

Attendee Hub Event App Guide

Download the App:

To access your event's app, click the "Open the App" button that appears in the mobile app invitation email you were sent. It is recommended to open this email on your mobile device.

[Open the App](#)

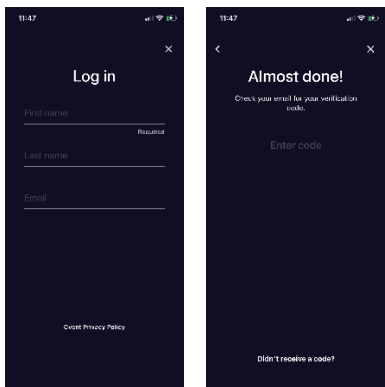
This button will take you to your device's app store where you'll be prompted to download the Cvent Events app. If you did not receive an email, you can download the Cvent Events app from your device's app store.



Logging In:

Once downloaded, open the app. If you used the link in the email, the app should open to your event. If not, you can search the name of the event or use the Event ID (listed in the email) to find the event.

You may be prompted to log in before downloading the event to the app. After entering your first name, last name, and email address, a verification code will be sent to your email and/or mobile number.



Troubleshooting Log In:

- Ensure you are entering the same email you registered with for the event.
- Check spam and junk folders for the verification code email.
- The email or text should be triggered in less than a minute.
- If you still do not receive the verification code, contact the planner.

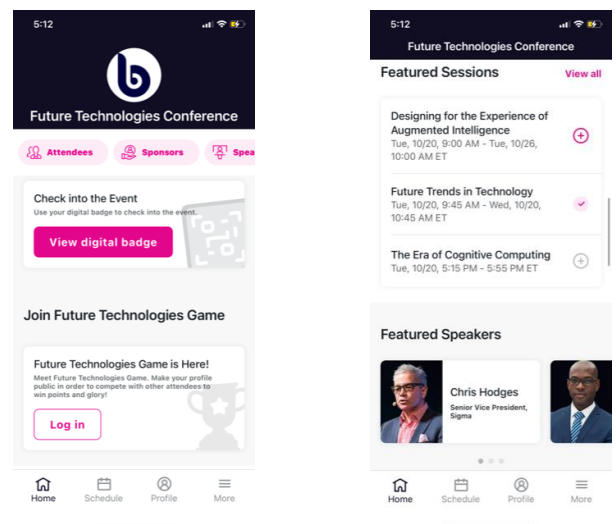
If you do need to log in again, you will be sent a new verification code to enter.

Navigating the Event App:

There are four main navigation tabs at the bottom of the app you can use to access different information about the event.

HOME TAB

This is the homepage of the event app. You will be able to see live and upcoming sessions, featured sponsors, speakers, and/or exhibitors, and other items related to the event.



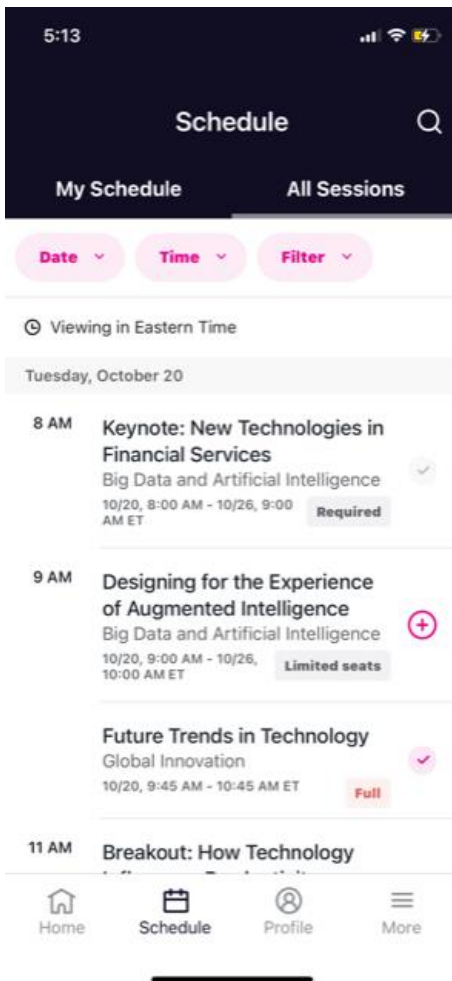
You can click into an individual session, speaker, or exhibitor to view more information. You can also use the quick link pills at the top of the page to navigate to other pages in the app.

SCHEDULE TAB

This tab links to two pages: All Sessions and My Schedule

All Sessions

The All Sessions page lists the sessions available for you to attend during the event. They are listed in the order they occur. Use the filter pills at the top to filter through sessions or use the search icon to search for a particular session.

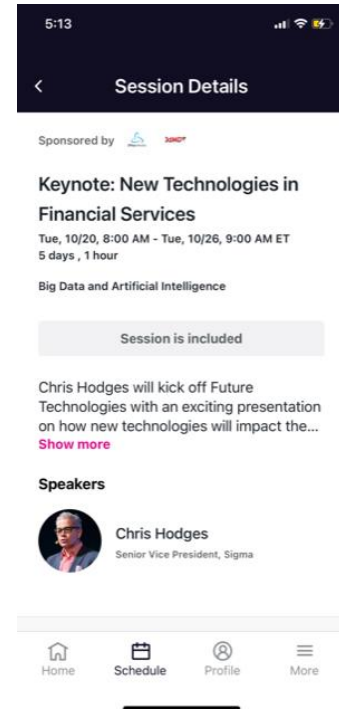


You can also add or remove sessions from your personalized schedule on this page if modification is allowed.

My Schedule

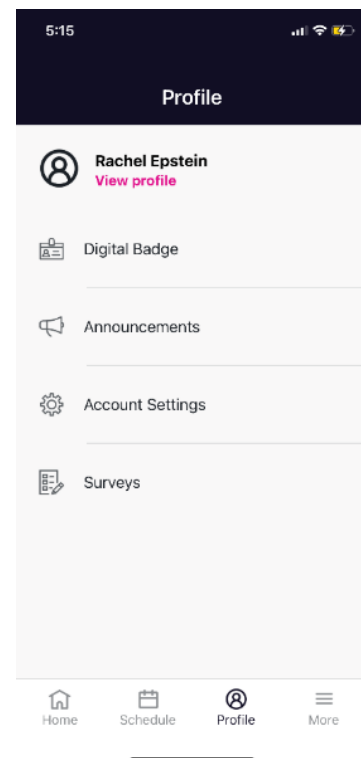
This page shows your personalized schedule based off the sessions you are registered for and any appointments you may have.

You can click on a session name to access more information about the session, including the location of the session, speakers, sponsors, and additional content & links.



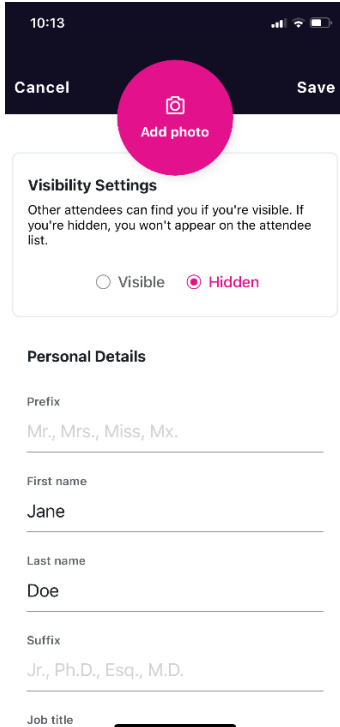
PROFILE TAB

The profile tab contains several features related to the event.



View and Update Profile

Click on View Profile to view your event profile. If allowed, you can make edits to your profile. Add a headshot and bio, update your personal information, and choose your visibility settings so other attendees can see you and learn more about you.



10:13

Cancel Add photo Save

Visibility Settings
Other attendees can find you if you're visible. If you're hidden, you won't appear on the attendee list.

Visible Hidden

Personal Details

Prefix
Mr., Mrs., Miss, Mx.

First name
Jane

Last name
Doe

Suffix
Jr., Ph.D., Esq., M.D.

Job title

Digital Badge

The Digital Badge contains your registration information and a QR code that can be used to scan in and out of the event & sessions, and also by exhibitors onsite.

You may also access the digital badge from the homepage.

Account Settings

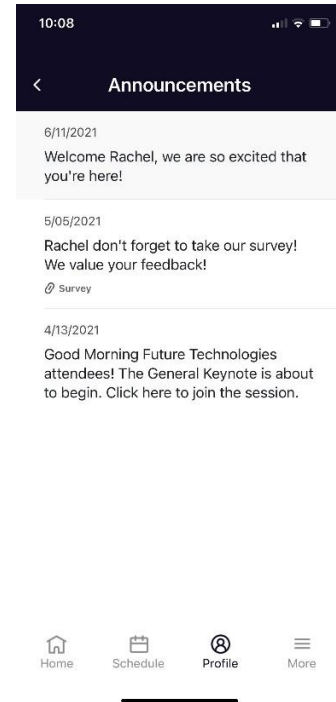
Update settings for the app here.

Surveys

Submit feedback about the event and sessions here.

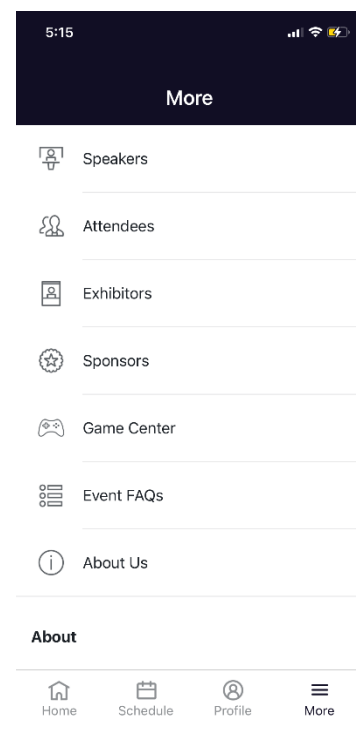
Announcements

View updates and notifications from the event here. Some notifications may be sent straight to your mobile device, but all announcements can be seen here.



MORE TAB

All other information about the event can be found in the More tab. This includes information about speakers and exhibitors, the event venue, and any additional event materials.



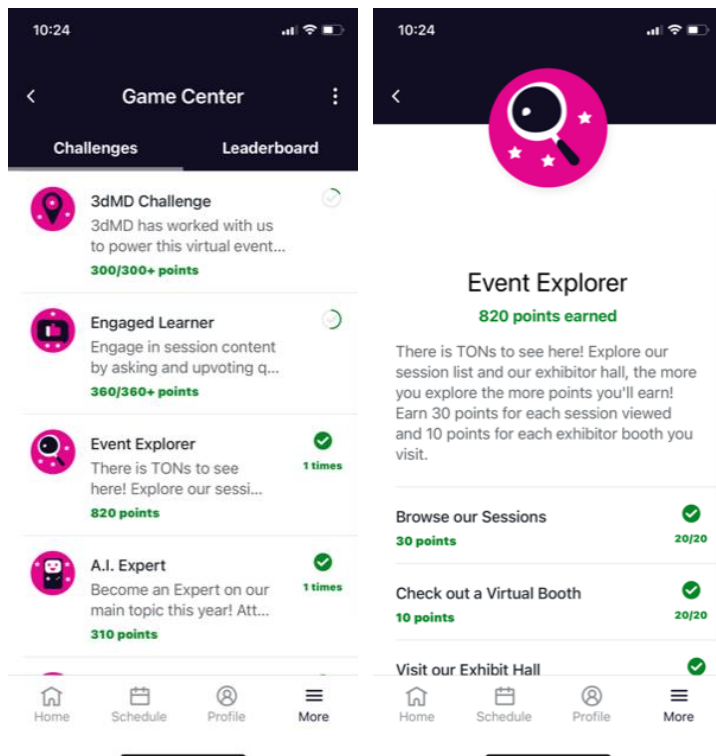
Attendees:

If the event you are attending has this page, you will be able to see a list of all attendees who have made themselves visible on this list. You have the option to go visible or keep yourself hidden from this list.

Game Center:

If the event you are attending has gamification features turned on, you can join the game here.

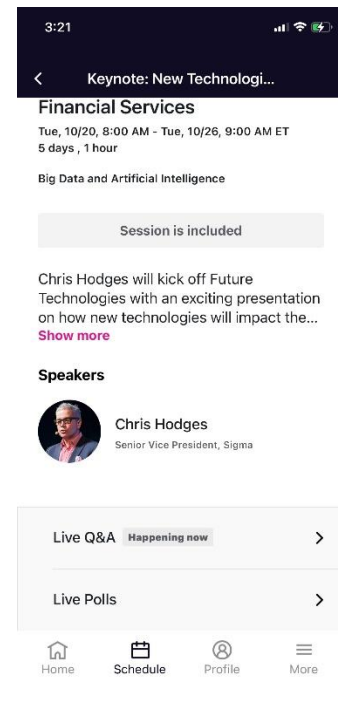
Within this tab, you will see a variety of challenges you can participate in. When you click into a specific challenge, you will see the rules and how to collect points.



You can also view a leaderboard of the top Game players by navigating to the Leaderboard page within the Game.

Engaging with Sessions

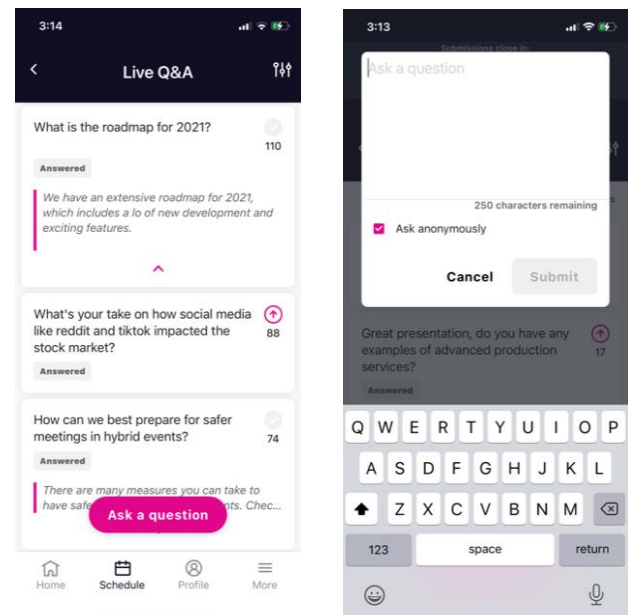
Some sessions may have engagement features for you to participate in, such as Live Q&A and Polling. You can access these features from the session page.



Live Q&A

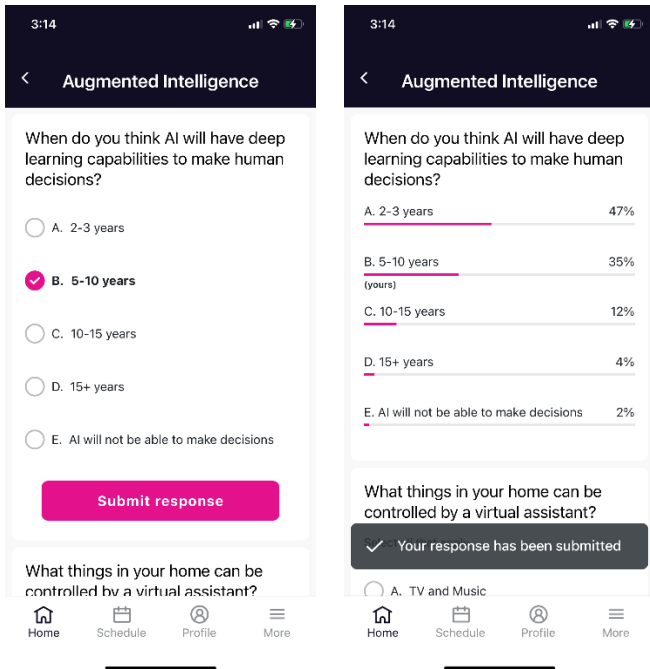
Submit questions using the Live Q&A feature. Click the "Ask a Question" button and type your question.

See and upvote questions from other attendees and read responses to questions that have been answered.



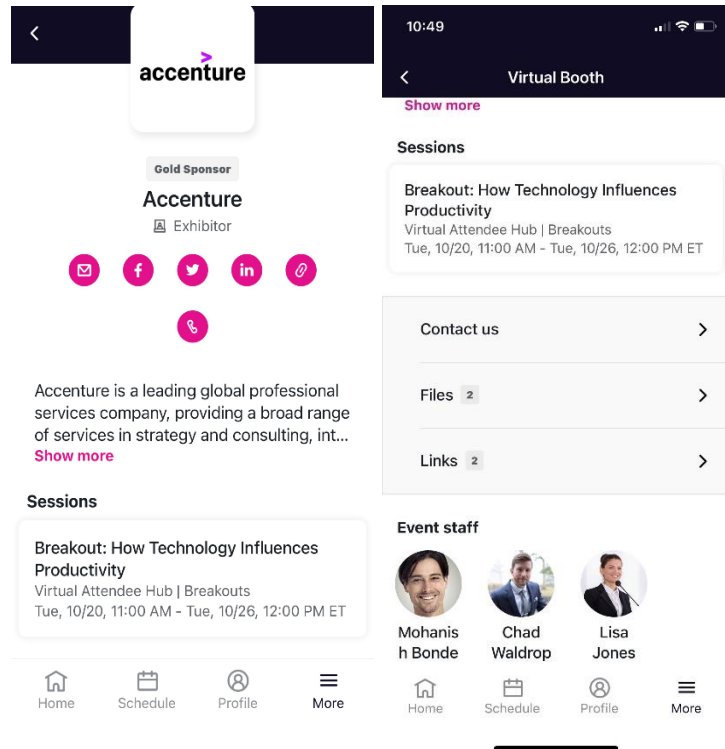
Live Polling

Answer poll questions by selecting one or multiple answers. After you submit your response, see how your answer compares to other attendees'.



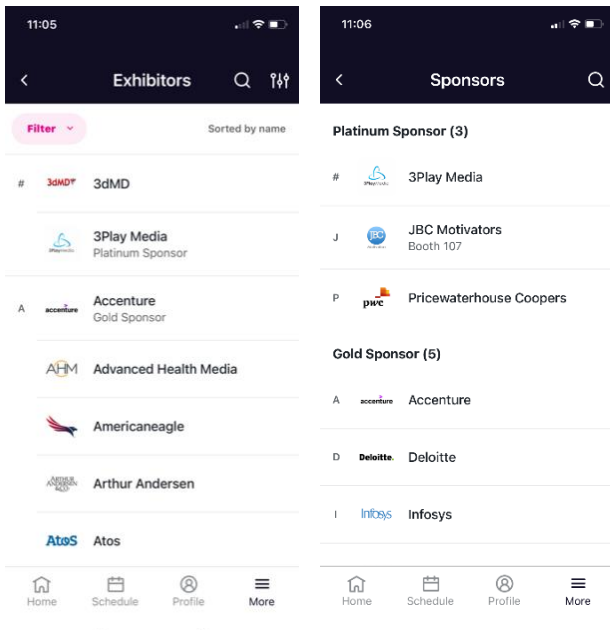
Exhibitor Profile

Click into an exhibitor/sponsor to view more information about them.



Exhibitors and Sponsors

Navigate to the exhibitors page to find a list of all event exhibitors in alphabetical order. Visit the sponsors page to see all event sponsors listed by sponsorship level.



Use the icons at the top to view an exhibitor's contact information or social media. You can also see what sessions they may be sponsoring.

View exhibitor files and links they've attached to their booth.

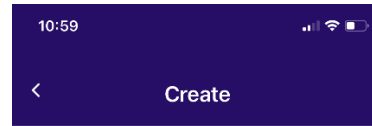
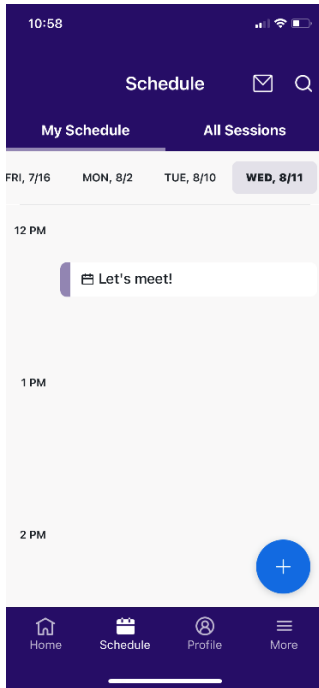
Want to get in touch? Use the contact us feature to send a brief message to the exhibitor.



Appointments

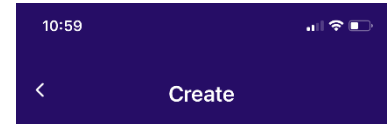
You can view and schedule appointments with other attendees or exhibitors within the event app.

To schedule appointments, navigate to the Schedule Tab > My Schedule page. If you have access to schedule your own appointments, you will see a + icon in the bottom right of the page.



* Appointment Type


Block Off Time
Attendee Meeting
Committee Meetings
Self-schedule appts



* Appointment Type

Attendee Meeting

* Attendees - Add

 **Jane Doe** - Available [Remove](#)

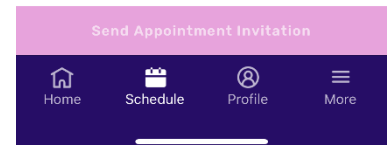
* Time - Edit

Wednesday, August 11 2 of 2 Attendees
11:00 AM - 11:30 AM CT Available

Virtual Access

Attendees can join this appointment
virtually [i](#)

* Subject



You will be prompted to select an appointment type and the attendee(s) you'd like to meet with. You will also choose the time you'd like to meet and a subject for the appointment.