

## How to use Attendify

Click on the link: <https://attendify.com/app/tswfon/>

Give it your cell number and click Text me a Link.

Go to text messages on your cell phone and click on the link.

It will ask you if you want to open it in whichever store version belongs to your phone type. Click Open.

Download the app (in the app store you touch Get and then Install and, when the circle completes, on Open.

Attendify will ask you if they can send you notifications. We recommend you Allow. But that's up to you. That way if we need to get an important message to attendees, you'll get it.

In the Search bar just type in Ambucs (upper or lowercase, doesn't matter). You'll see our logo and the right dates pop up. Touch that.

If you click Register it will take you to the National Conference page on our website where you can click on Online Registration Now Open to register for National Conference (if you have not done that yet).

If you click Join, it knows that you belong to us. That you are an attendee of the 2019 AMBUCS National Conference.

Type in your email and a password that you can remember (or write it down) and accept their terms and conditions and then touch Sign Up. Or, if you have used Attendify before, you can just login at the bottom.

Next, it will take you to your Profile info. This will be publicly visible to all conference attendees. You can add as little or as much info as you want beyond your name. But it will be more fun, the more you share. You can skip this step and come back to it later.

For Position please give your office at your chapter or just use Member.

For Company please give your chapter name.

For Location please give the city and state either where you live or of your chapter. (Whichever makes sense to you, if they happen to be different.)

When you're done, touch the check mark in the upper right-hand corner.

At some point, check your email and confirm that's your email address (Attendify will email you and ask).

You're in!

Now it takes you to the Activity Stream. This is like facebook or twitter but just for us.

**We will be showing the comments and images you post here on the big screen before and after several of the sessions!**

You can begin posting stuff to the activity stream now. You can also begin talking with other attendees and setting up meetings.

All the other awesome features are reached by clicking on the three horizontal lines (we call them a sandwich...how prosaic, huh?) in the top left corner. Or you can just swipe right.

If you click on **People** you can scroll through and see all attendees. If you click on someone you will see the option to private message them. Say, you want to meet an old friend for drinks or really wanted to hear more from one of our panelists and want to buy them a coffee and pick their brain. You can update your own profile by clicking on yourself and then on the gear in the upper right-hand corner.

You'll see the option to star stuff all over the app. Everything you star will end up in that **Bookmarks and Notes** tab. You can take notes in any session or on any person...pretty much on any screen in the app. Look for the three dots in the upper right-hand corner and then choose Add Note. Make a new note by clicking the blue plus sign in the bottom right-hand corner. You can edit a note by touching it and then on the pencil in the upper right-hand corner. The upside-down bracket with the arrow is to export the note so you can keep it permanently. These notes will all show up in the Bookmarks and Notes tab too.

The **Schedule** is the National Conference Schedule. As long as your phone has WiFi this schedule should be accurate at any time. If we need to make a change it will update instantly. Across the top you will see the days. Touch to navigate between them. You can click on each entry to see more info. Or star to remind yourself about it. You can even set an alert for 10, 30 or 60 minutes before the session, if you want to. You don't even need to be in the app to receive the alerts!

The **About** tab contains all this helpful information about navigating the app.

**Interactive Map** will show you where each session is located. The first floor is Lobby Level and second floor is Ballroom Level. Trek 4 Trykes Map shows you how to get from Point State Park from the Wyndham and the suggested walking route.

Near the end of our time together, **Conference Survey** will show up in the sandwich menu (It will not be visible at first). Please make time to fill out the survey before you leave!

The **Speakers** tab shares an image and a bio for our main speakers. You can star a speaker to make them show up in your Bookmarks and Notes tab.

The **Sponsors** tab will list all the companies who sponsored conference. If you know of a company that might be interested in being featured here, let us know. We can also deploy ads in the app. We have a sponsorship packet if you'd like to share one with a prospective sponsor or if you or your chapter would like to consider it. The Great Amtryke Giveaway All-In Donors will also be listed here!

The **Video Album** tab contains our three most recent AMBUCS videos. If you have a few minutes, get jazzed up and watch them.