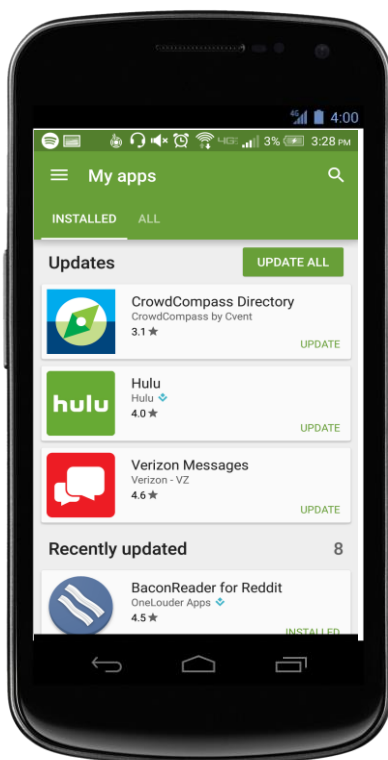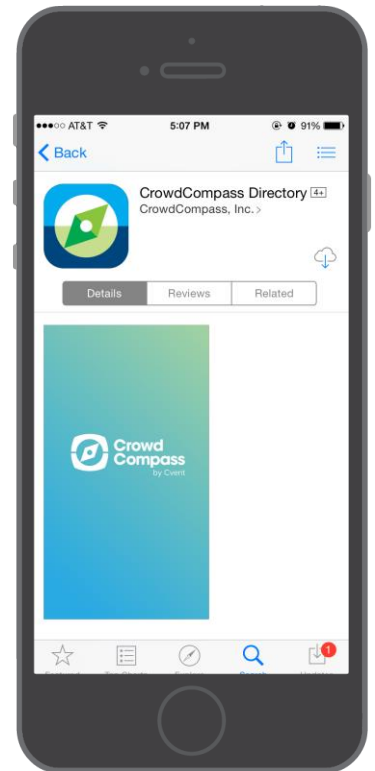# Downloading the App

Get the app

1. Download the app by searching stores for **CrowdCompass AttendeeHub** or entering the following URL into your mobile browser: https://crowd.cc/s/YY7q
2. Open the app and search for "**CCIAAConference2017**"
3. Enter the event code: **ie1997**
4. Tap on the three lines in the top left-hand corner and click **Login for more features!**
5. Enter your **First and Last Name**
6. Enter your **Email – make this an email you can access on your device**
   - The app will send you an email – tap the link to **"Verify Account"**
7. Tap **"Open App"** and select **"Finish"** to be fully logged into the app!
   - The app will send you an email – tap the link to "Verify Account"

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: https://event.crowdcompass.com/cciaa2017

Or check for updates

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

2 Check for updates. If you have an iOS device, tap the **Updates** tab and check the list to see if any updates are available for your app.
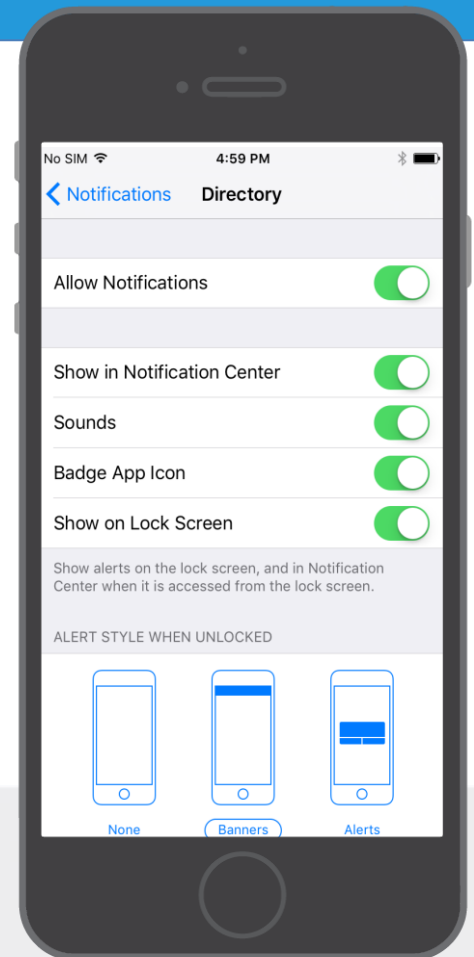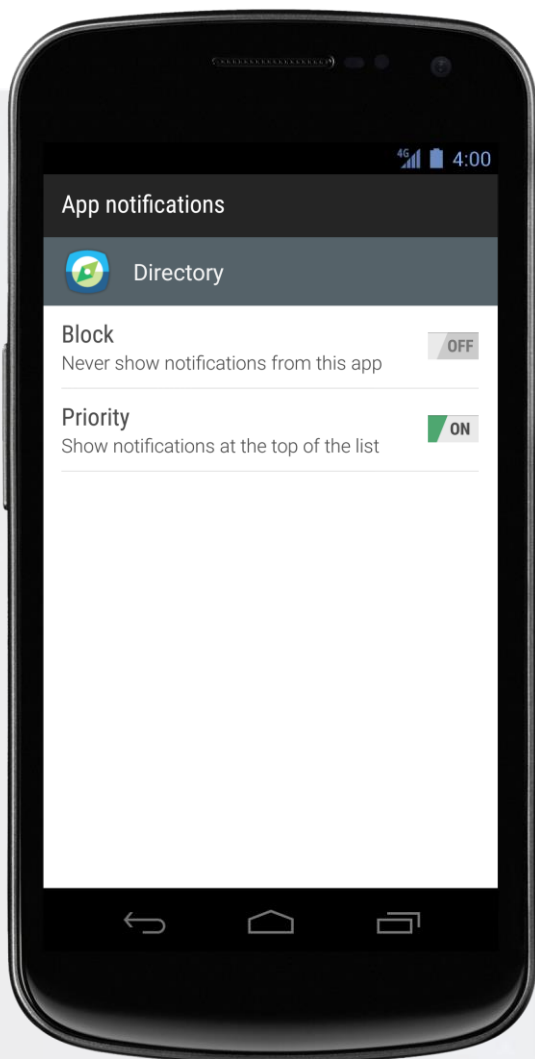
For an Android device, tap the hamburger icon, then **My apps**. Check to see if your app is listed under "Updates." If it is, tap its name, then **Update**.

Allowing Push Notifications

Allowing Notifications on iOS

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

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

Or Android

Note: Not all Android phones are the same. The directions below walk you through the most common OS, Android 5.0.

1 Access the Notification menu. Swipe down on the home screen, then click the gear in the top right. Tap **Sounds and notifications**.

2 Turn on Notifications for your event's App. Scroll down and tap **App notifications**. Find your event's app on the list. Switch notifications from off to on.
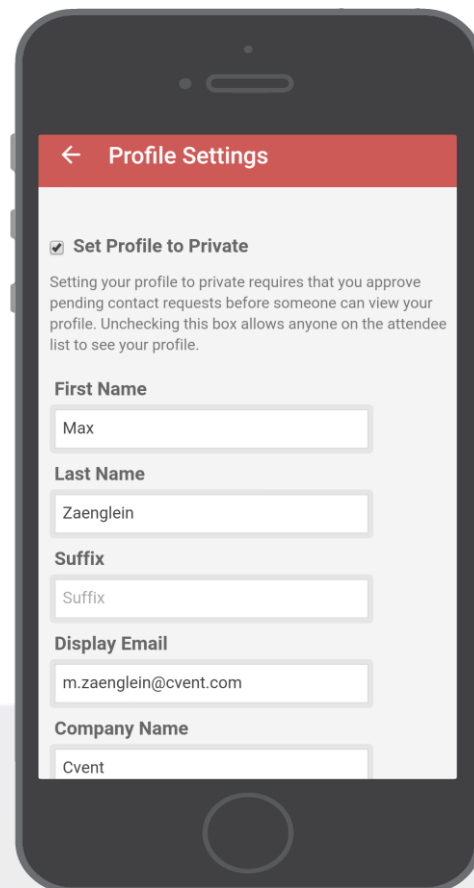
Manage Your Privacy

Customizing Your Profile

1 Access your profile settings. Your Profile Settings are private by default. If you would like to make your profile public, you have control of what you share.

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

2 Check the box. To make your profile Public, simply uncheck the private setting. No personal information has been stored; you enter what you would like to share within the app. Our app is password protected and only other attendees will have access.

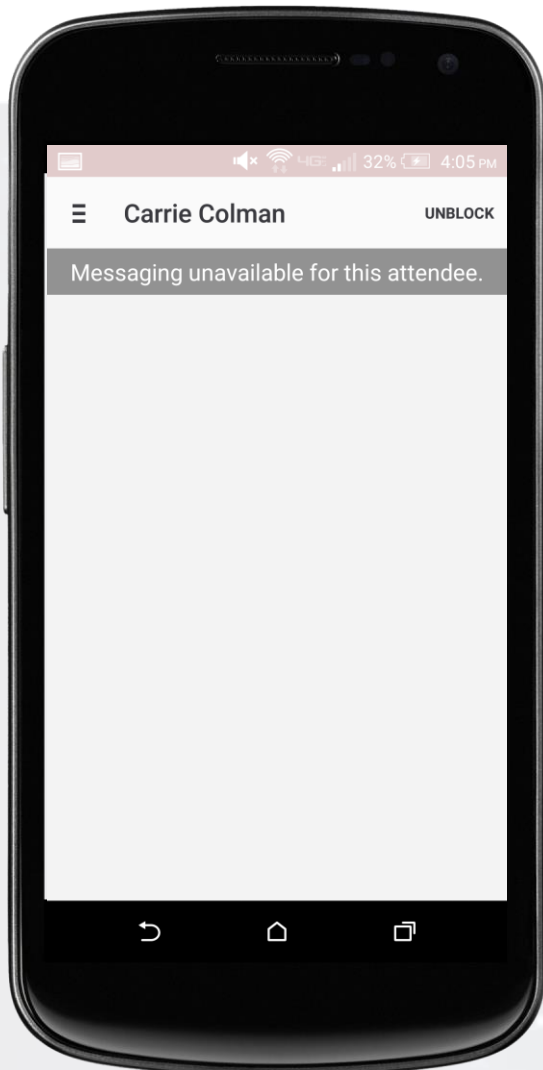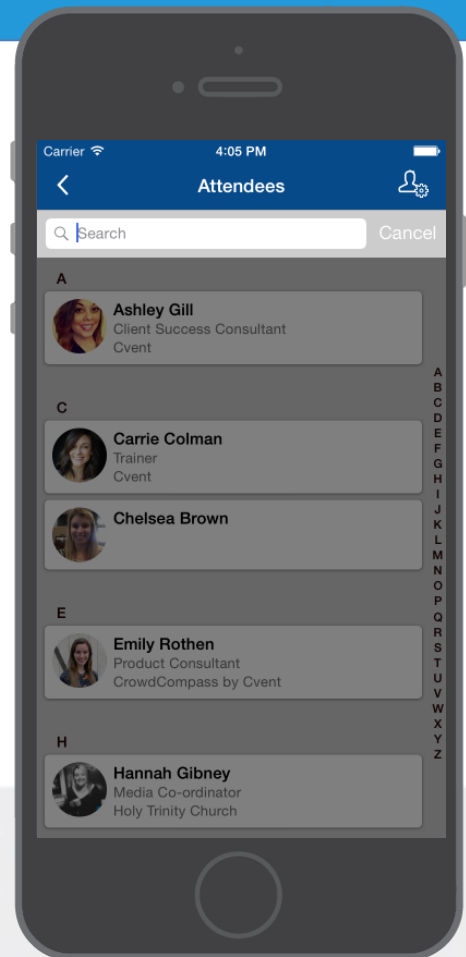To keep your profile private, make sure that the box next to "Set Profile to Private" is checked.

Profile Settings

☑ **Set Profile to Private**

Setting your profile to private requires that you approve pending contact requests before someone can view your profile. Unchecking this box allows anyone on the attendee list to see your profile.

First Name
Max

Last Name
Zaenglein

Suffix
Suffix

Display Email
m.zaenglein@cvent.com

Company Name
Cvent

Messaging Attendees

Get to Chatting

1 Access the Attendee List. After logging in, tap the **Attendees** icon.

2 Send your message. Find the person you want to message by either scrolling through the list or using the search bar at the top of the screen.

Tap their name, then the chat icon (image with the bubble) to start texting. If you want to pick up a chat you previously started, tap the hamburger icon in the top right, then **My Messages**.

Or Be a Hermit

1 Access the Attendee List. Rather focus on the conference? Just as before, log in and tap the **Attendees** icon.

2 Block the person. Find the Chatty Person you're worried about by scrolling through the list or using the search bar at the top of the screen.

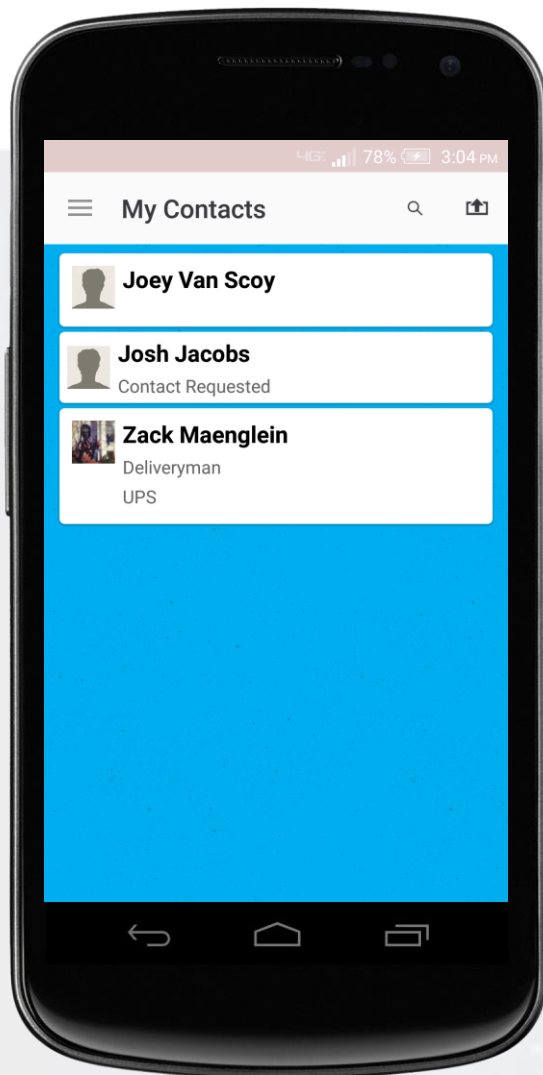Tap their name, then the chat icon. But, don't type anything, instead tap **Block** in the top right.
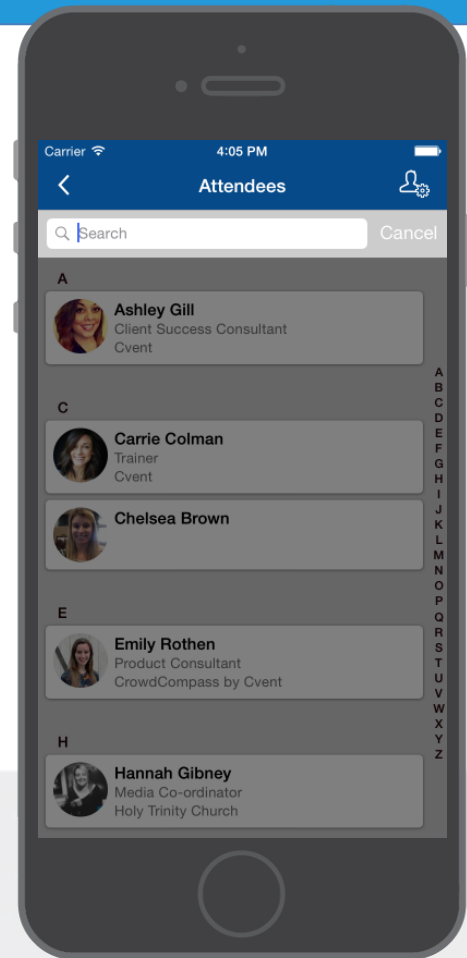
Networking

Share Your Info

1 Access the Attendee List. After logging in, tap the **Attendees** icon.

2 Send a request. Find the person you want to share your contact information by either scrolling through the list or using the search bar at the top of the screen.

Tap their name, then the plus icon to send a contact request. If they accept, the two of you will exchange info.

Continue the Convo

1 Access My Contacts. Tap the hamburger icon to open up the side nav, then **My Contacts**. Here you'll find a list of all the attendees you've exchanged contact info with.

2 Connect outside the app. Find that interesting person you just met and tap their name.
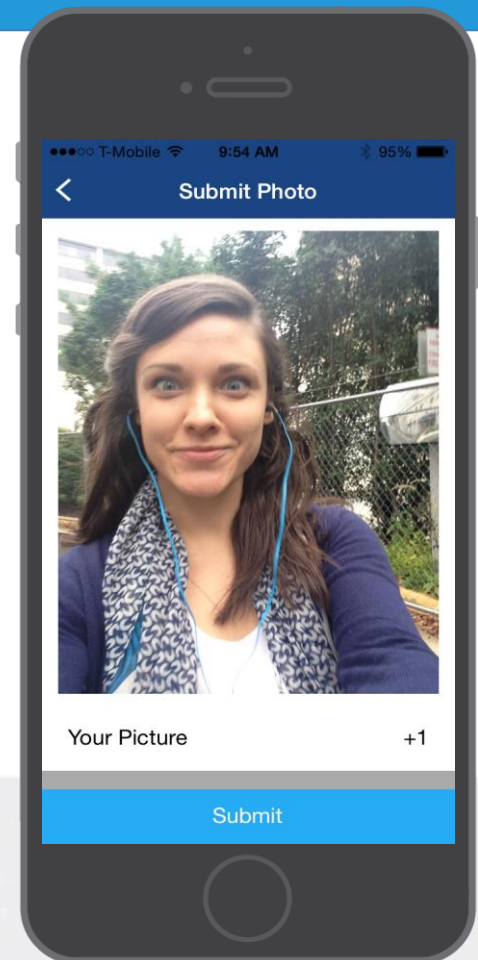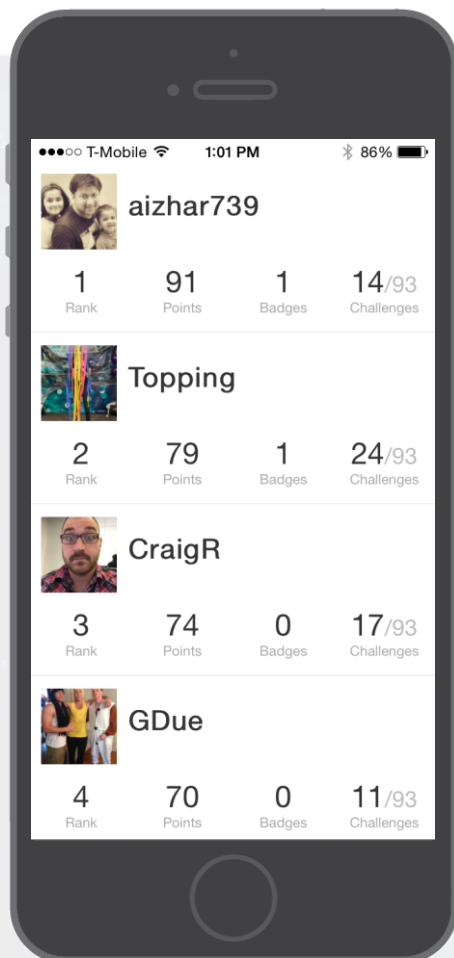
You'll be taken to a page that shows all the social networks that attendee has linked to their CrowdCompass account. Tap any of their logos to connect to that attendee's page.

Playing Click

Snap to Win

1 Choose a challenge. Tap **Profile** at the top right. Scroll down to see a list of badges and the challenges you need to complete to earn them. Take them on in any order!

2 Submit a photo. Tap the camera icon next to the challenge you want to take. Shoot or upload your masterpiece, then tap **Submit**.
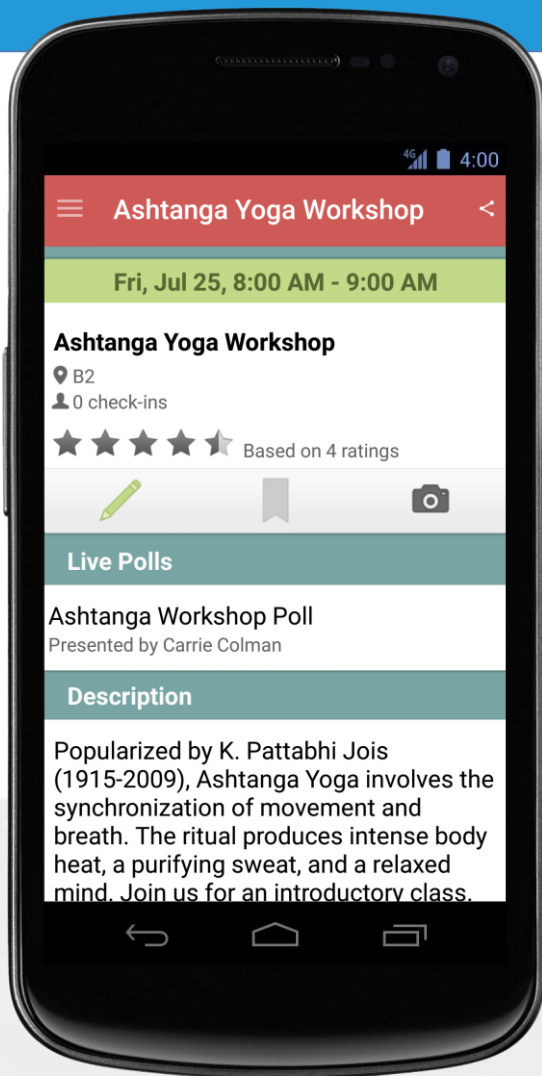
Track the Competition

1 See your opponents. Tap **Leaderboard** on the top left. As your fellow attendees begin aiming their devices at everything from moustaches to macchiatos, a battle for glory will play out here.

2 Defeat your opponents. Keep completing challenges to earn points. The more points you have, the higher your rank.

3 WIN. Prizes will be awarded at the end of Thursday to the highest points.
- First Place wins a $50 gift card to Starbucks
- Second Place wins a $25 gift card to Starbucks
- Third Place wins a $10 gift card to Starbucks

Taking the Survey

From Your Phone

1 Access the Schedule List. After logging in, tap the **Schedule** icon.

2 Find your Survey. Find your chosen session by either scrolling through the schedule or using the filters at the top of the screen.

After selecting your session, tap the survey at the bottom of the page labeled "Attendance Sign-in Survey".

3 Complete your Survey. Enter the Class Code provided by the instructor. Fill in your first and last name.

From the Desktop, Blackberry or Windows Device

1 Access your Event. After logging in, click **Schedule** from the side nav bar.

2 Find your Survey. Find your chosen session by either scrolling through the schedule or using the filters at the top of the screen.

After selecting your session, tap the survey at the bottom of the page labeled "Attendance Sign-in Survey".

3 Complete your Survey. Enter the Class Code provided by the instructor. Fill in your first and last name.