

Conference App Tutorial

Log In Required to Access the App

When you open the app, you will be prompted to log in using the email address used for registration. A verification code will be sent to that email – be sure to check your spam folder if you don't receive the verification code.

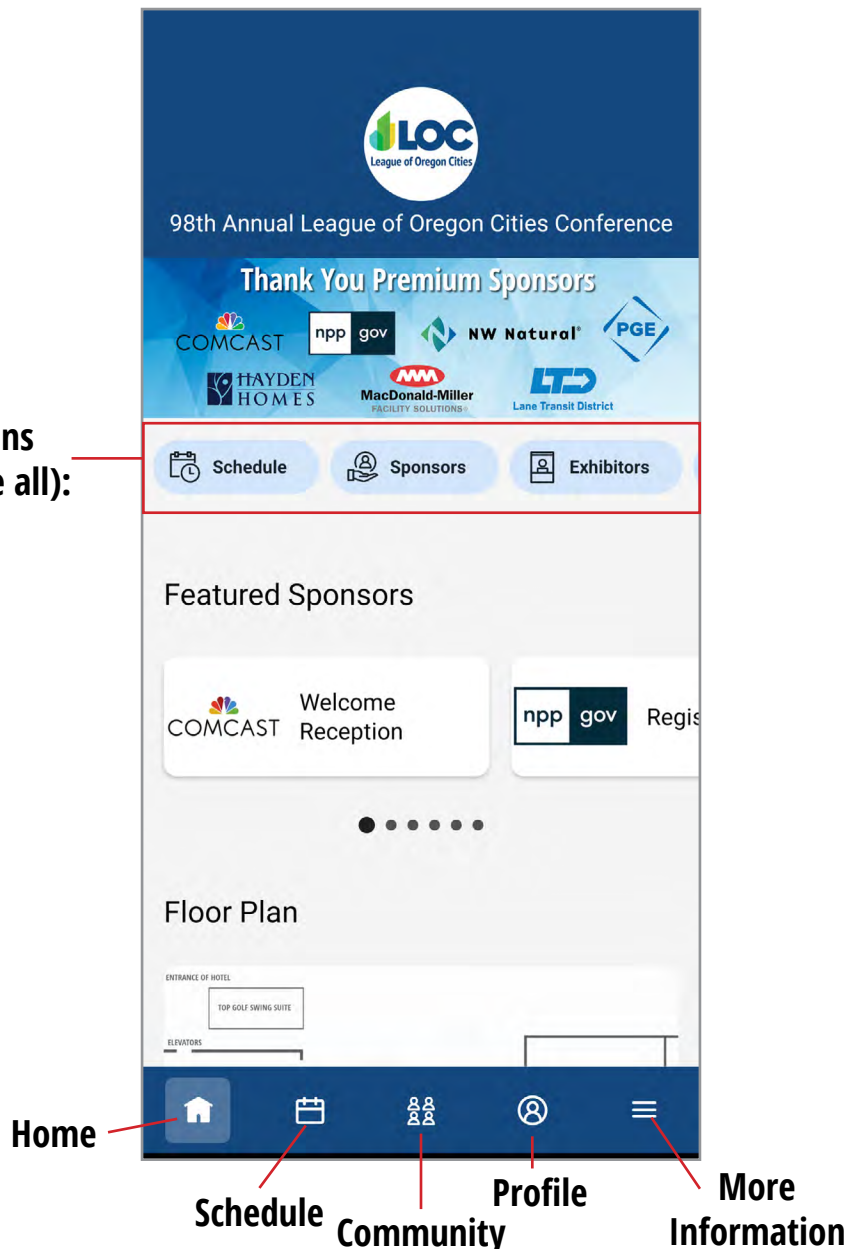
If you don't open the app for 24 hours, you will need to log in again and request a verification code.

For questions, email loc@orcities.org, or visit the Ask LOC booth during the conference.

Home Screen

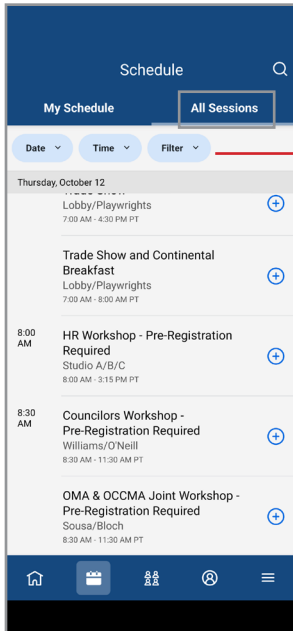
Shortcut buttons
(swipe left to see all):

- Schedule
- Sponsors
- Exhibitors
- Speakers
- Attendees



Schedule

When you tap Schedule, the default view is My Schedule. Tap on **All Sessions** at the top to see the full schedule.

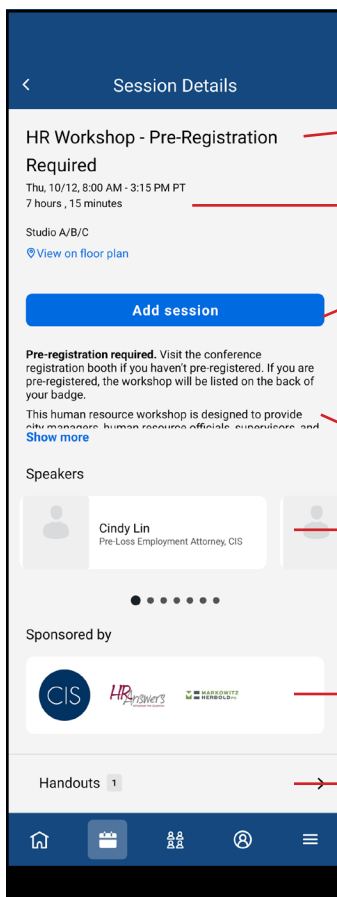


This screen shows the time and locations of all sessions and events. The listing can be filtered by date, time, speaker or location.

Filters

Tap the ⊕ to add a session to **My Schedule**. **Note: adding a session to My Schedule in the app DOES NOT register you** for paid events that require pre-registration. To register for a paid event, please visit the registration desk.

Tap a session to view the session detail page.



Session Title

Time & Location – tap View on floor plan to find the location on the map.

Add session to My Schedule

Note: adding a session to My Schedule in the app DOES NOT register you for paid events that require pre-registration. To register for a paid event, please visit the registration desk.

Session Description

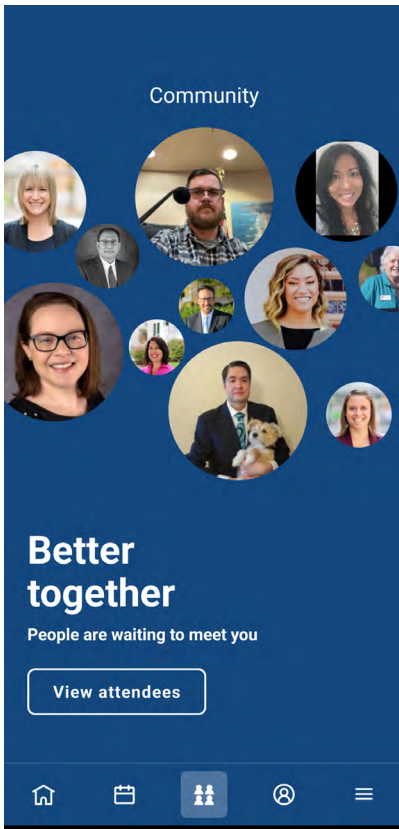
Speakers – swipe left to see all speakers. Tap on a speaker to view their profile.

Session Sponsors – tap on a logo to view the sponsor profile page

Handouts – tap to download handouts *(if provided before the event)*

Community


Connect with other attendees




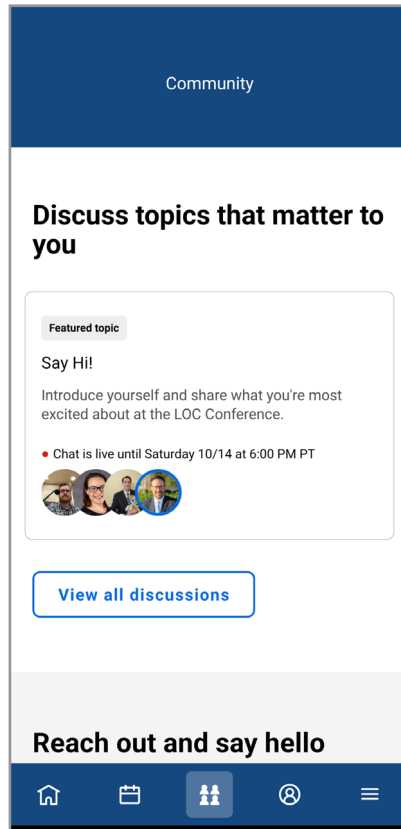
View Attendees

Tap to view a list of conference attendees.

Tap on an attendee to view their profile page.

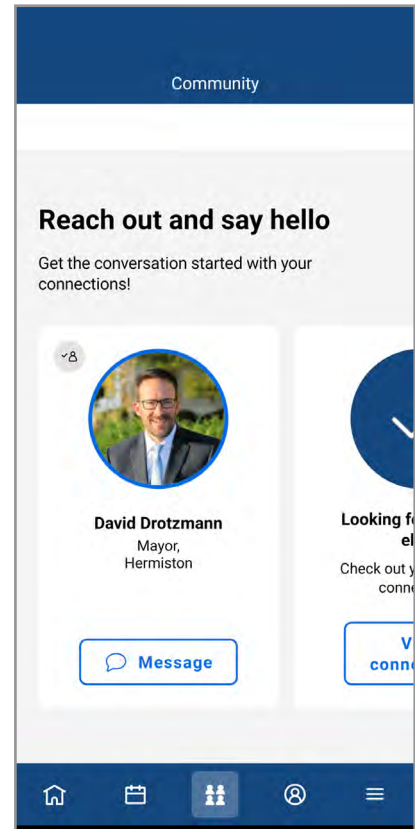
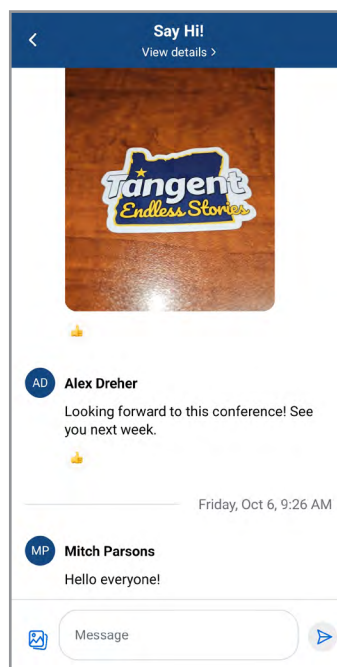
Tap  to add the attendee as a connection.

Tap  to send a direct message.



View Discussions

Tap a discussion to chat with colleagues. Post a message and/or a photo. Tap and hold on a message to reply or react.

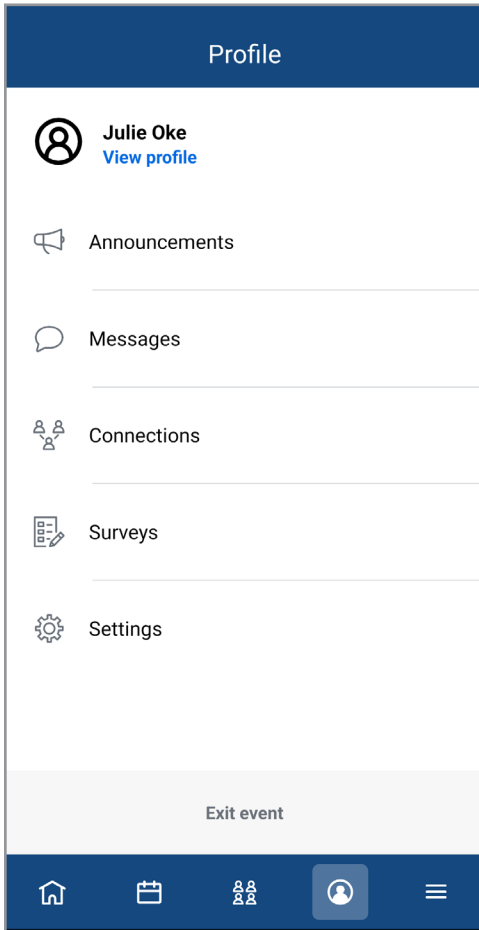


Make Connections

Attendees you have added as a connection appear here.

Tap Message to send a direct message.

Profile



View Profile

Tap View profile to view and update your profile.

Tap the pencil icon in the top-right. Here, you can edit your visibility settings, add a profile photo, your personal information, social media links, professional interests and headline. When you're done, tap Save.

Announcements, Messages, Connections

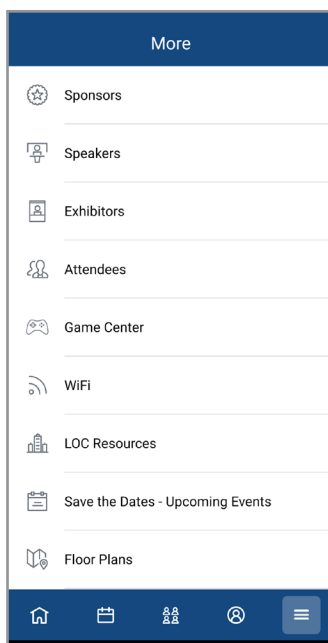
Links to app notifications, direct messages and attendee connections

Surveys

Provide your feedback on sessions you add to My Schedule, plus an event survey will be available at the end of the conference.

Settings

Change your privacy and push notification settings.

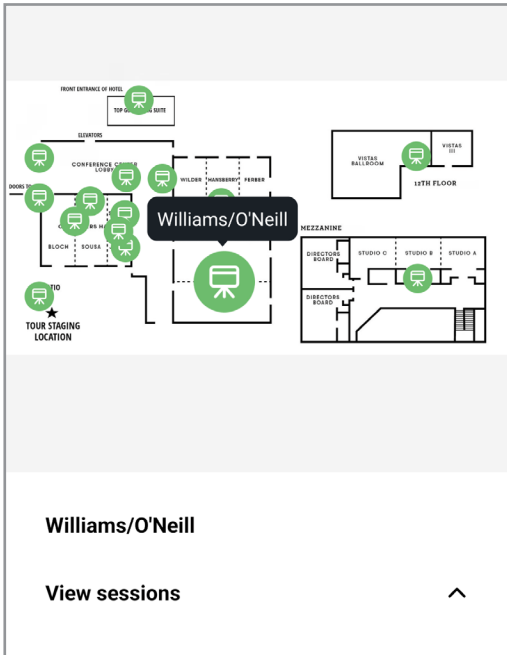


More Information

Shortcuts to other parts of the app

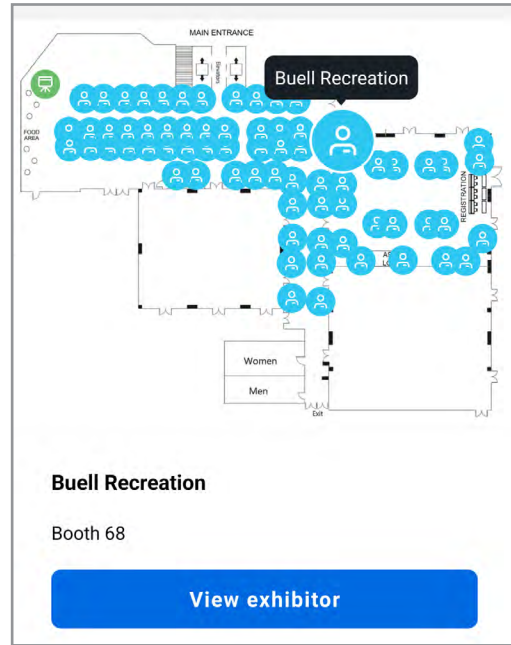
Additional information pages on the event and LOC.

Floor Plans



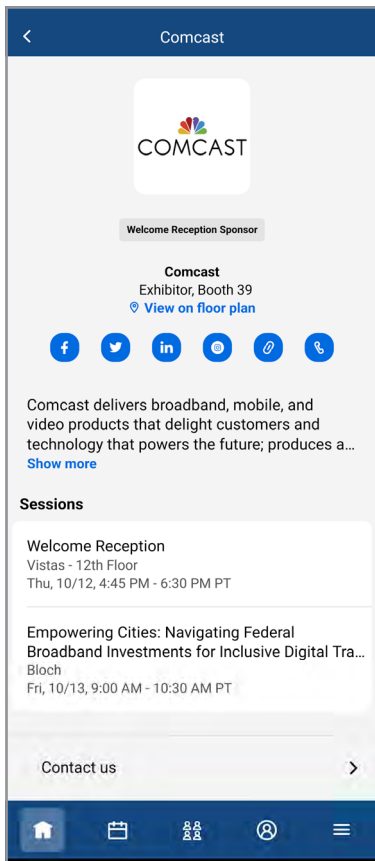
Graduate Map

Tap on a green location pin to see the name of the room/location. View sessions happening in that location.



Trade Show Map

Tap on a blue booth pin to see the exhibitor name and location. Tap View Exhibitor to go to their profile page.



Sponsor and Exhibitor Profiles

View booth location, company description, social media, website and phone number.

See sponsored sessions.

Connect with them by sending a message via the Contact Us link.

Game

Play the app game by completing challenges and exploring the app.

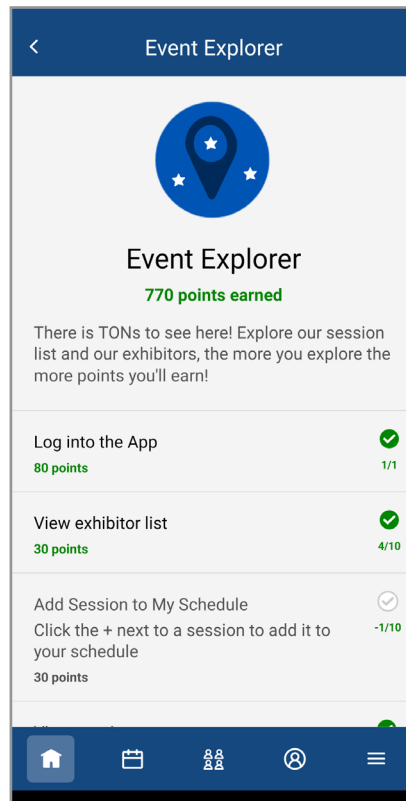
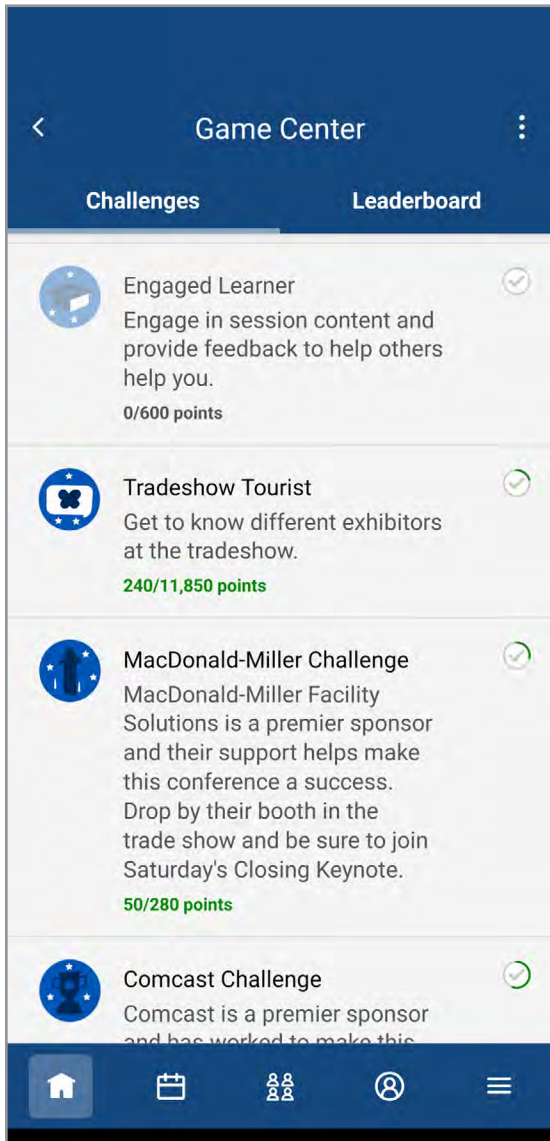
Challenges

Tap on the challenges to see the tasks associated with each challenge.

A green check mark indicates the task has been completed. Some tasks can be performed multiple times.

Leaderboard

View the attendees with the most points on the Leaderboard.



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