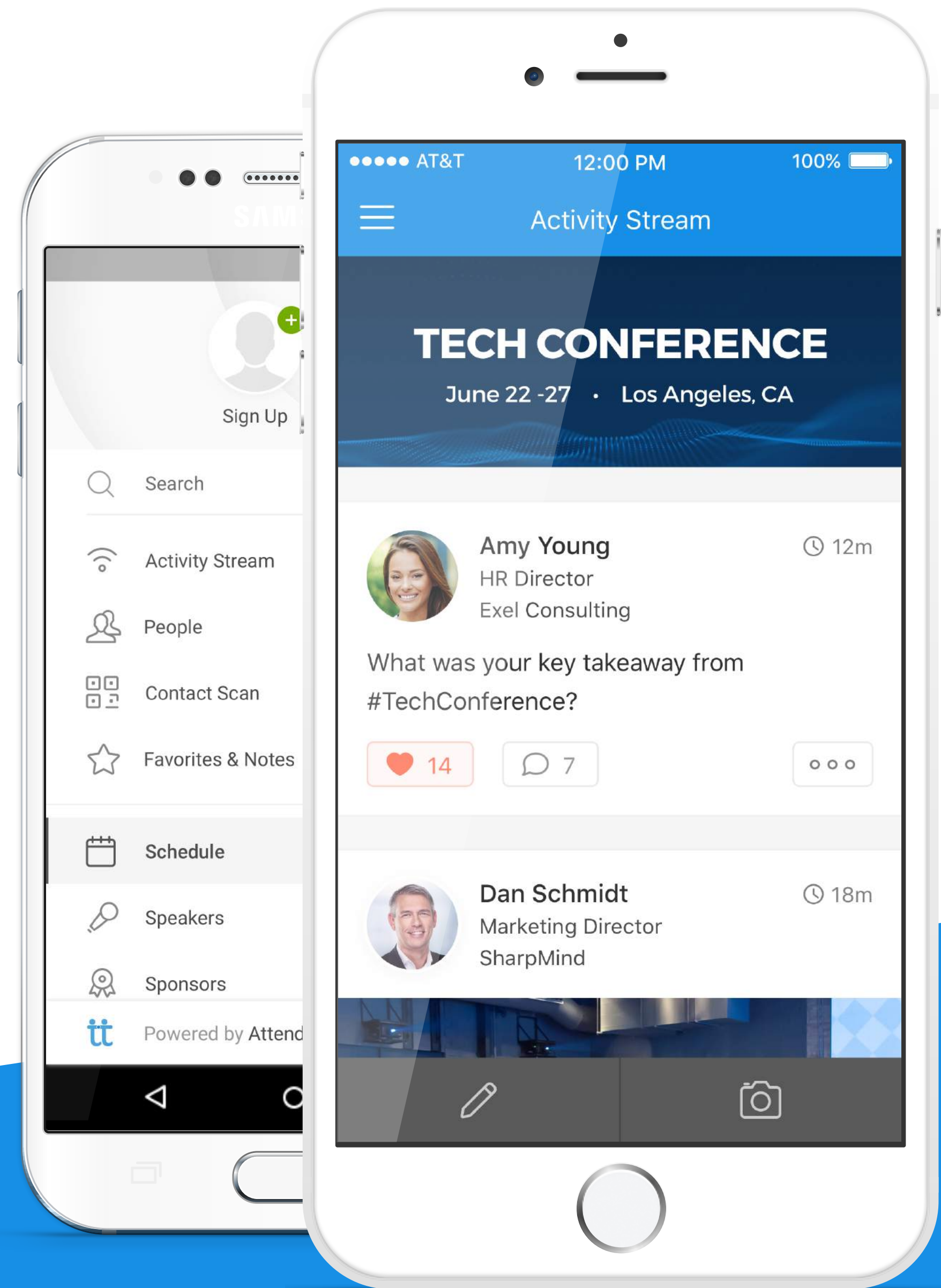


attendify

## Using your Attendify Event App



# Learn how to...

Create a profile ..... 1

Cross-post and mention ..... 2

Send a private message ..... 3

Rate and review ..... 4

Save content to your favorites ..... 5

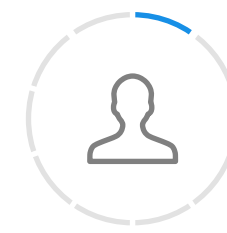
Take notes ..... 6

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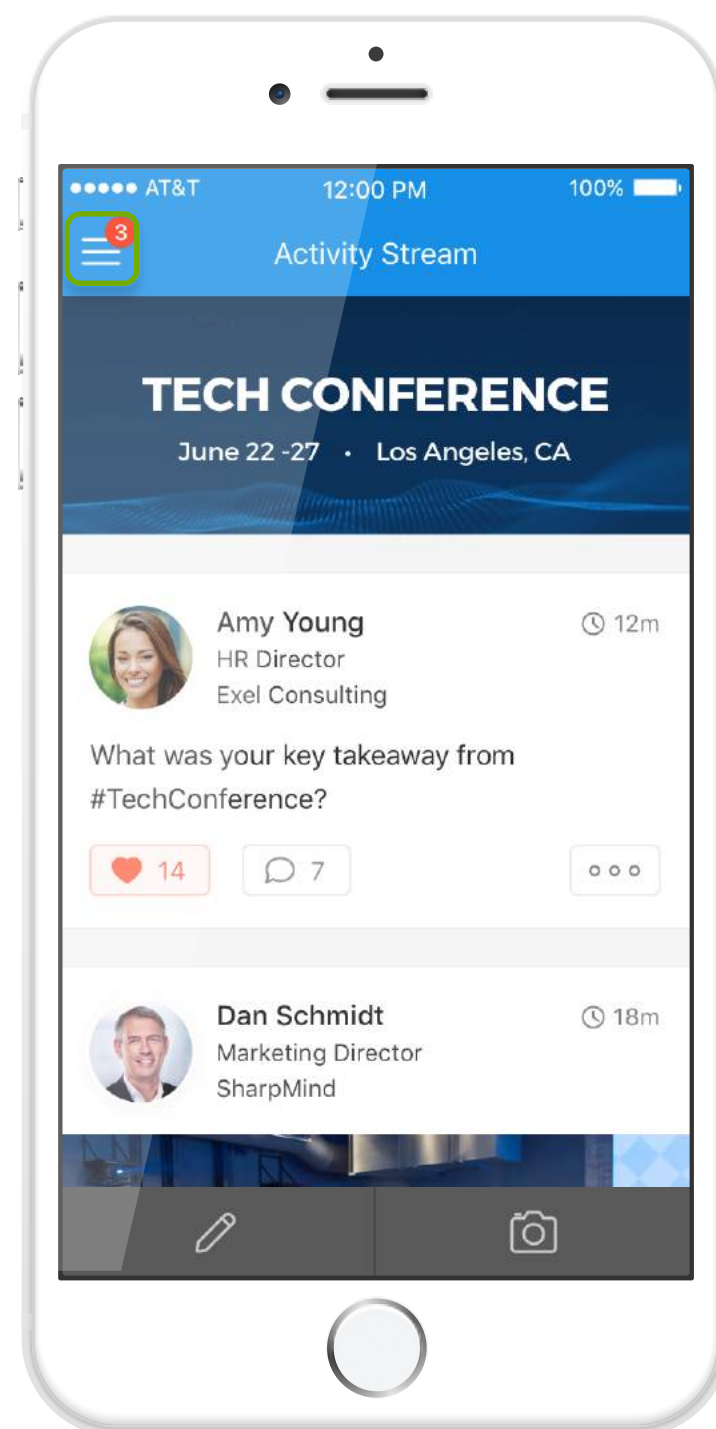
Save a session to your schedule ..... 8

Log in to your profile ..... 9

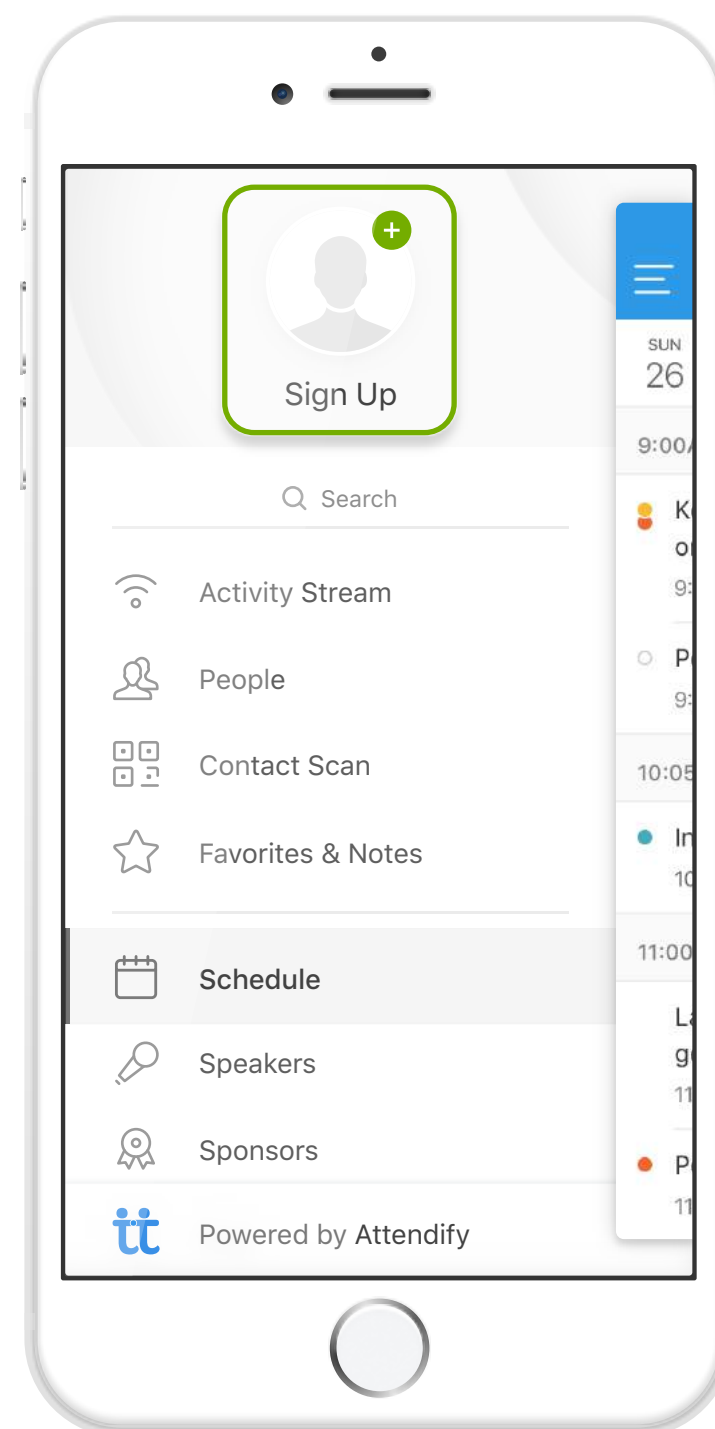
Reset your password ..... 10



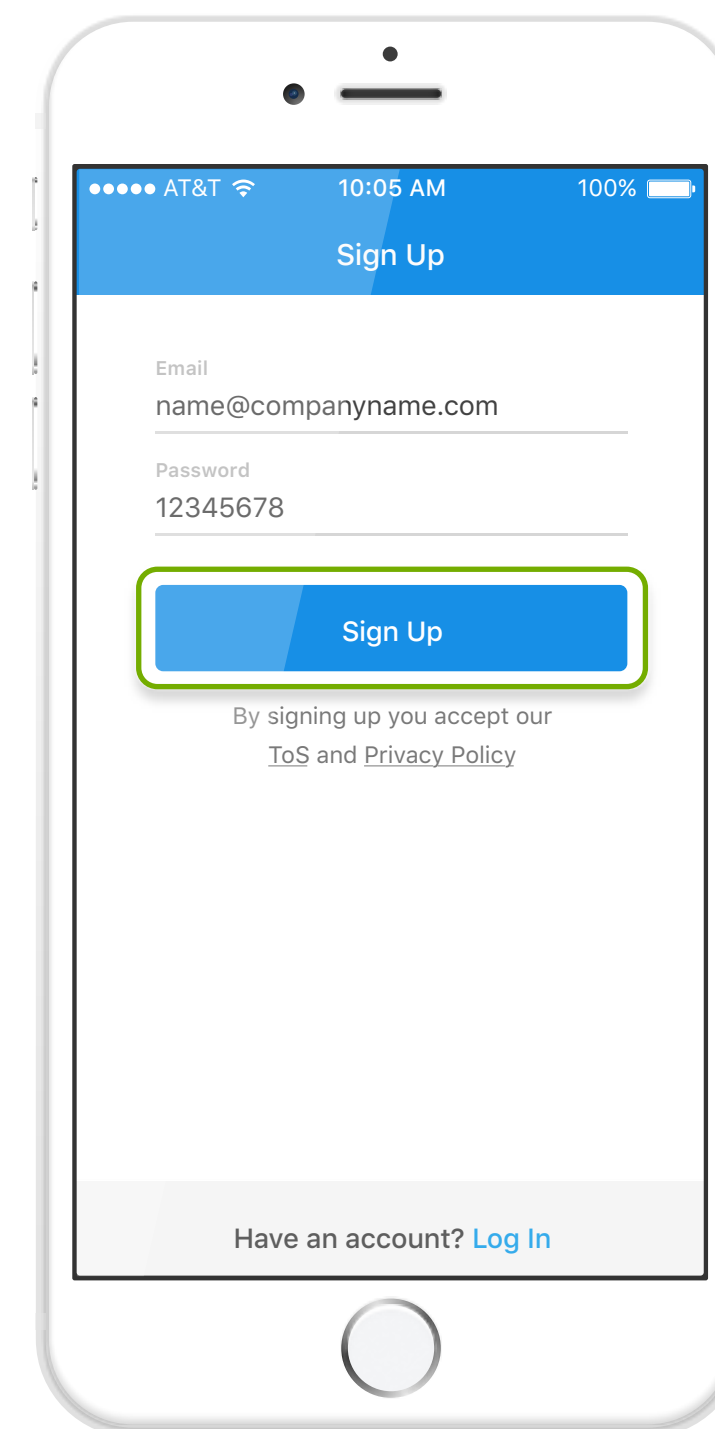
## Create a Profile



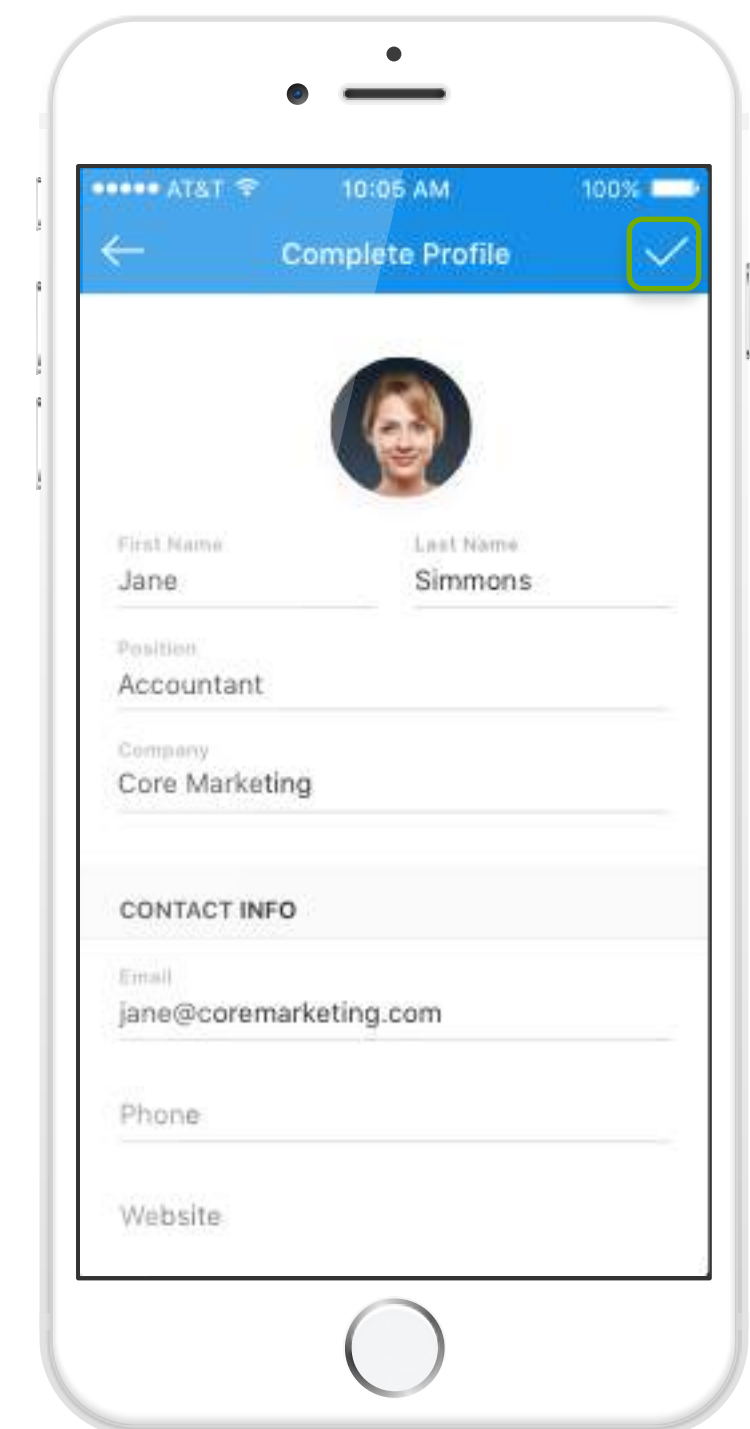
1. Open the app's main menu.



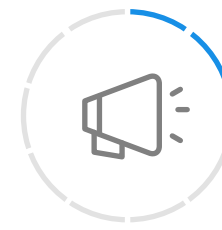
2. Tap on the "sign up" area.



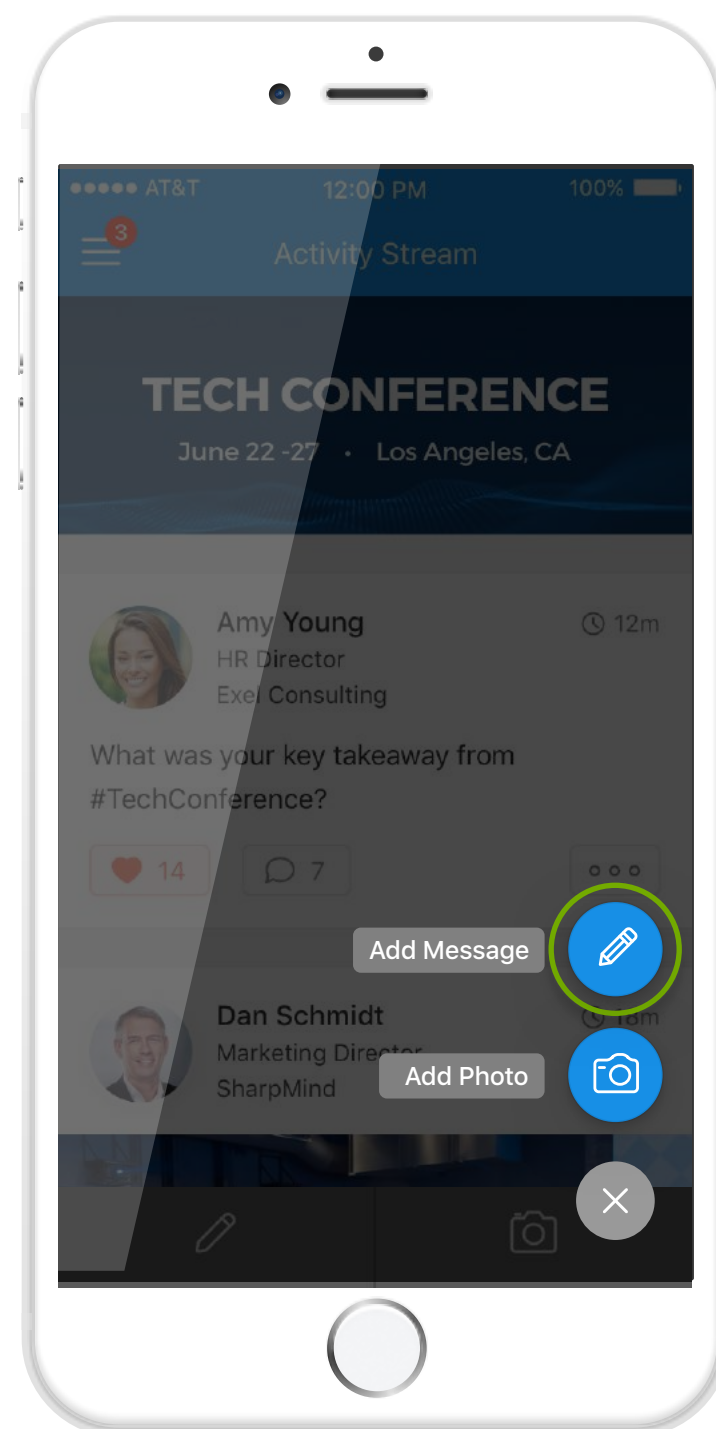
3. Enter your email and choose a password.



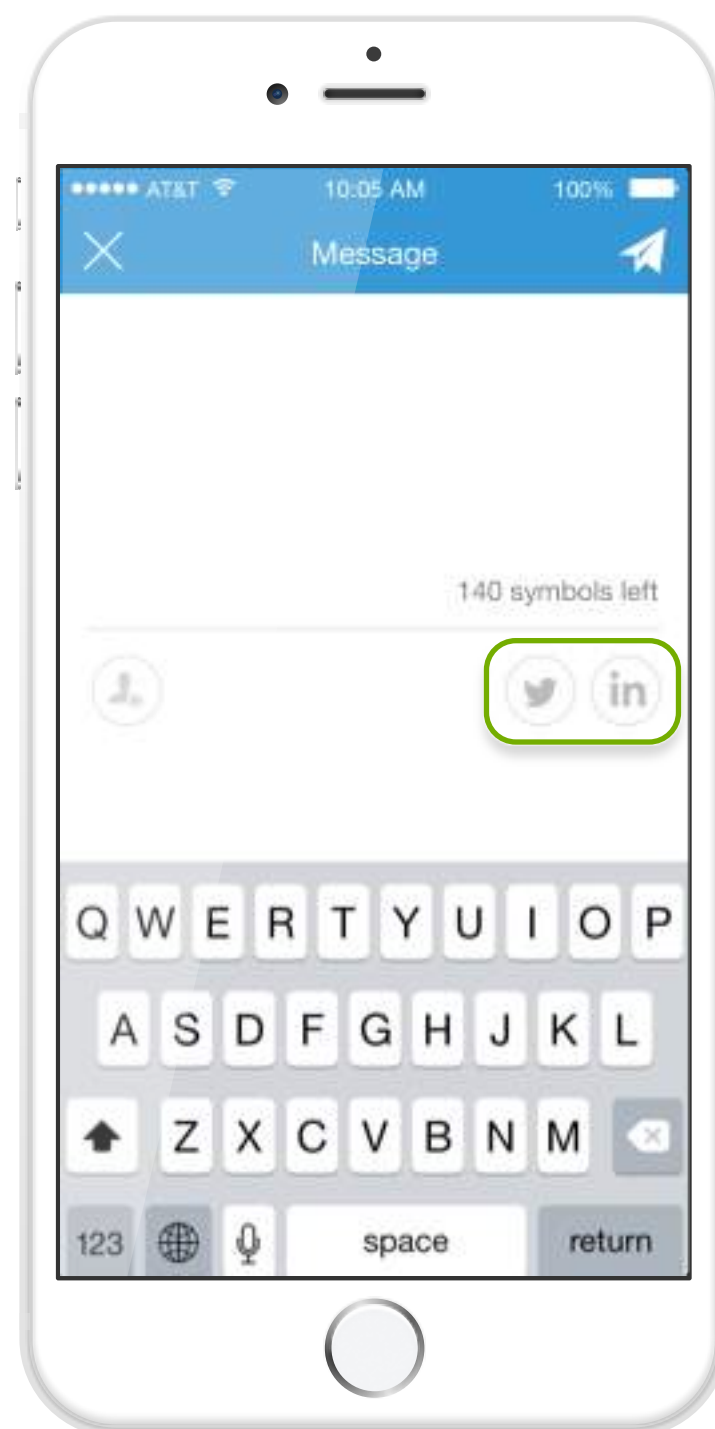
4. Add your profile information.



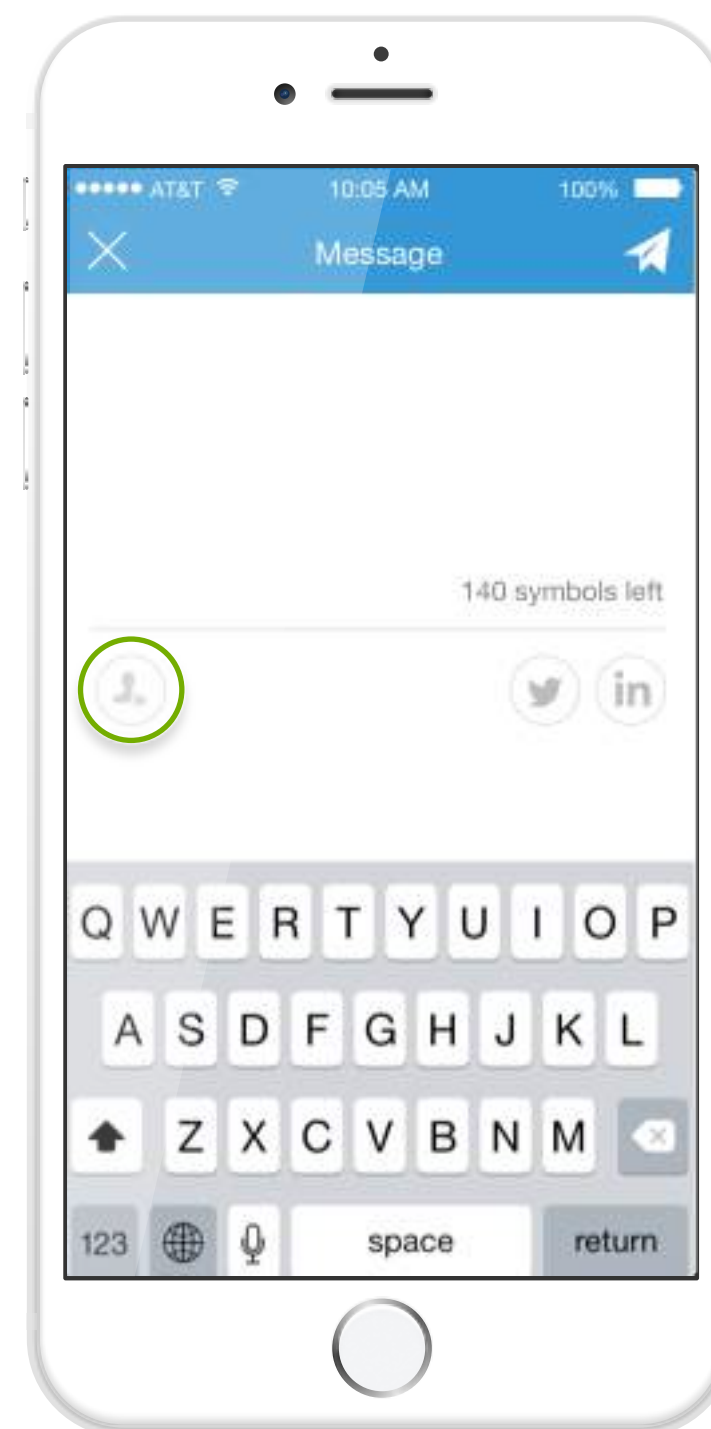
## Cross-Post and Mention



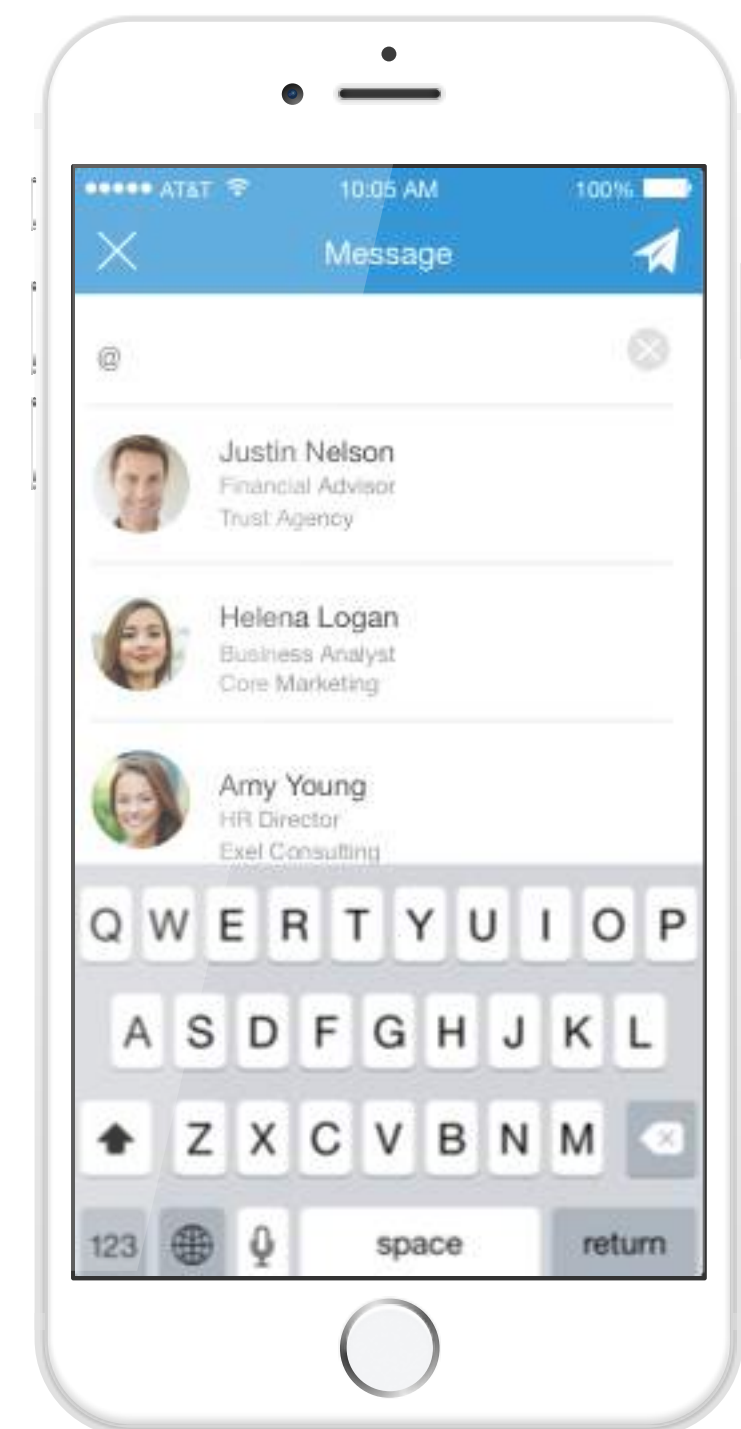
1. Tap the message button.



2. Choose a social network.

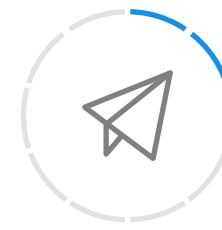


3. Tap to mention another person.

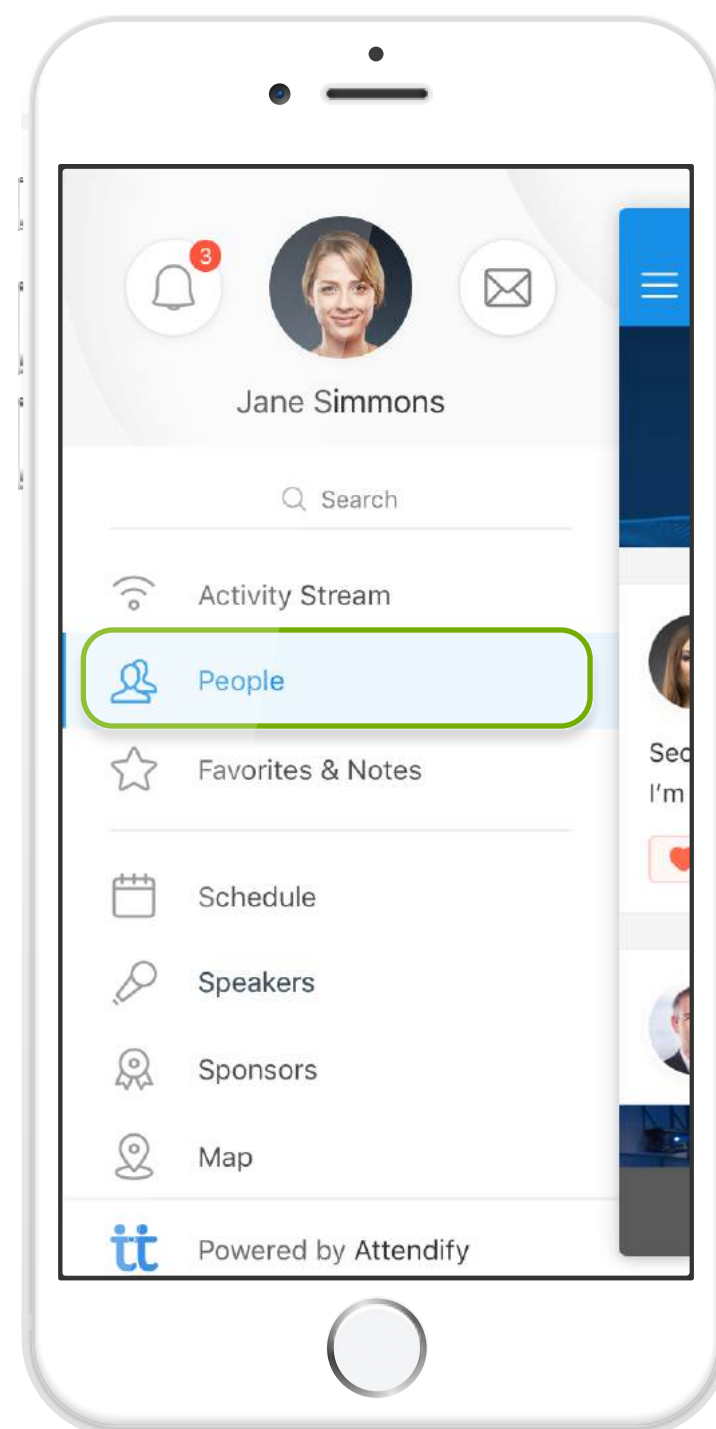


4. Choose the person to mention.

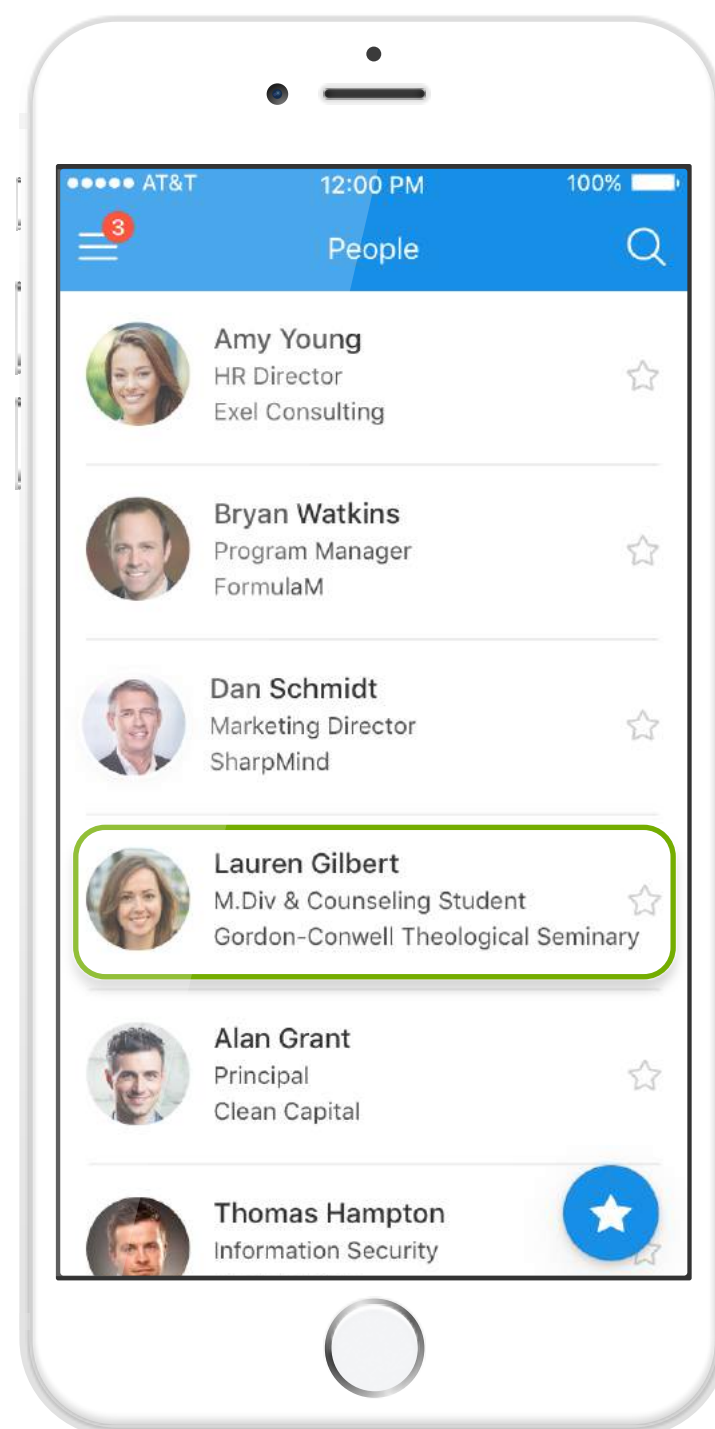




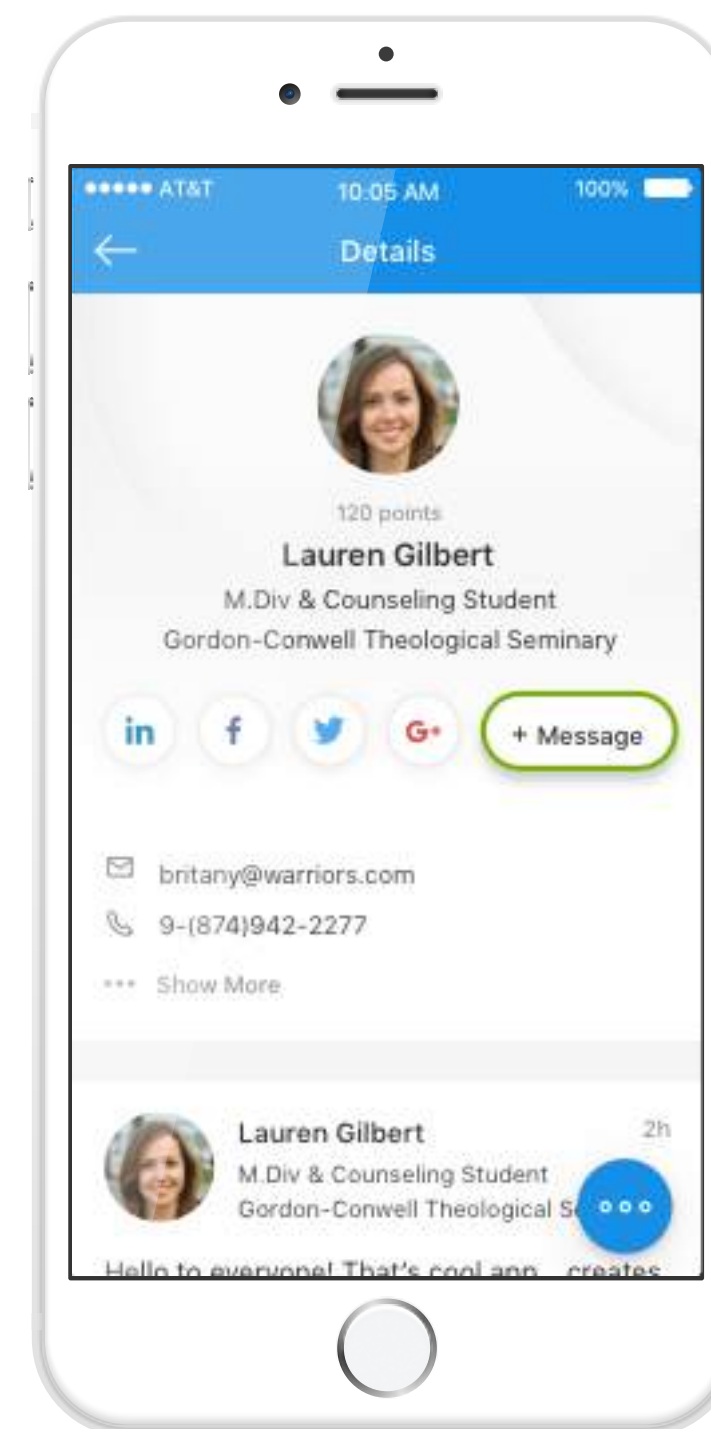
## Send a Private Message



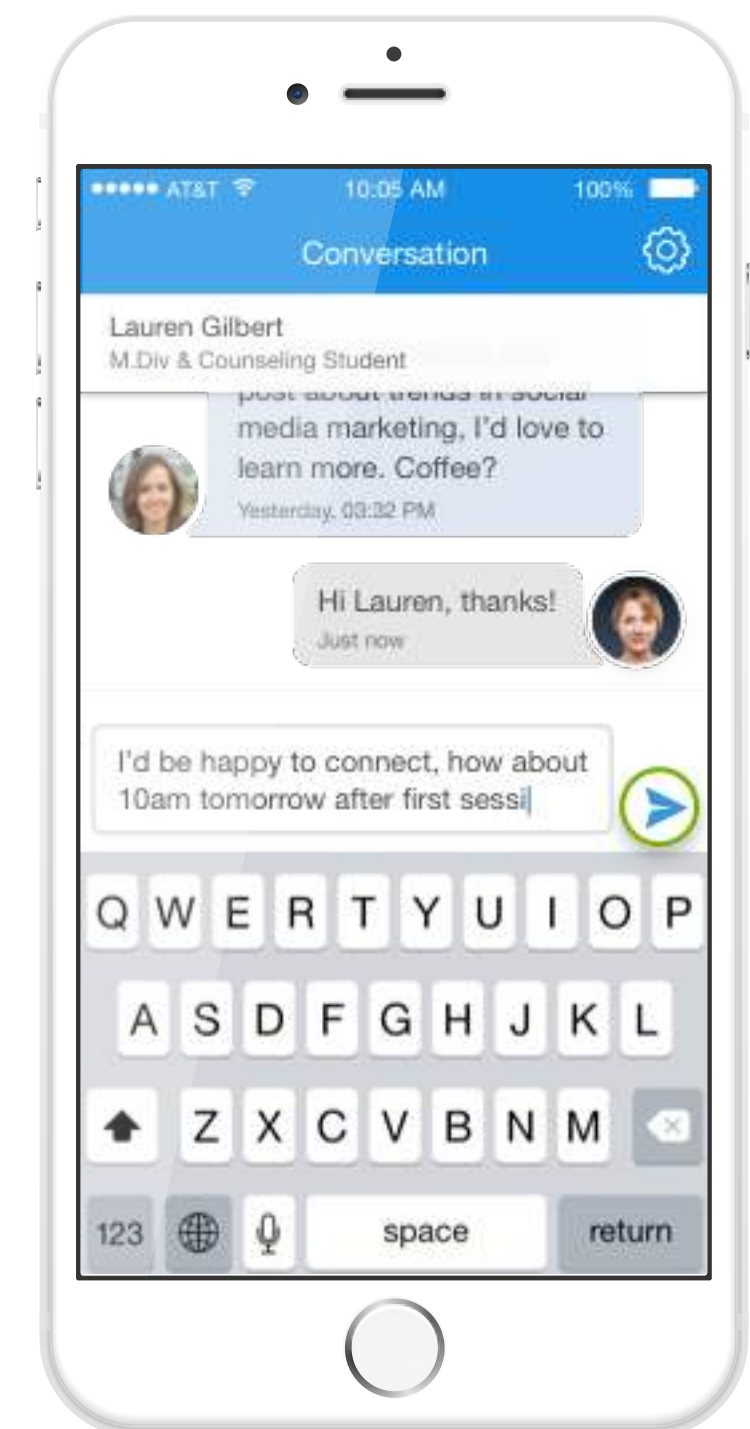
1. Go to the “People” section of the app.



2. Choose a person to message.



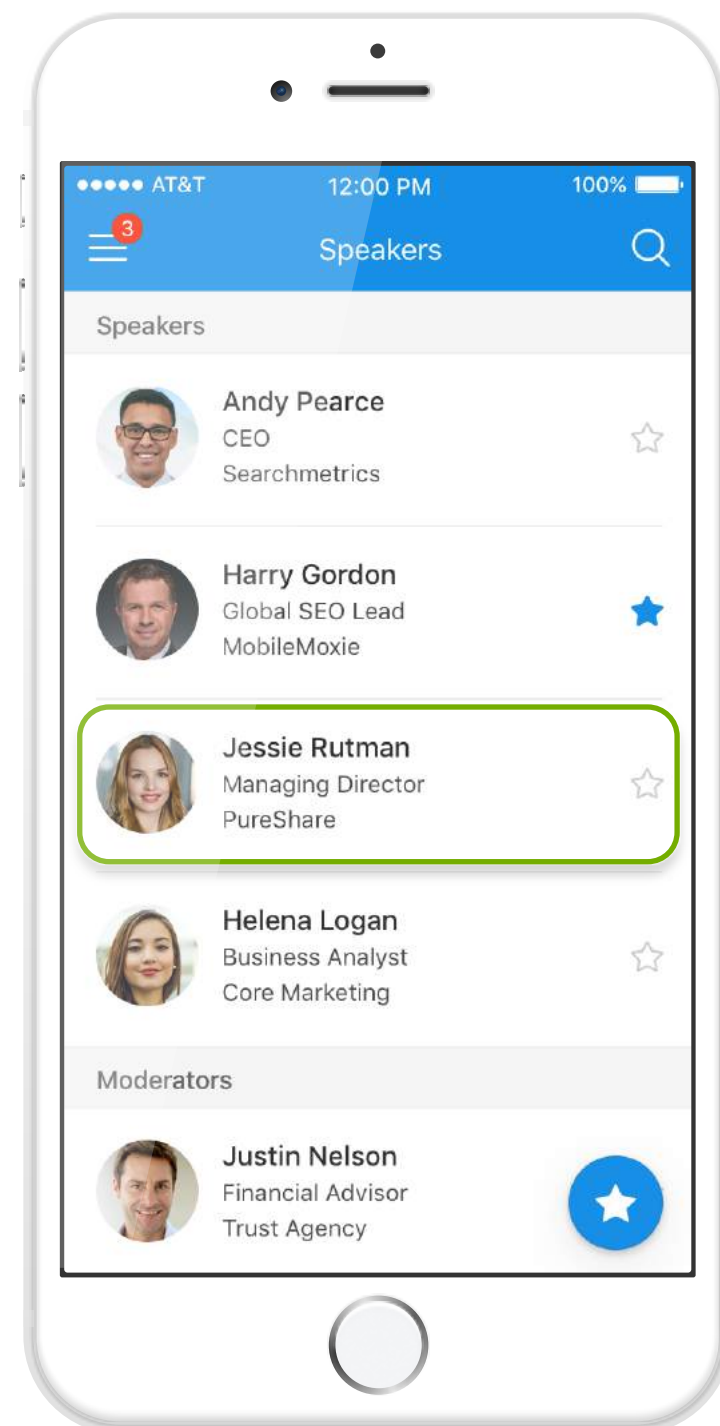
3. Tap the message button.



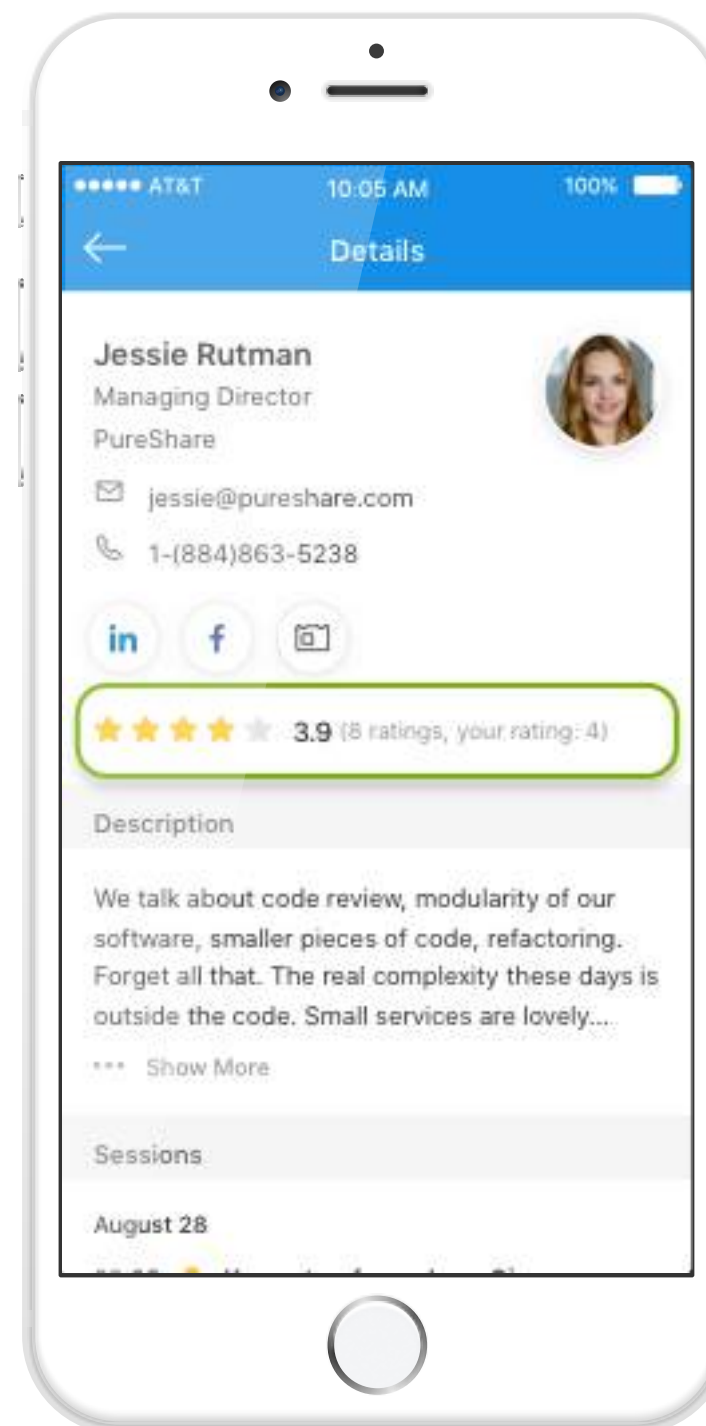
4. Compose your message and send.



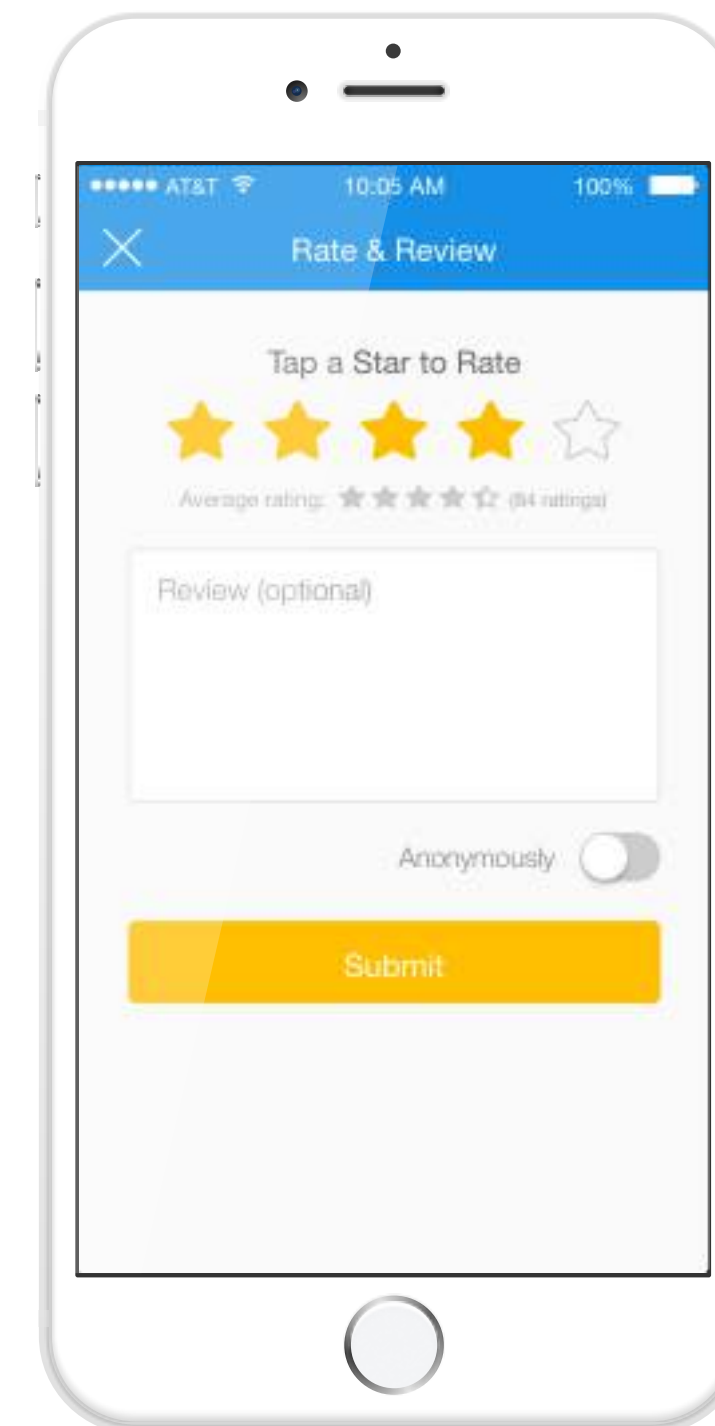
## Rate and Review



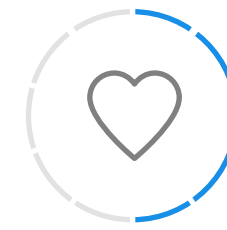
1. Choose a speaker or session.



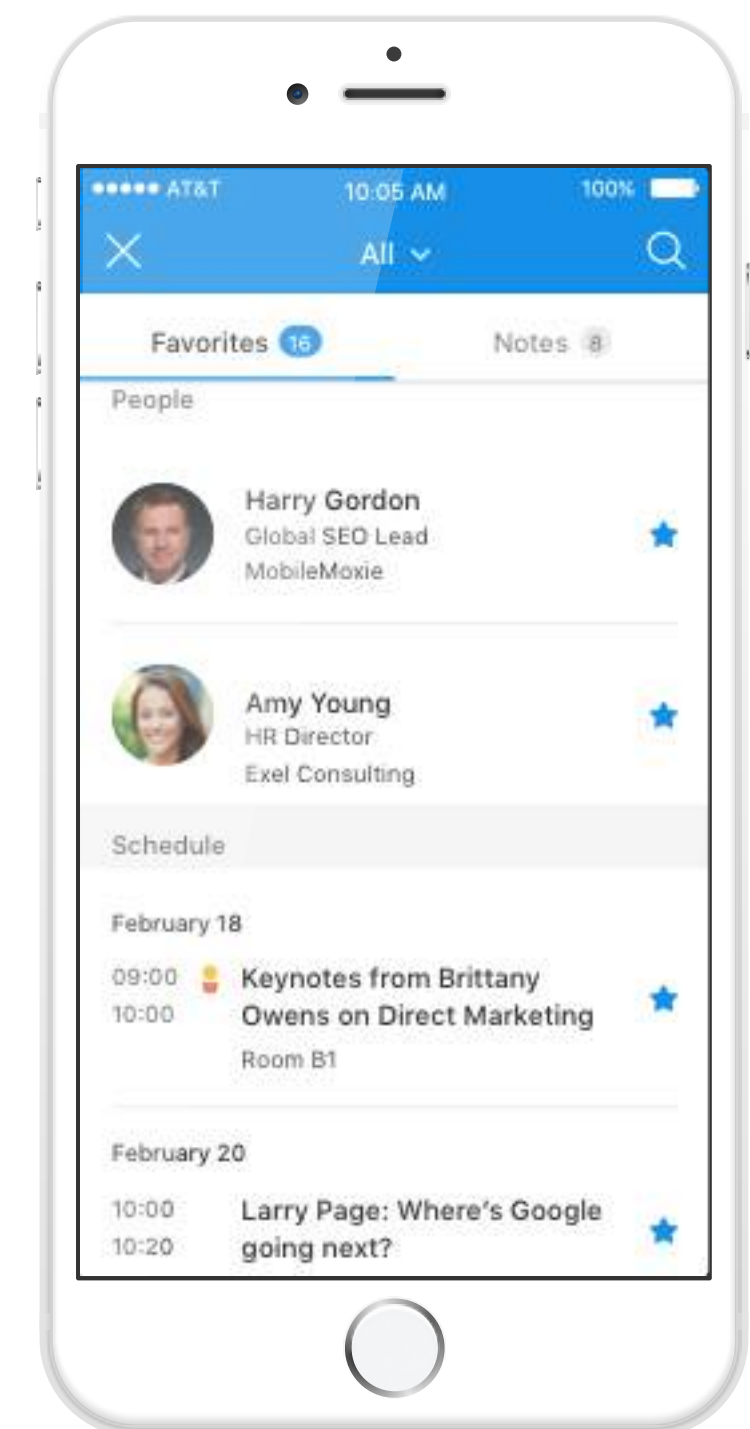
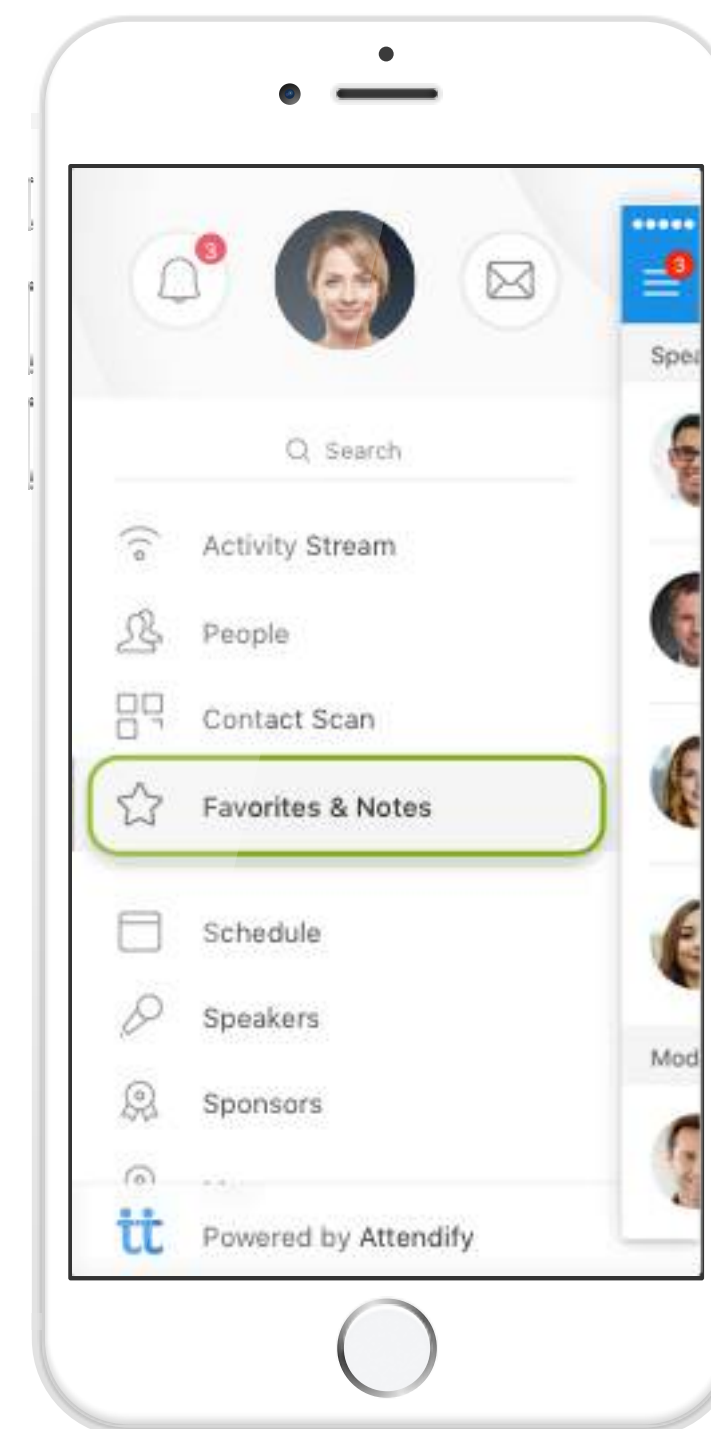
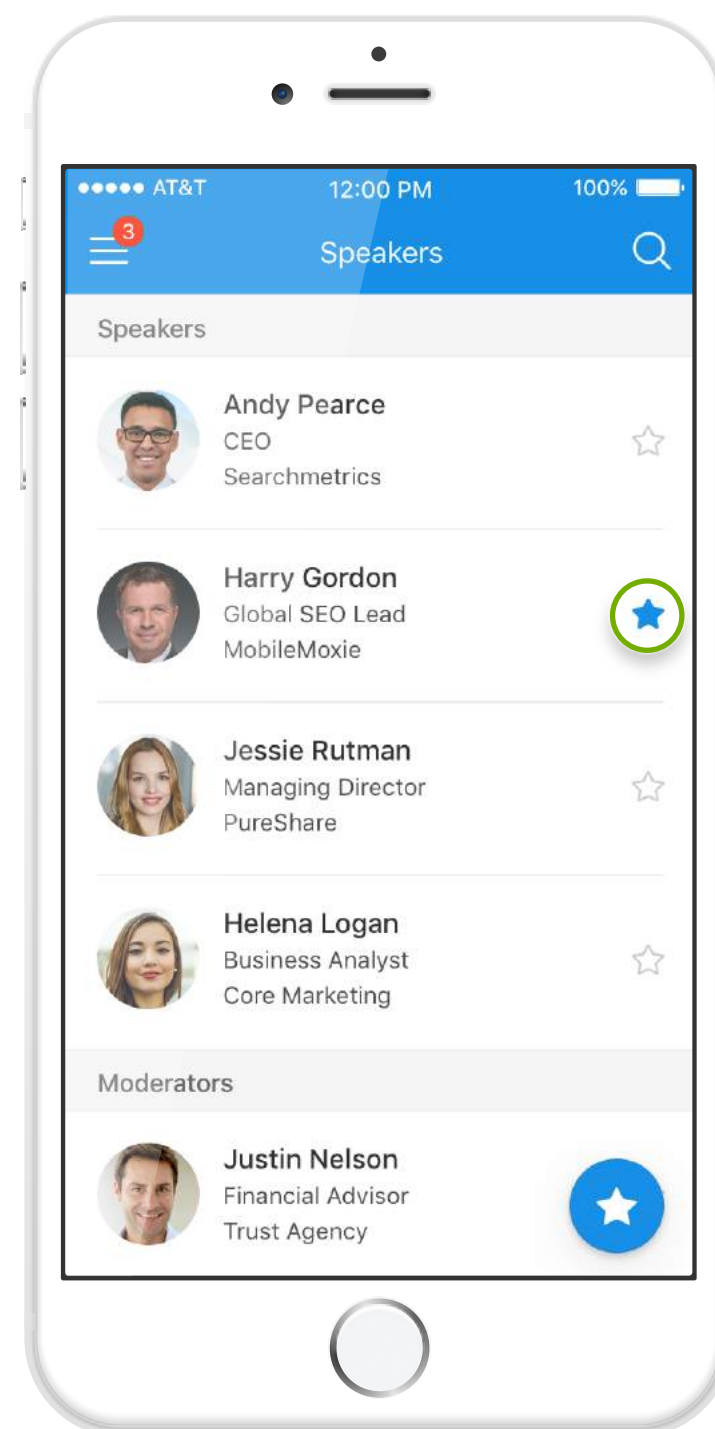
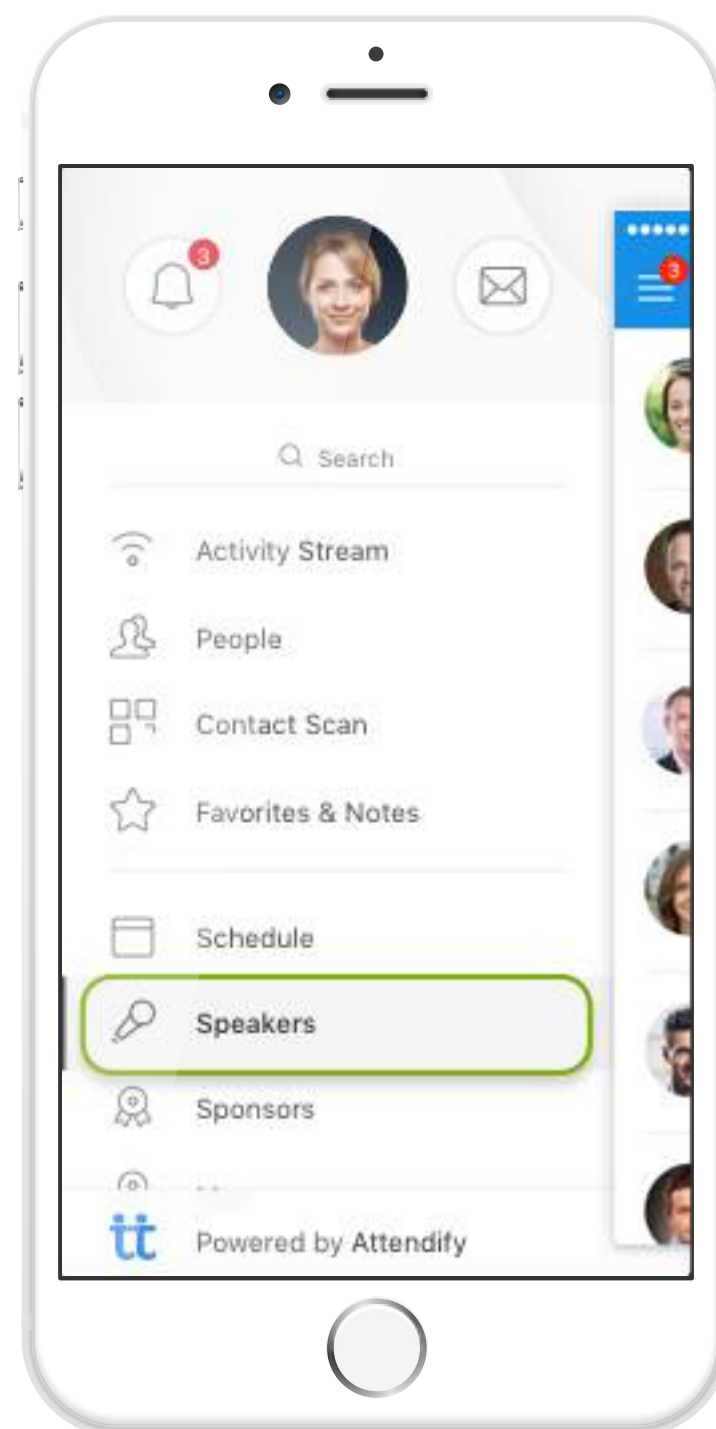
2. Tap the rate & review area.



3. Set your rating and submit.



## Save Content to your Favorites



1. Choose a section of the app you want to view.

2. Save by clicking the star button.

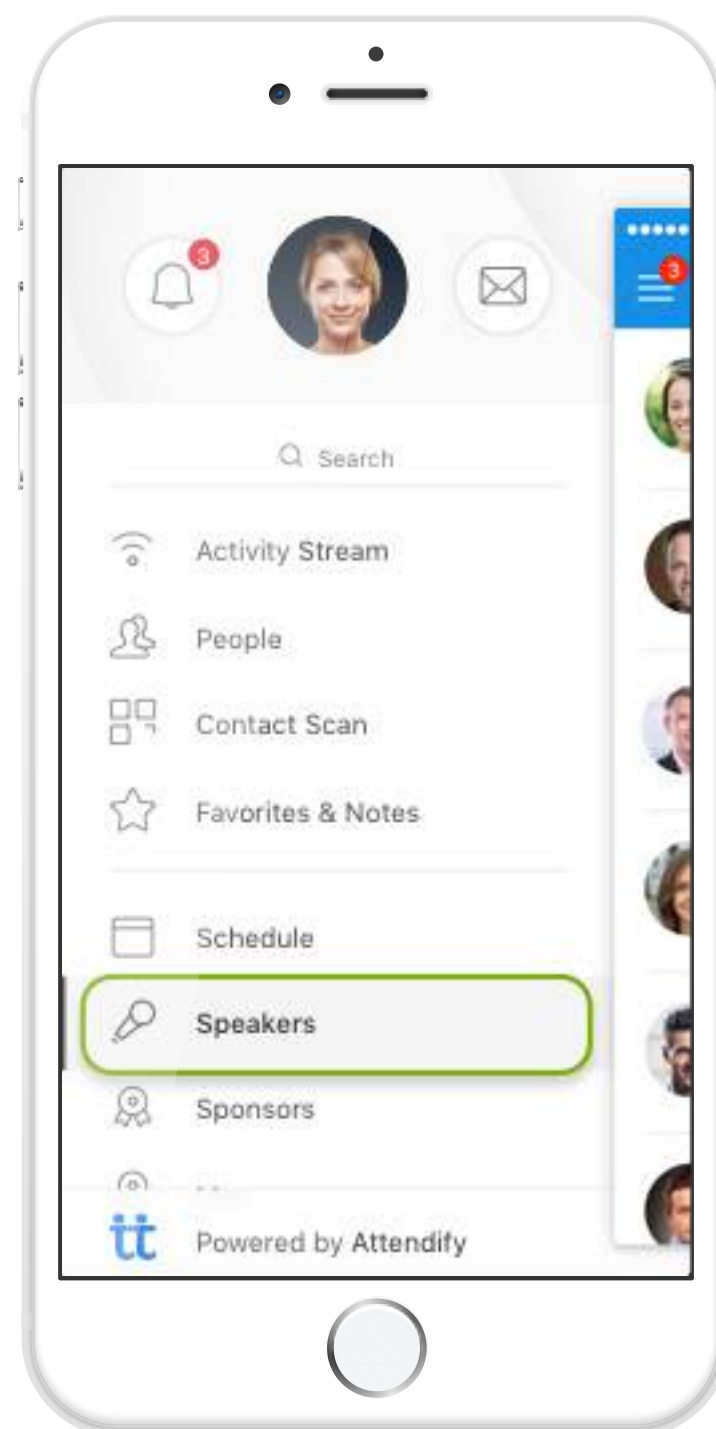
3. Open favorites & notes.

4. Tap to see all your saved favorites.

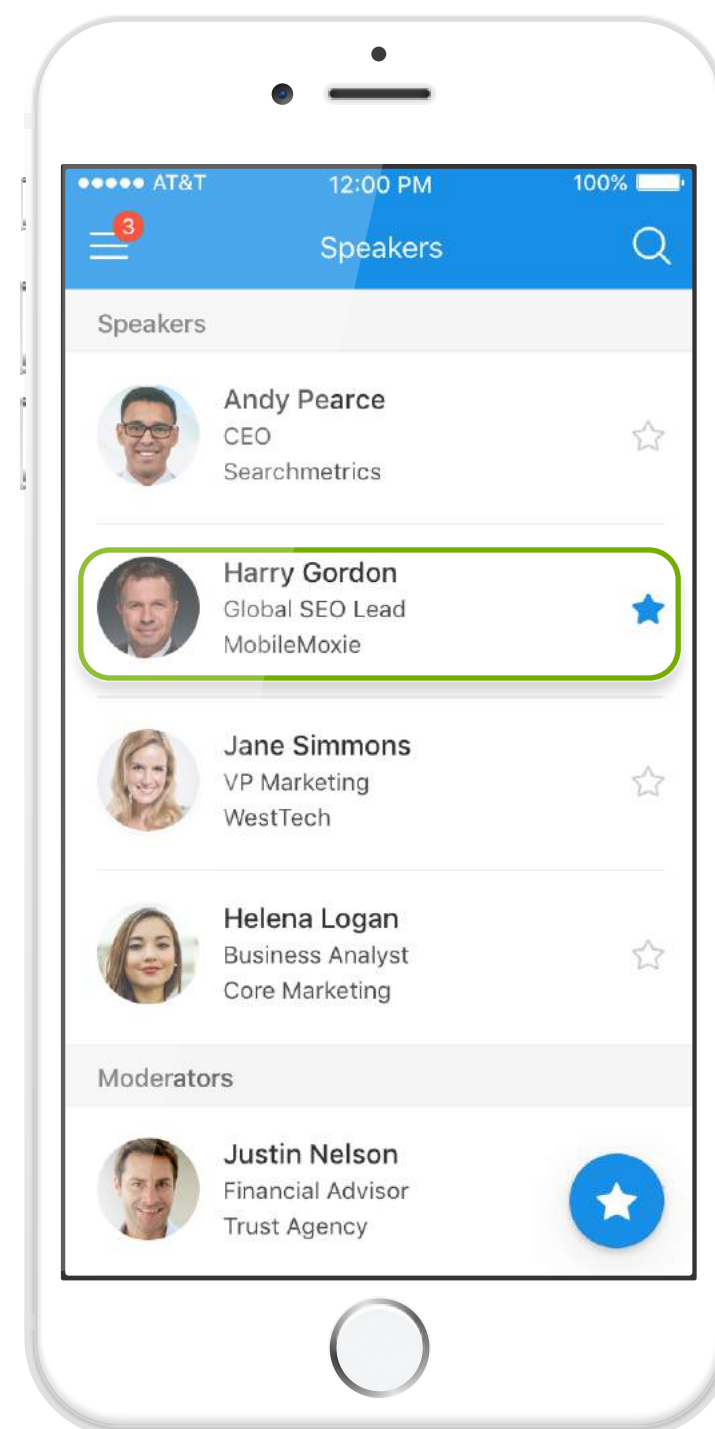




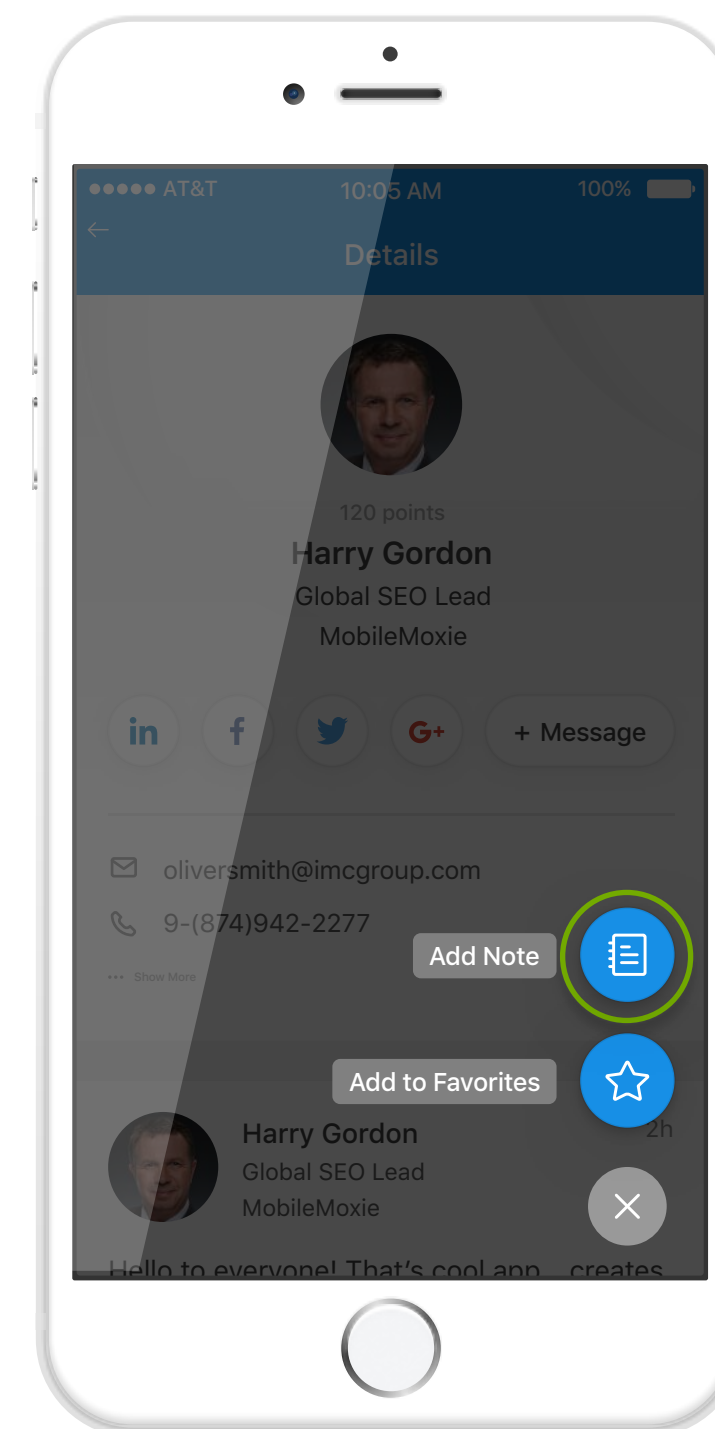
## Take Notes



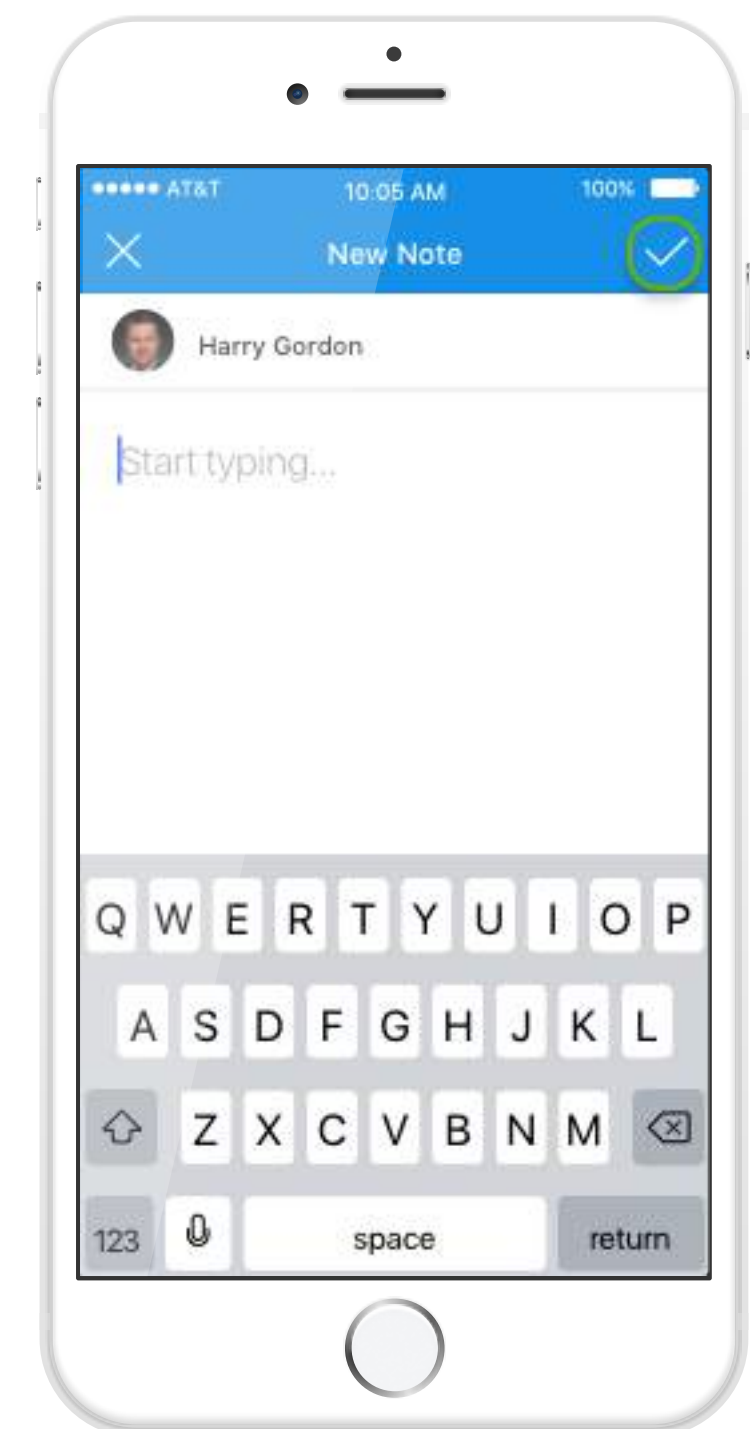
1. Choose a section of the app you want to view.



2. Choose the entry you want to take notes on.



3. Tap to add a note.

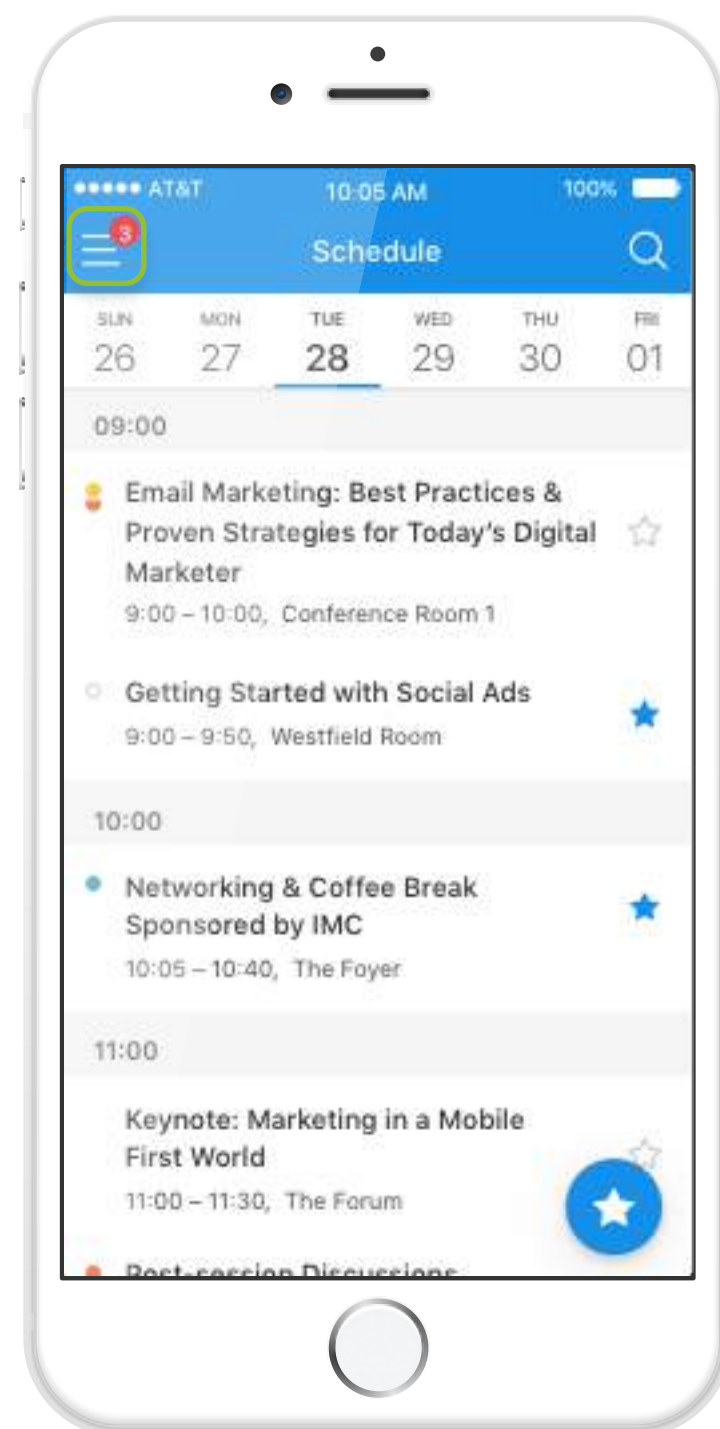


4. Tap to save your note.

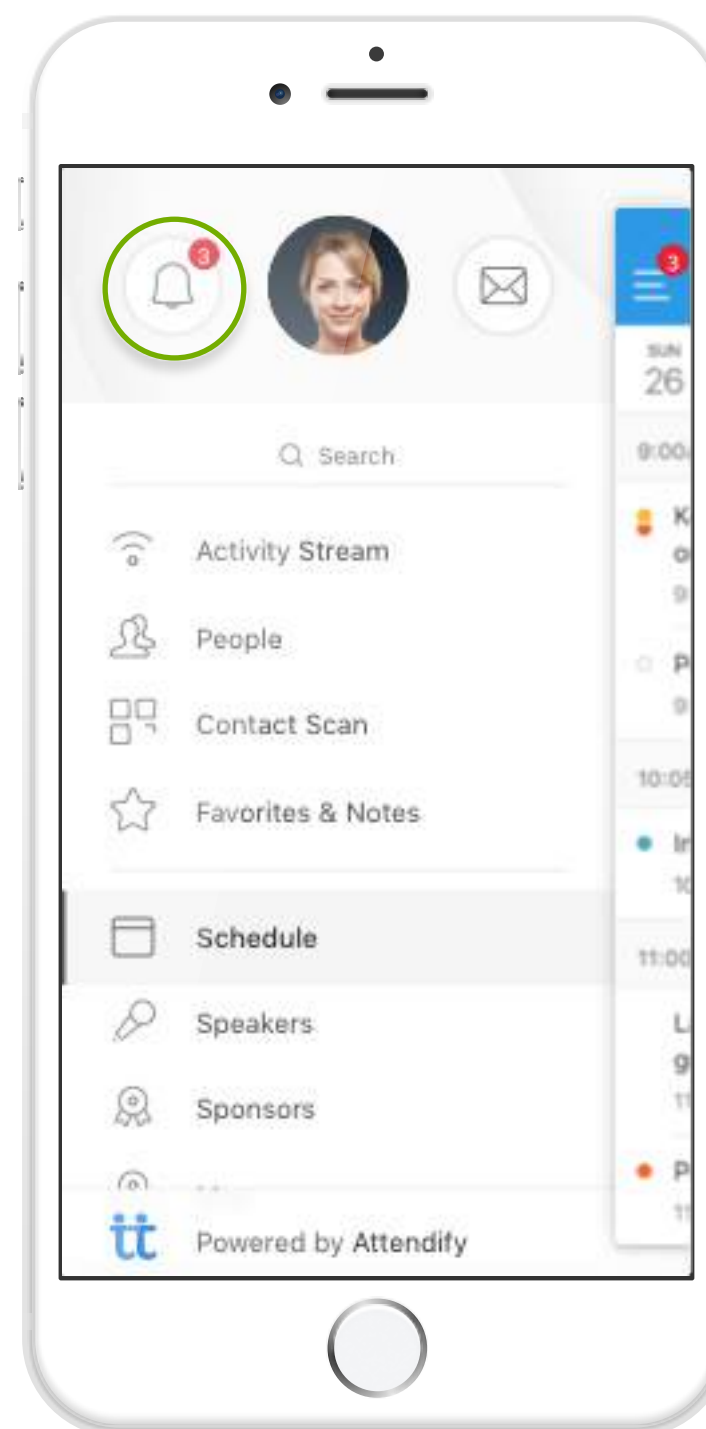




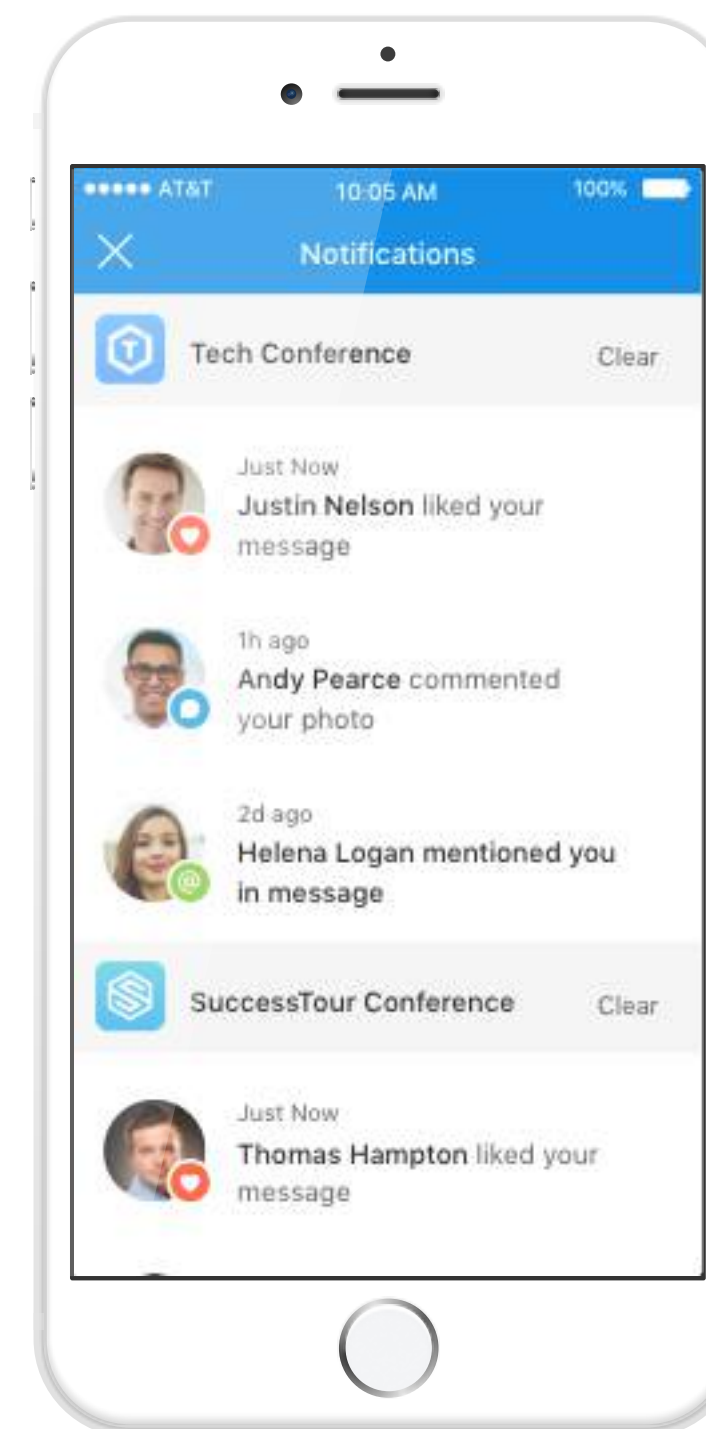
## Access Push Notifications



1. Tap the menu button when you see a red badge.

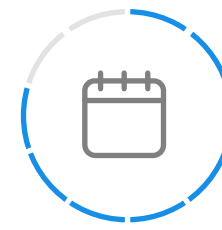


2. Tap the notification center icon.

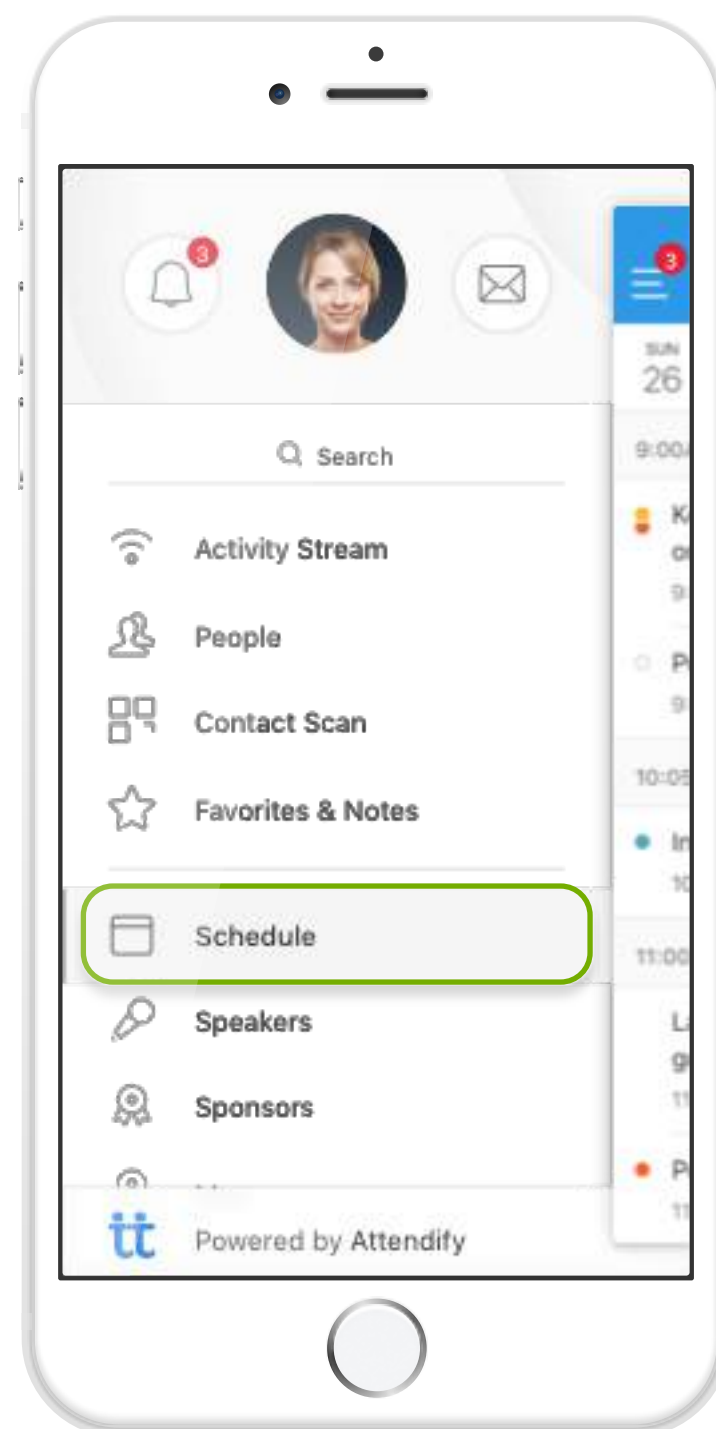


3. View your unread notifications.

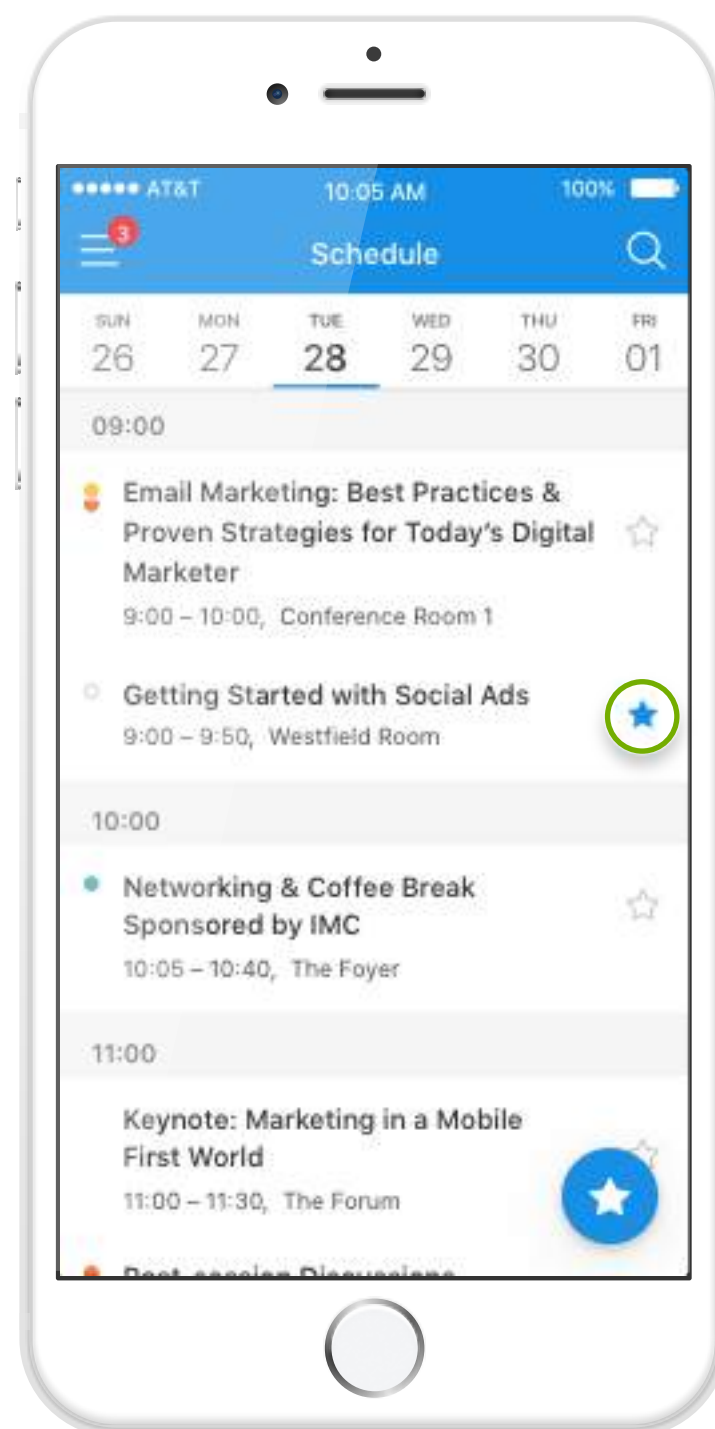




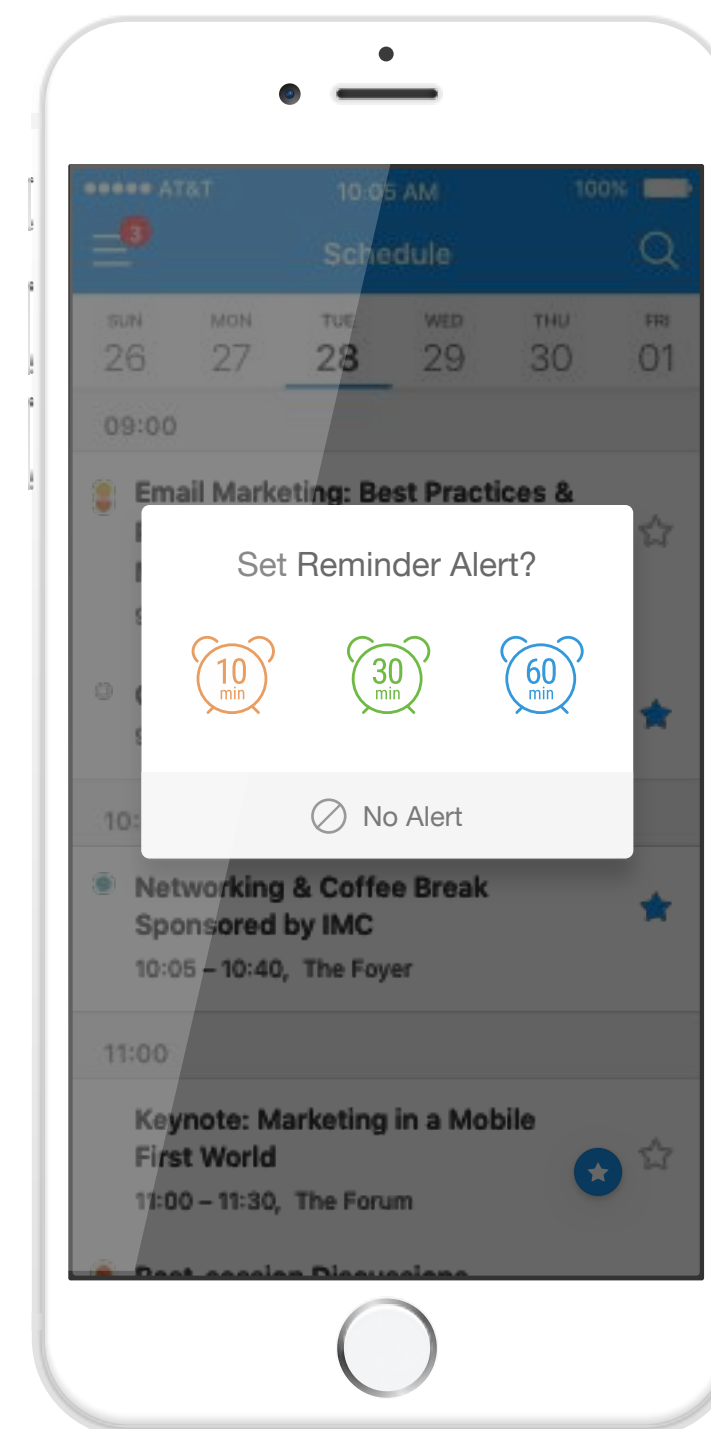
## Save a Session to “My Schedule”



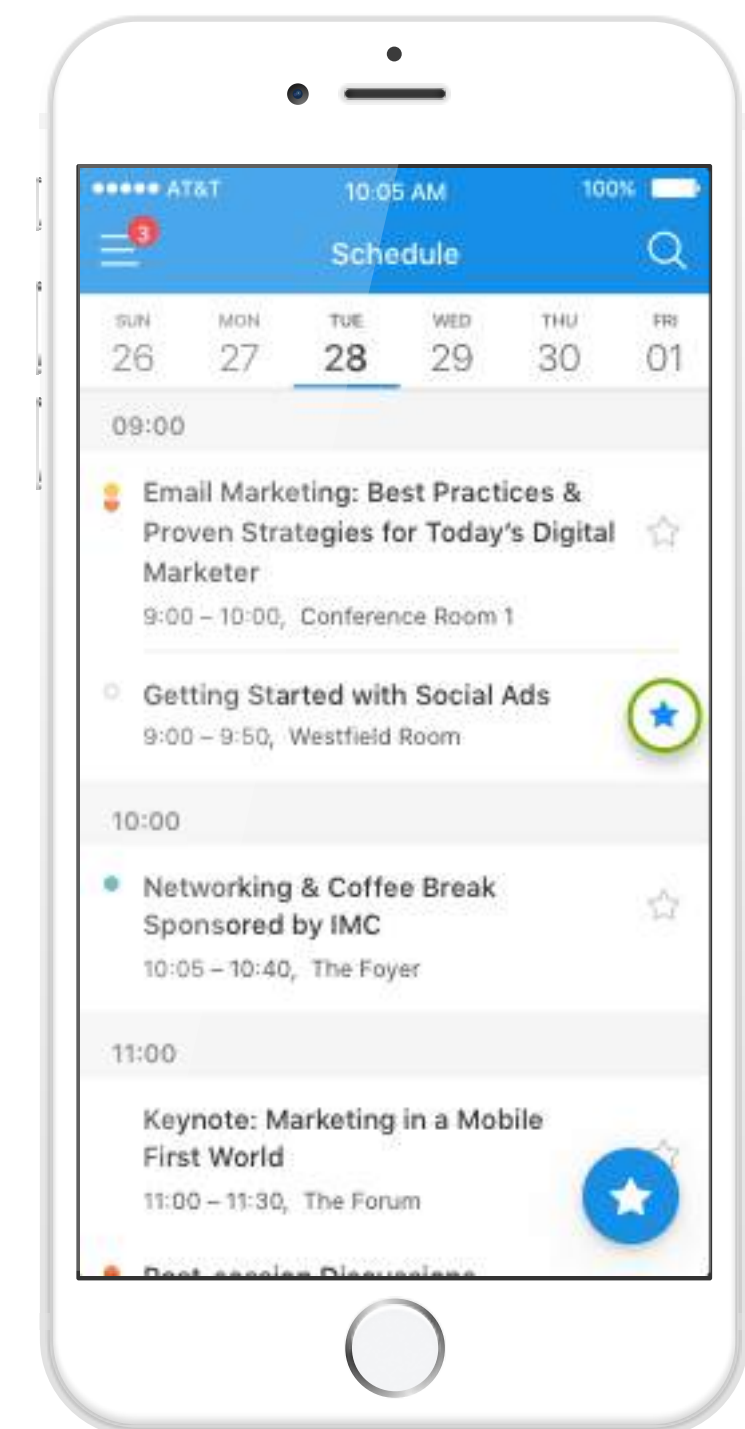
1. Open the app's schedule/agenda.



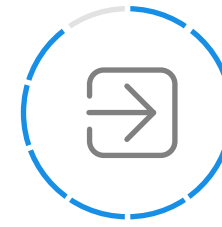
2. Tap the “star” button to save a session.



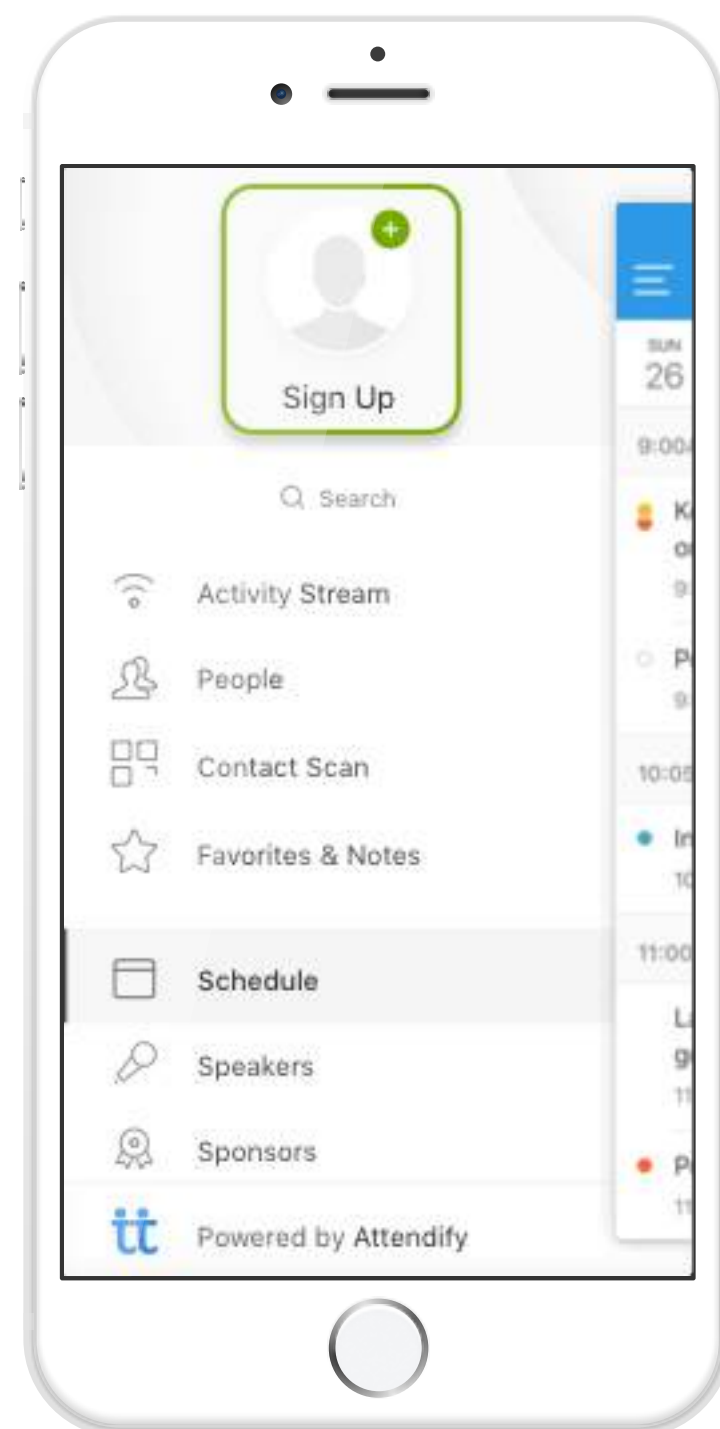
3. Set an optional reminder alert.



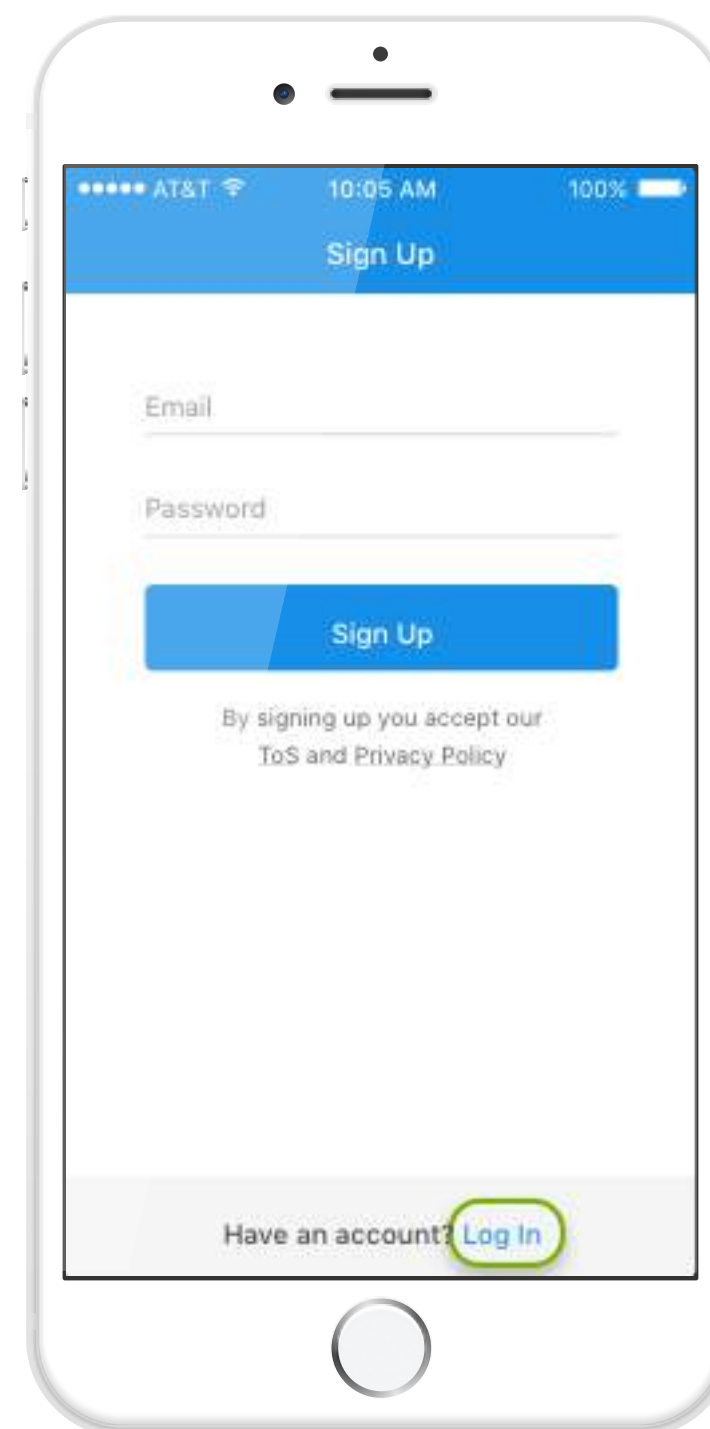
4. To remove a saved session, tap the star again.



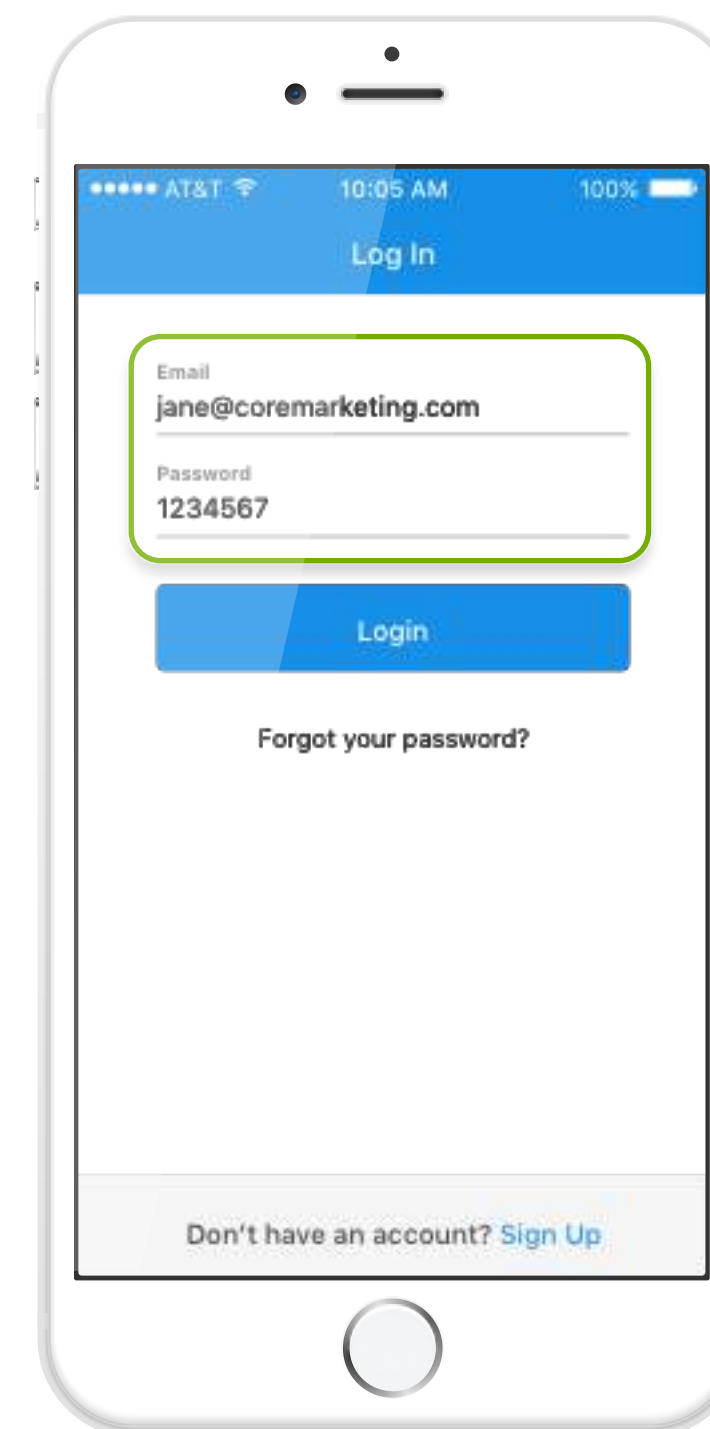
## Log In to your Profile



1. Open the app menu and tap on "Sign Up."

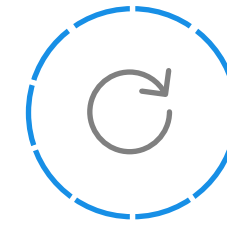


2. Tap on the "Log in" link.

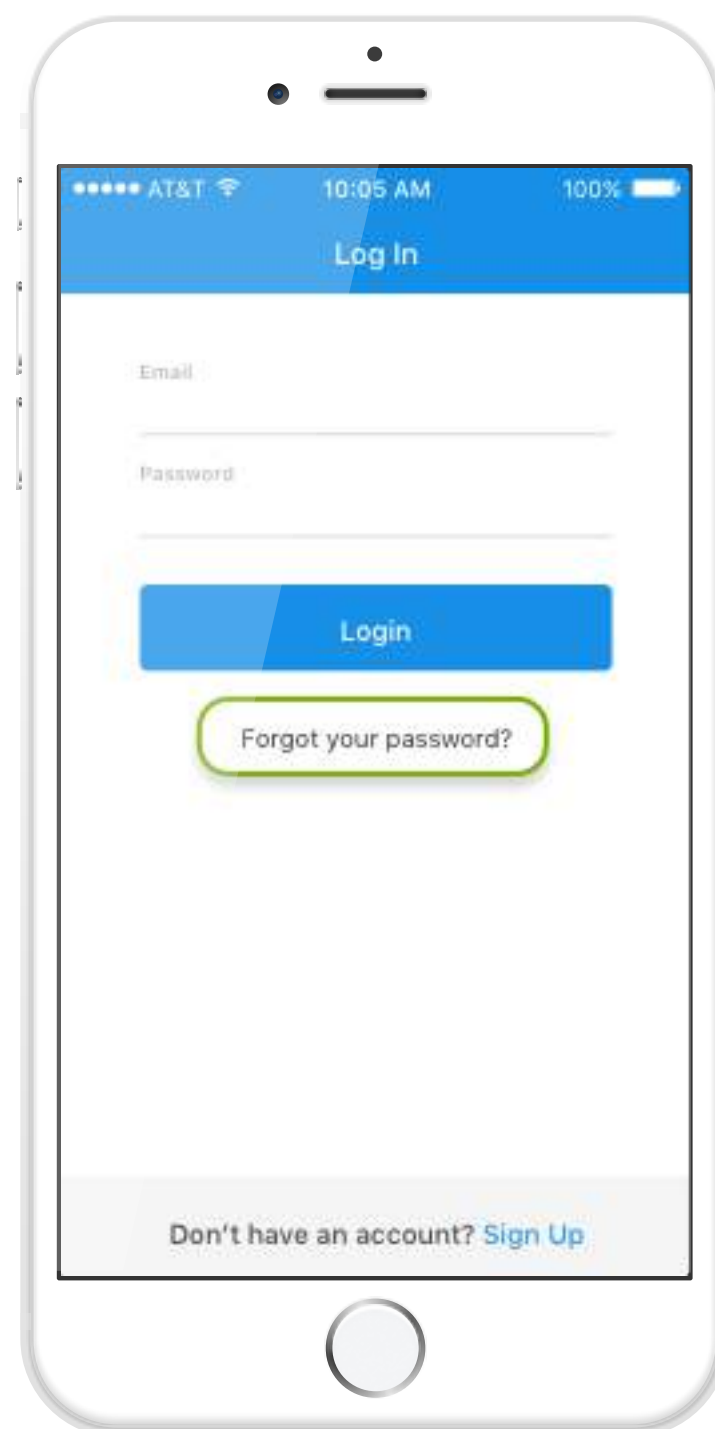


3. Enter your email and password.

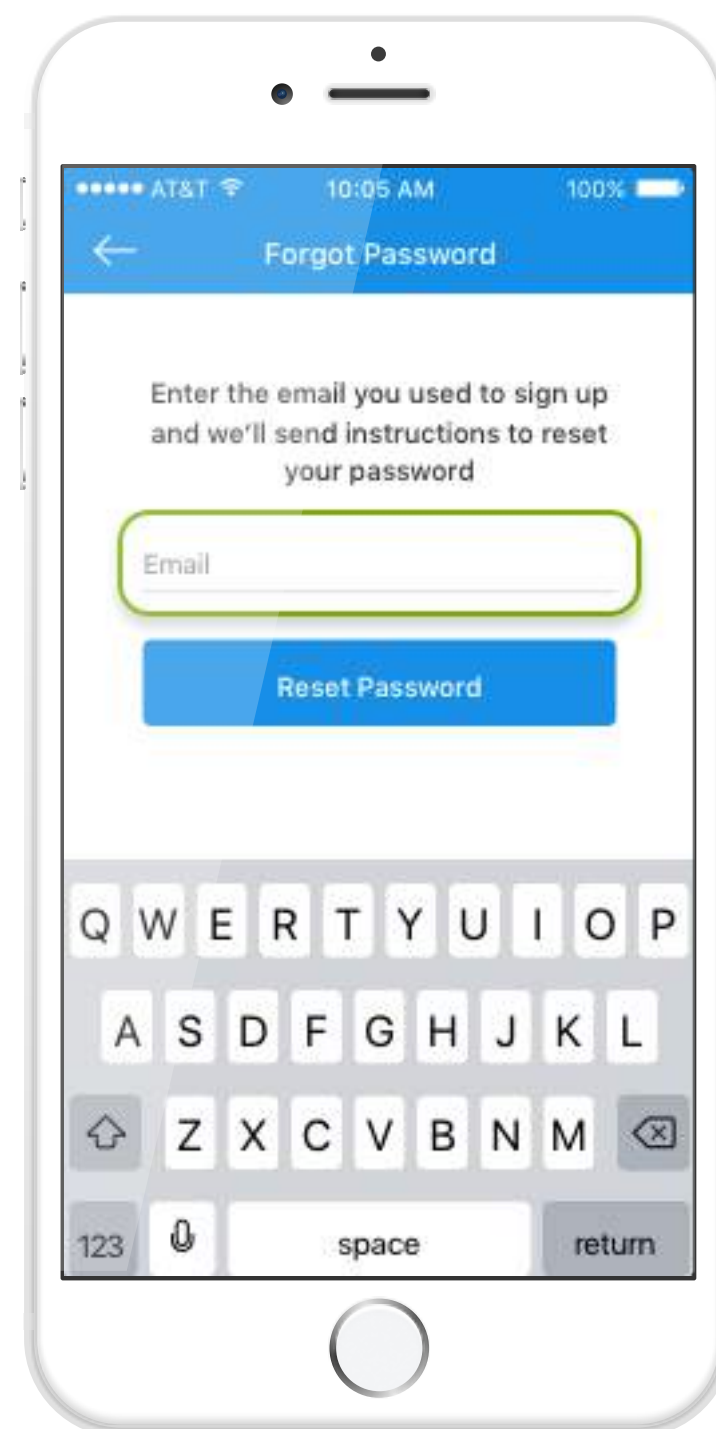




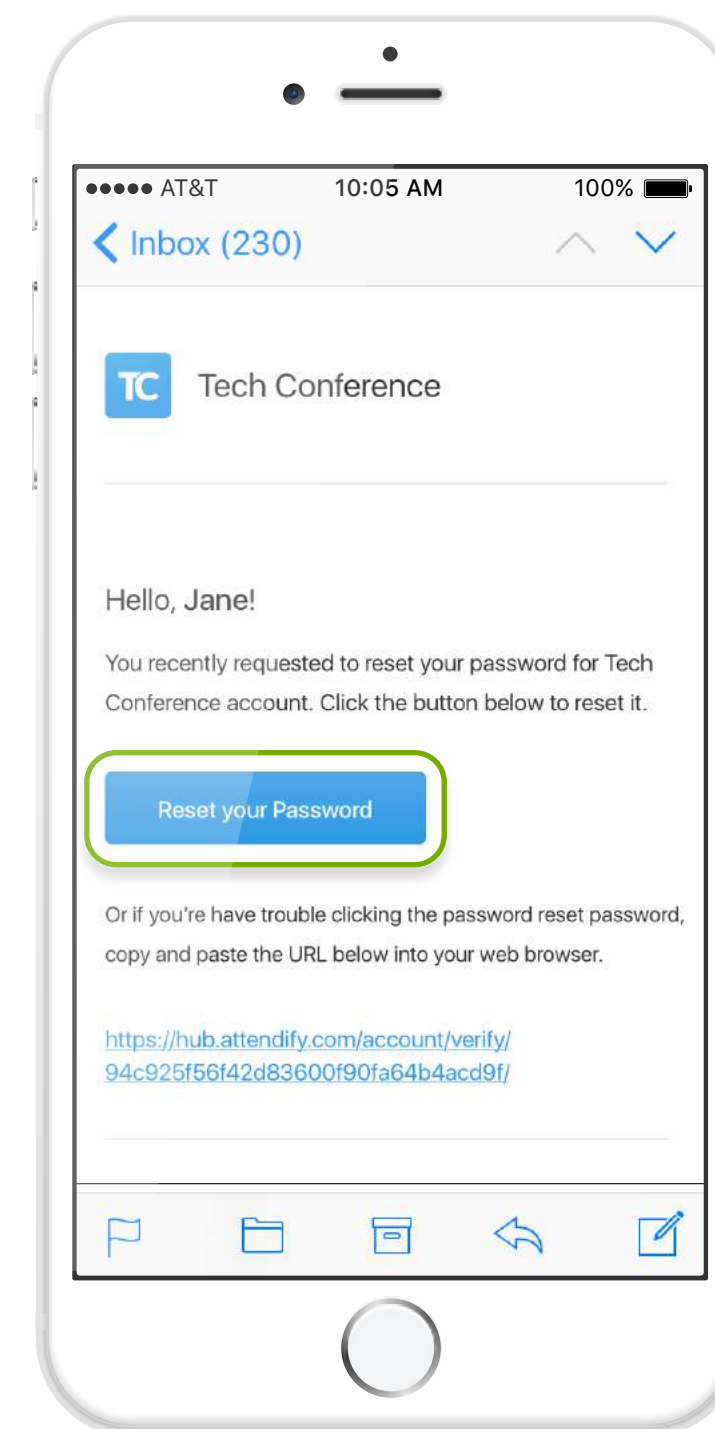
## Reset your Password



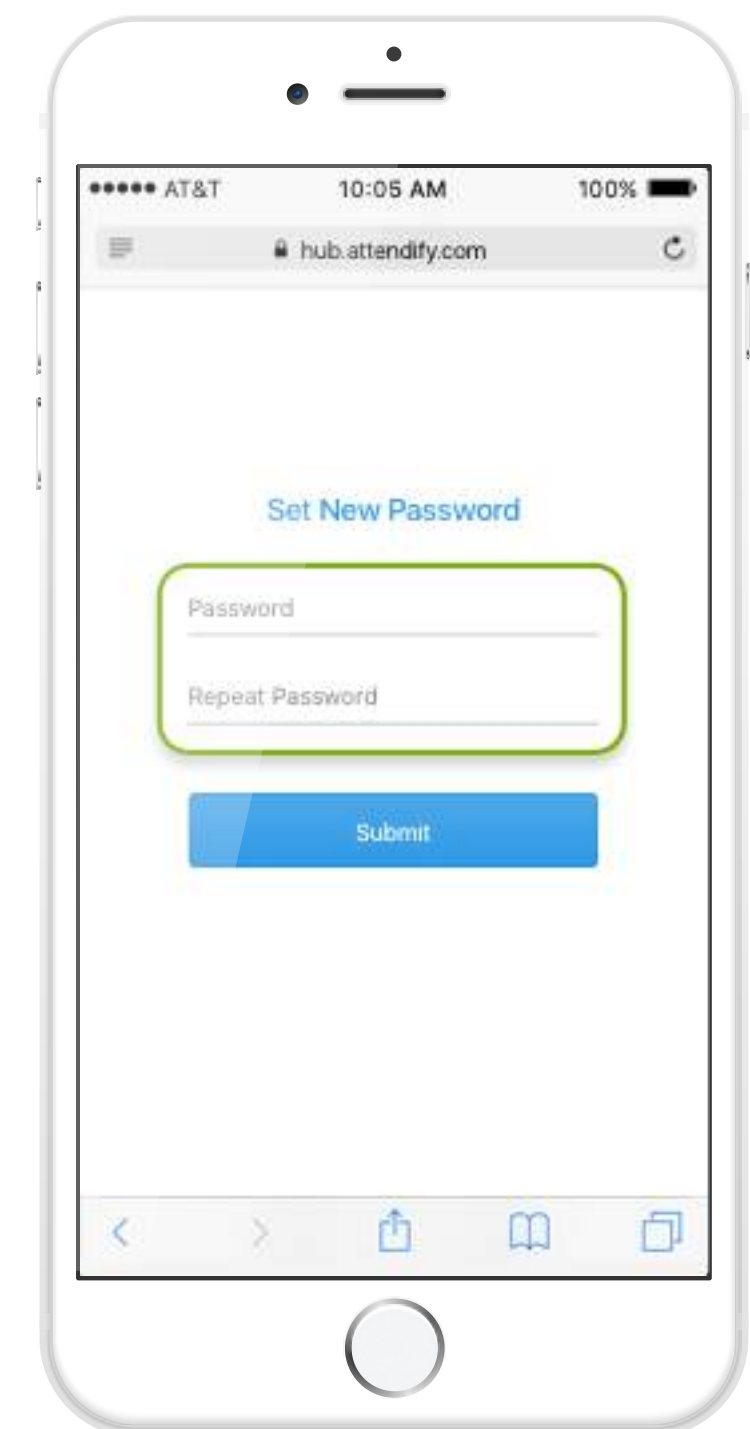
1. On the log in screen tap "forgot password."



2. Enter the email you signed up with.



3. Check your email for reset instructions.



4. Set a new password and log in.