

Navigating Eventmobi

Setting up Your Profile/ Login:

We sent out an email with the links to download the app and to edit your profile. However, you can edit your profile at anytime so long as you login.

After downloading the app - if you do not use the email links - you will have to click "LOGIN" in the top right and fill in your email - basic users have been pre-created for all attendees using the emails provided to us for you throughout your communications with us. The app should recognize your email as a user and prompt you to create a password.

After logging in, you will now have access to all the features of the app. To setup your profile click "LOGIN" and an edit symbol should appear beside your name at the top of the screen. Click the edit symbol and proceed to fill out your details (bio, social media links, etc). For websites "http://www." will be added automatically to the beginning of the url - you do not have to input it.

If you leave our event on the app at any time, to return click "cfo18" in your "My Events" list.

Navigating through different sections:

To find all of the features available within the app use the "MENU" located at the top right. Your home screen with your schedule and shortcuts to the Agenda, Speakers, Notifications, etc can be found under "HOME" in the "MENU".

Adding/ Removing on Your Schedule:

To add events to your schedule go to the "Agenda", found under "MENU" or on your "HOME" and click the date at the top to 'view all' or individual days of the Conference.

You can browse the full Agenda here and click "Add to Your Schedule" on the bottom of the sessions and events you are attending. By doing so they will appear in your schedule on your home screen (you may have to scroll down).

From your home screen you may then click on your individual sessions within your schedule, which will open up more information on the workshop (session) and will give you the option to take notes about that session and fill out a feedback form on the quality of the session you attended.

You may also choose to remove events that you have already had. To do so, simply click on the event or session within your schedule and click "Remove From Your Schedule". Any notes you took will still be accessible and survey responses/ feedback you gave will have been recorded.

Managing Your Notes:

You have the ability to take notes within the app for each of your sessions you attend. You can take notes by going to your schedule (listed above), clicking on your desired session/ event you are attending, and clicking "Add Your Notes".

The notes you make for individual sessions are only accessible to you and can be found later on under your "Notes", under "LOGIN" on the top left. Here you will see your notes organized by session and you will have the option to email your notes to yourself.

If you need to edit your notes or you want to read over them from within the app, you can find them under your "Notes". Click on the session and click "Add Your Notes" - your previous notes will still be there.

Post-Workshop Surveys:

To provide you with the very best Conference experience each year, we ask that you fill out a brief five question feedback form. This post-workshop/ session form can be found by clicking on the session, either in your schedule or in the 'Agenda', and scrolling down. Simply fill in your response and hit "submit" for each question.

We appreciate your feedback!

Using Messaging:

This feature is used to facilitate networking. You have the option to send a direct message to any of the attendees or speakers through the app.

Go to "LOGIN", click "Messages" - you will be directed to the attendee list, select the person you wish to message from the list. The premises from then on is the same as any other messaging system, type and send!

Group Discussions:

Polls:

Live polling takes Q&A to a whole new level. Questions that other users send in can be 'upvoted' if you have the same question, or you can create your own. This will allow the presenter to see all the questions and address as many as possible and see what people may have been most confused, curious or inspired by.

Access polls under "MENU", "Polls & Surveys".