

## 2016 Educare Learning Network Meeting Mobile Event Application – A How to Guide

### Accessing the App

Attendees can download the free mobile event application by searching “2016 Educare Learning Network Meeting” in the following app stores. Click the links below for detailed instructions.

- [Apple App Store](#)
- [Google Play](#)
- [Blackberry World](#)
- [Windows Phone Store](#)

### Getting Started

**Logging in:** Please use the email address you registered with for the meeting to log in. Once you enter your email address, you will be asked to create an individual password for your account. This will protect your profile.

**Building your profile:** Your profile will be visible to all meeting attendees using the event app. Profile features include: personal bio, social media accounts, profile picture and more.

### Using the App

**Profile features:** Located at the top right of your home screen, your profile allows you to access session documents, create meeting notes and access your inbox.

**Accessing documents:** When viewing sessions in your agenda, you can save documents to your library by adding the document to “Favorites.” Once added to your favorites, the document will appear in the document section of your profile.

**Notes:** When viewing your session (i.e. Family Support Learning Group), simply click the “Add Your Notes” selection and a box will appear to type your notes into. Any notes created during a session will be saved.

**Inbox and instant messaging:** Our event app allows each attendee to send personal messages to each other via an instant messenger built into the app. You can set up ad hoc meetings, chat about content or just catch up with your colleagues. Your messages will appear in your inbox located in your profile. You can message an attendee by simply clicking on the attendee’s profile and then selecting “send them a message.”

## Navigating the App's Features

**Home screen:** The home screen and menu contain the following sections:

**Agenda:** The agenda option contains each session at the year's meeting. Note: you can view your individual schedule by navigating to your profile.

**Attendees:** This option contains the complete directory of attendees to this year's meeting. You can view attendee profiles and send messages here.

**Connect with Educare:** This page contains links to our social media, EducareConnect and related Educare websites.

**Maps:** This option provides you with a Google Map with the location of the Hyatt Regency Atlanta. To view the Hyatt Regency meeting space diagram, select "Maps" in the menu.

**Alerts and Notifications:** We will be sending meeting alerts and notifications throughout the week. Please look for updates and reminders!

## Frequently Asked Questions

- **Can I send a message to another attendee?** Yes. Click "Menu" at the top left corner of the app home screen; select "Attendees." Search for the individual and send a message. The individual will receive a message on their mobile device. Note: No personal information will be provided through the mobile app.
- **Is an internet connection required to message other attendees?** Yes, an internet connection is required for the message to be delivered.
- **Why is my profile not updating quickly?** To update your app with new information you may need to refresh the app. Navigate to the menu section and at the end of the list, select "Refresh App." Please be patient as it might take a minute.
- **How do I add documents to my favorite list?** Simply select "Add to Favorites" under the document you want to view again. Once selected, your favorite documents will be added to your profile's document library.
- **For how long will the app be live after the meeting?** Our mobile app will be available to all attendees for 60 days after the event, closing on June 30, 2016.

## Help Center

For assistance and questions related to mobile app, we kindly request you contact us at [registration@educarenetwork.org](mailto:registration@educarenetwork.org). We have a support team on stand by and will be able to assist you in a timely fashion. We appreciate your patience and continued support. We will also be providing onsite assistance at the Meeting Services booth throughout the meeting.