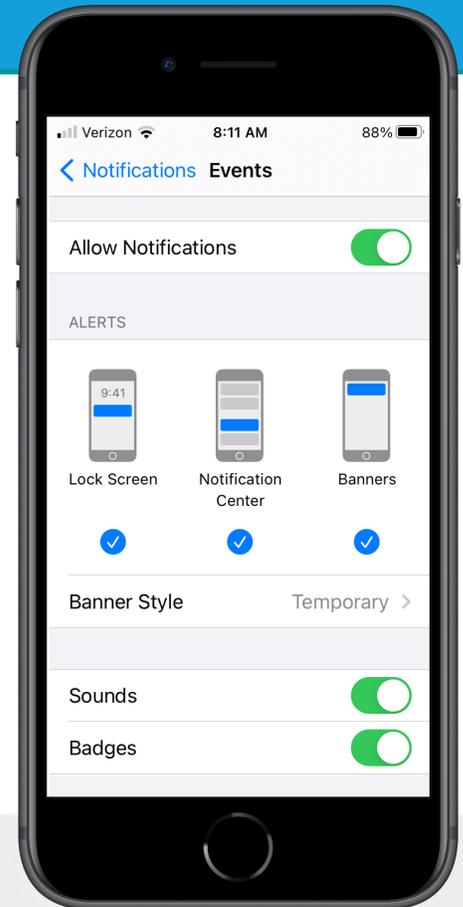
# Allowing Push Notifications

## On iOS

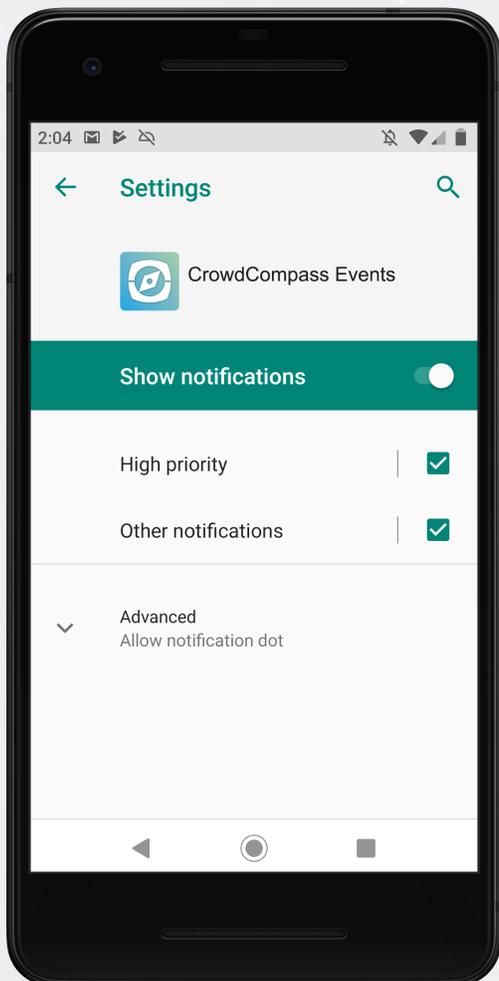
*Double-click the top to change the background.*

**1 Access the Notifications menu.** From the home screen, tap **Settings**, then **Notifications**.

**2 Turn on Notifications for the app.** Find your event's app on the list and tap its name. Switch **Allow Notifications** on.



*Hold shift while resizing your screenshots.*



## Or Android

**Note:** Not all Android phones are the same. The directions below walk you through the most common OS, Android 9.0.

**1 Access the Notifications menu.** Open your device's Settings app. Tap **Apps & notifications**.

**2 Turn on Notifications for the app.** Scroll down and tap **See all apps**. Find your event's app on the list and tap its name. Tap **Notifications**, then switch **Show notifications** on.

*Replace our logo with yours.*

# Marketing Yourself

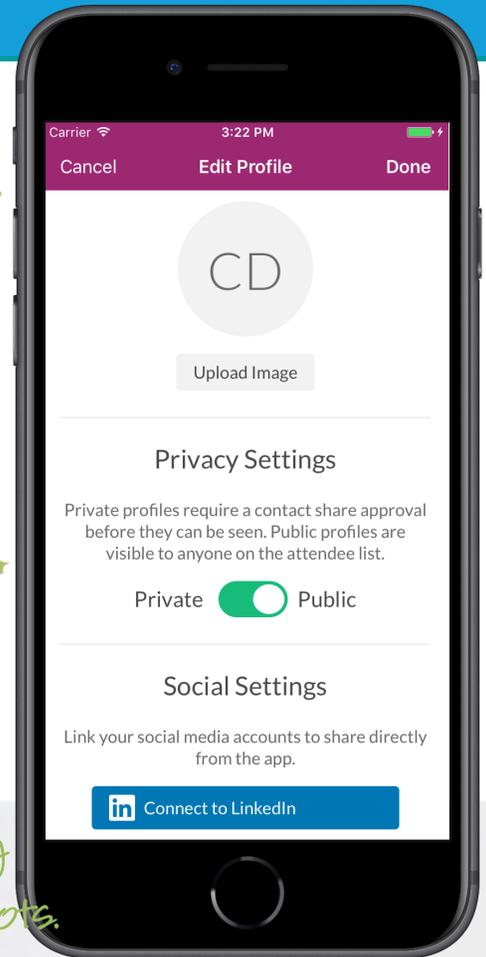
## Build your profile

*Double-click the top to change the background.*

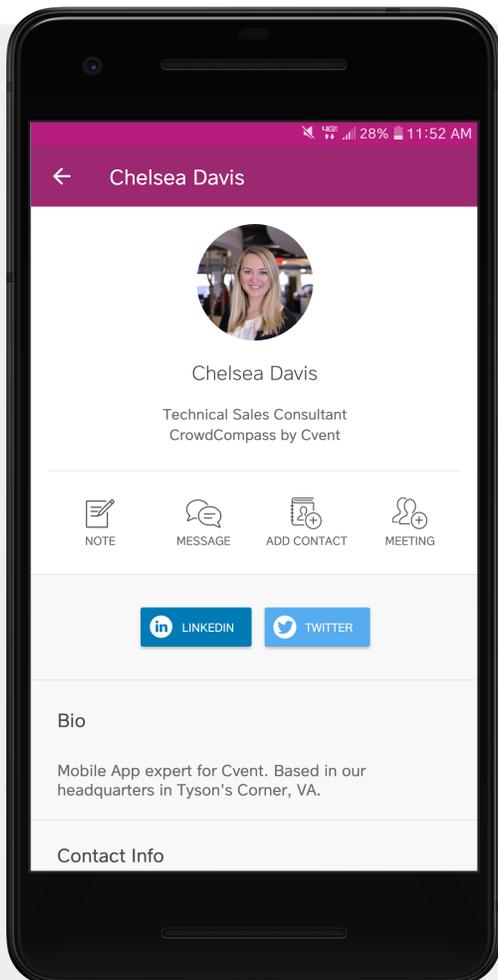
**1 Access your profile settings.** After logging in, tap the hamburger icon in the top left, then tap your name at the top of the screen.

**2 Tell us about you.** Upload an image, choose your privacy settings, connect any relevant social media accounts, and fill out the text fields to give other attendees a sense of who you are.

When you've finished, tap **Done**.



*Hold shift while resizing your screenshots.*



## Take it public

**1 Edit your profile.** If you don't mind fellow attendees seeing your profile, you can set it to public.

After logging in, tap the hamburger icon in the top left, then tap your name at the top of the screen.

**2 Update your settings.** Under Privacy Settings, toggle your selection to "Public" to make your profile visible to anyone on the attendee list.

Tap **Done** to save.

*Replace our logo with yours.*

# Adding to My Schedule

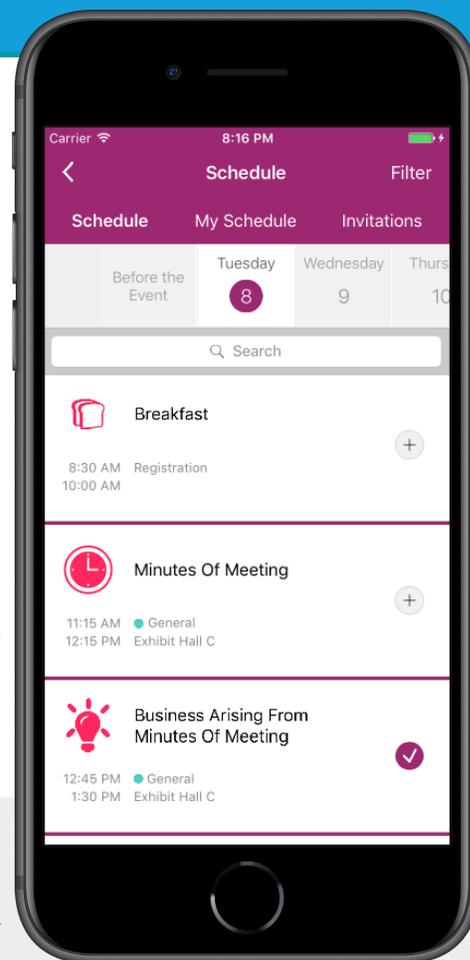
## Browse around

*Double-click the top to change the background.*

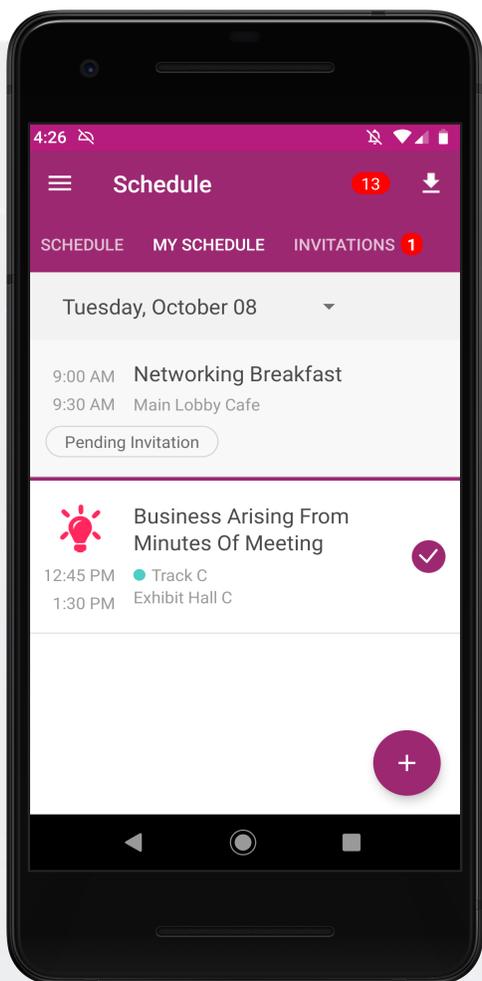
**1 Open the schedule.** After logging in, tap the Schedule icon.

**2 Browse the calendar.** Switch days by using the date selector at the top of the screen. Scroll up and down to see all the sessions on a particular day.

See something interesting? Tap the plus sign to the right of its name to add it to your personal schedule.



*Hold shift while resizing your screenshots.*



## View your schedule

**1 Take a look at your agenda.** Tap My Schedule to see what sessions you've added.

**2 Make edits.** Tap the minus sign next to any session you've added to remove it from your schedule. You can also tap the name of any session to be taken to its detail page.

*Replace our logo with yours.*