attendify

Using your Attendify
Event App
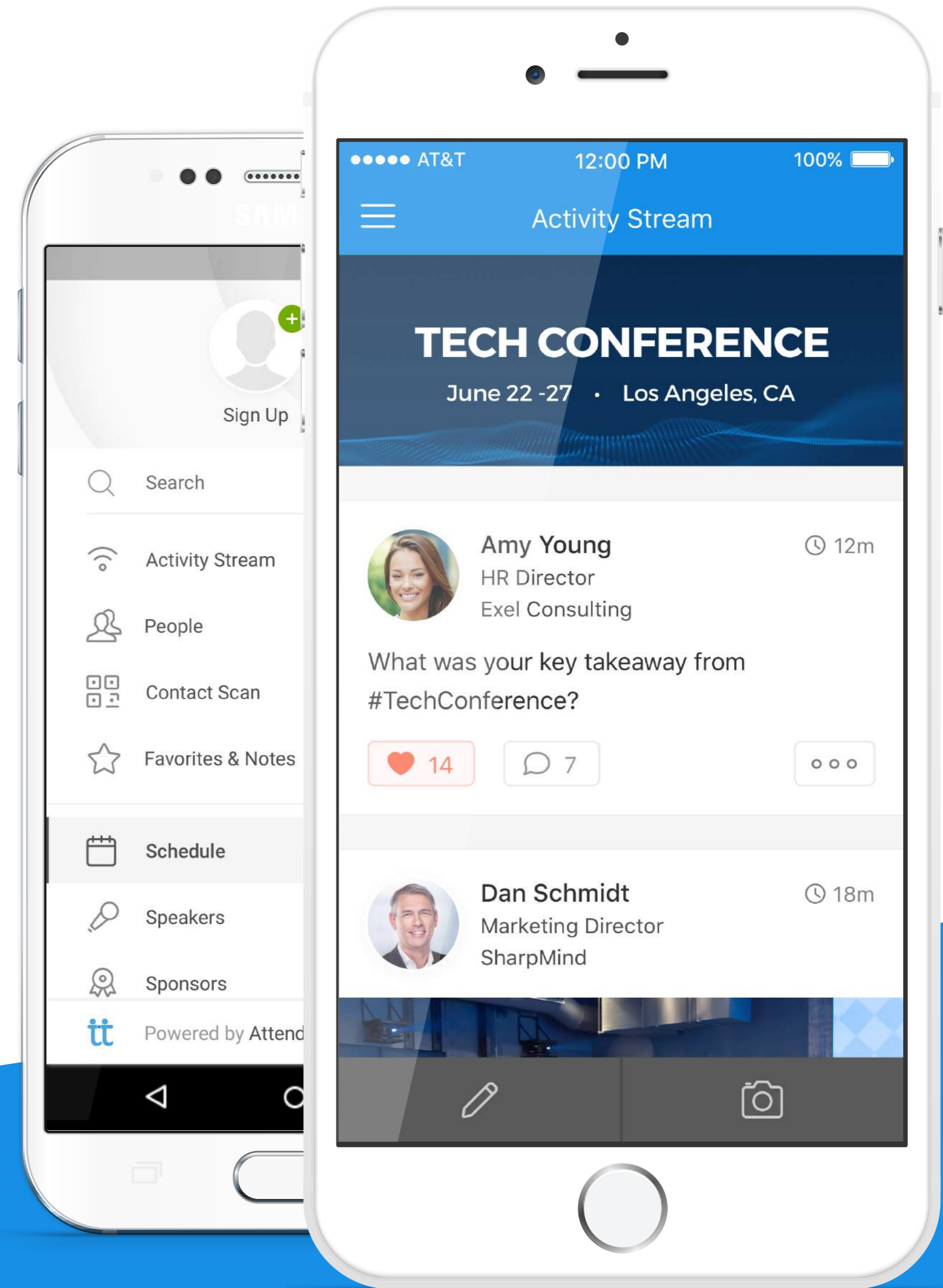
Learn how to...

Create a Profile

1. Open the app's main menu.
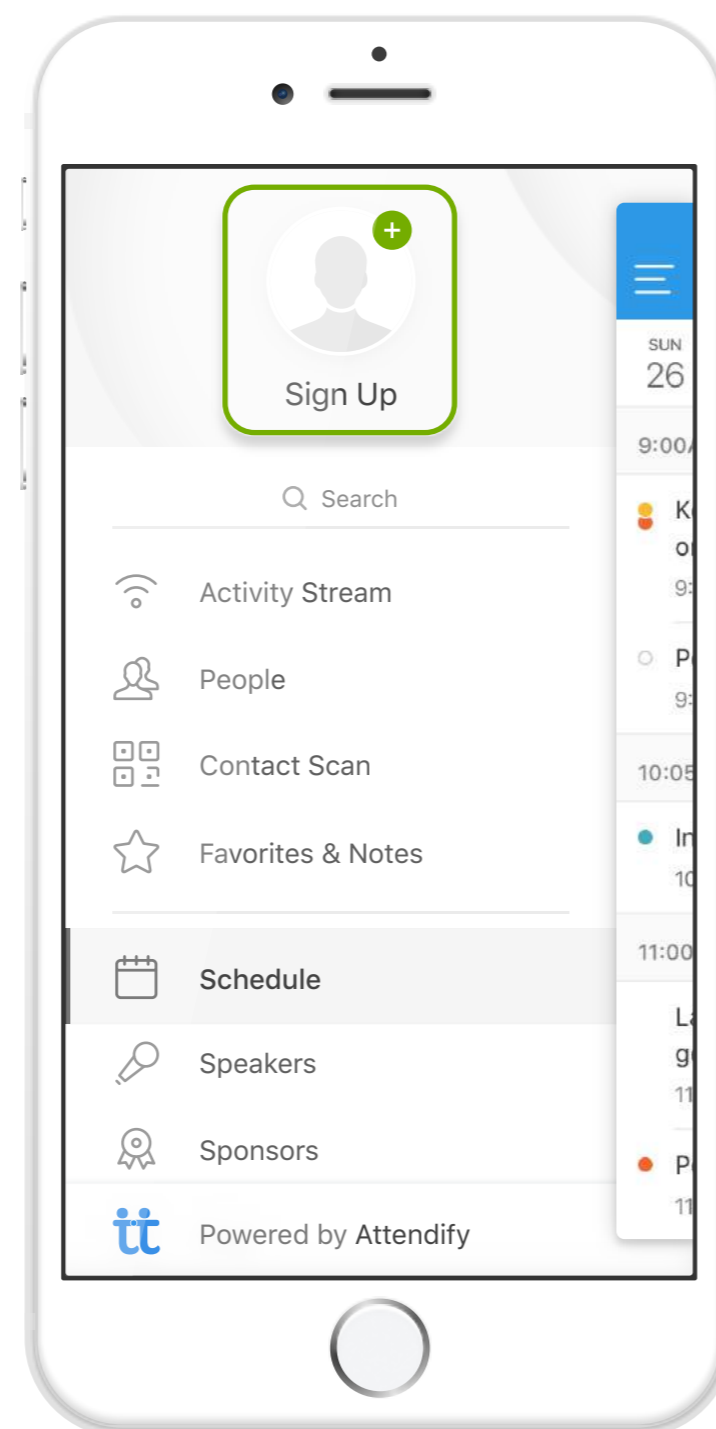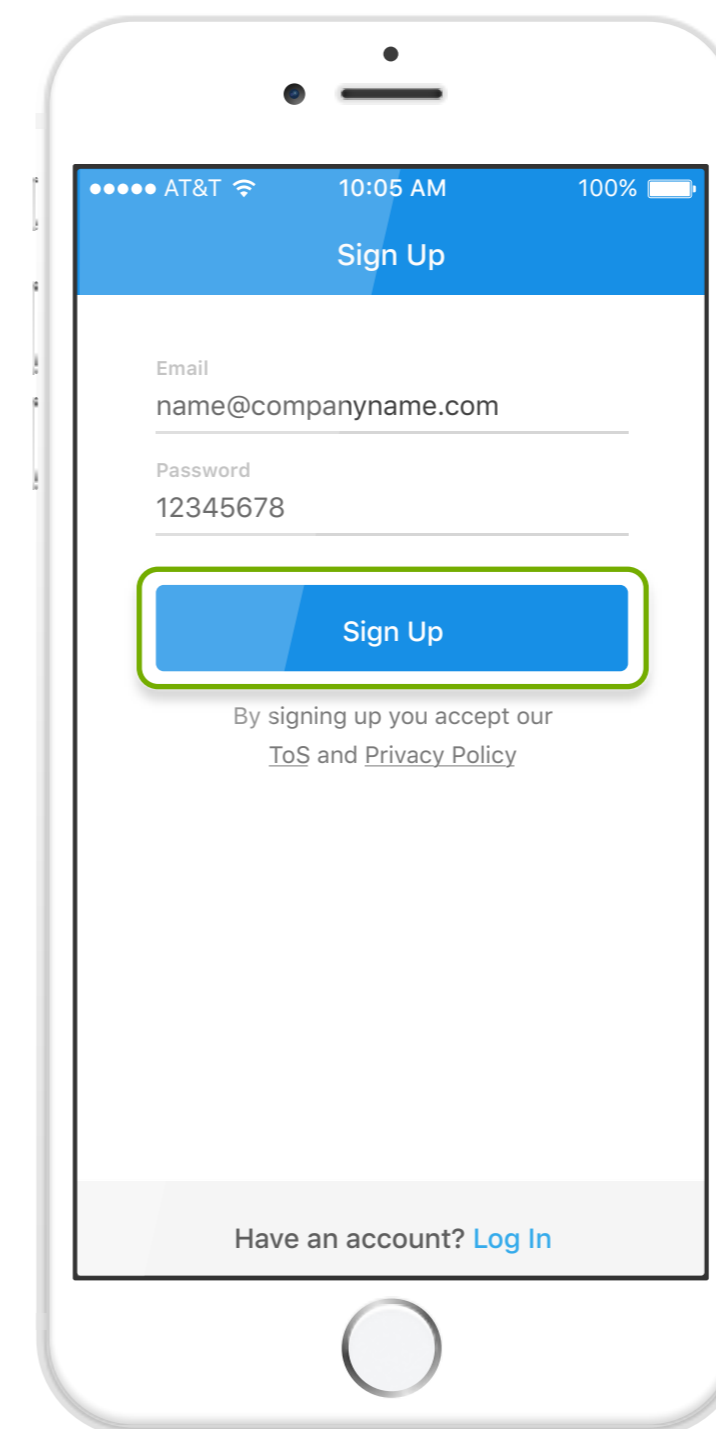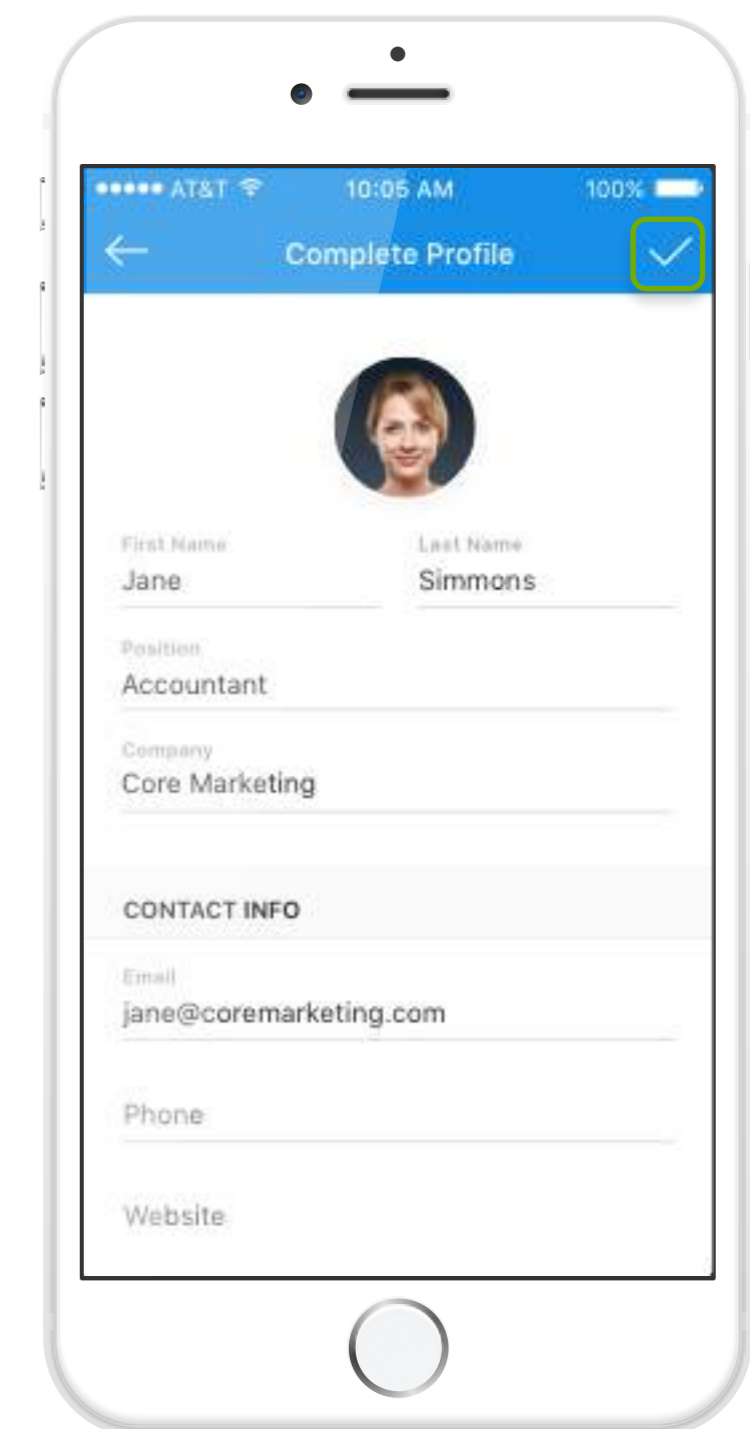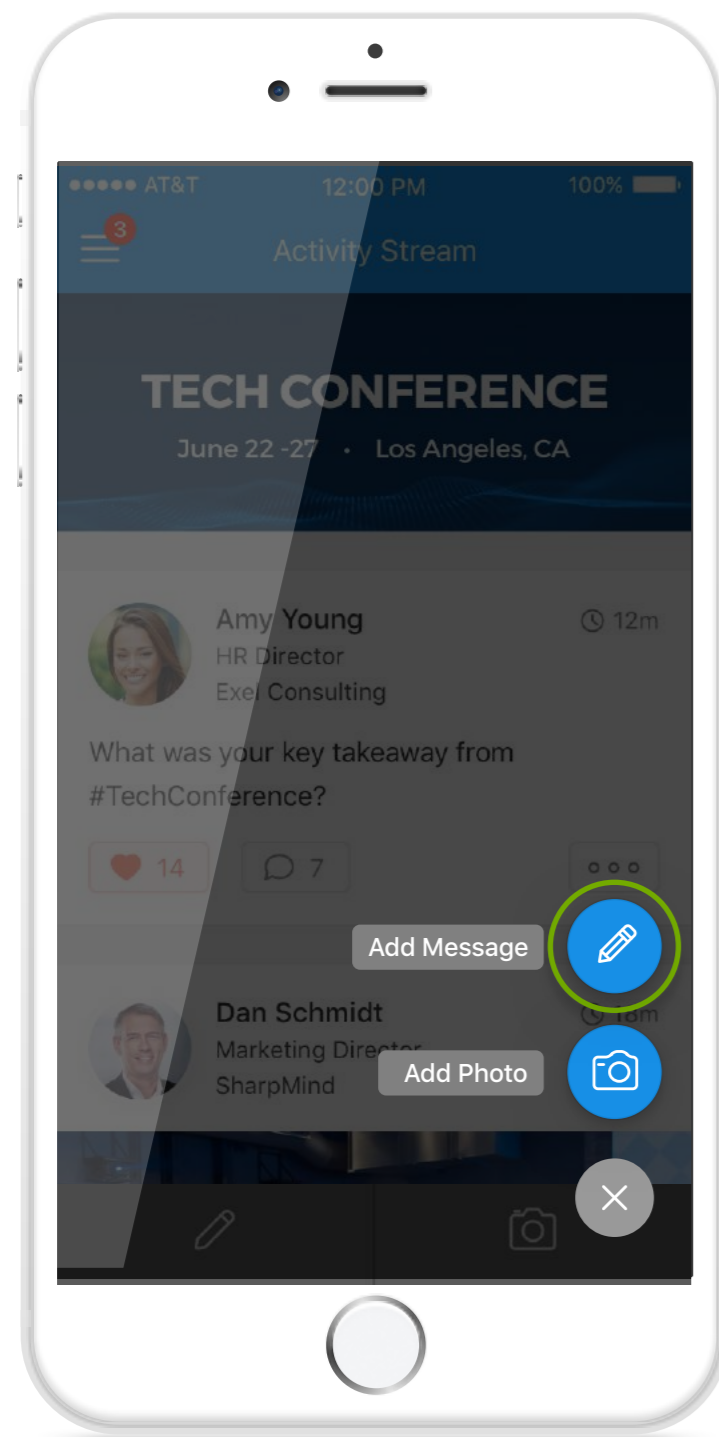
2. Tap on the "sign up" area.

3. Enter your email and choose a password.

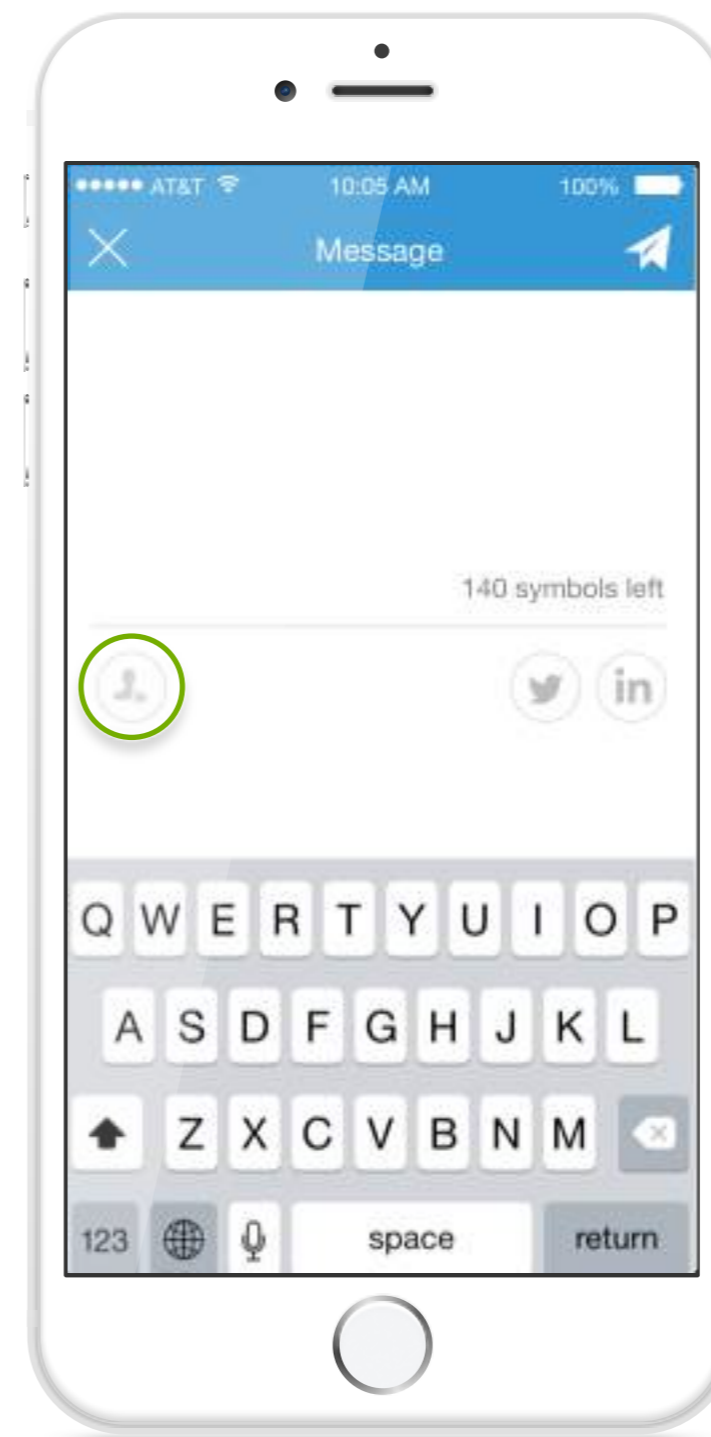4. Add your profile information.

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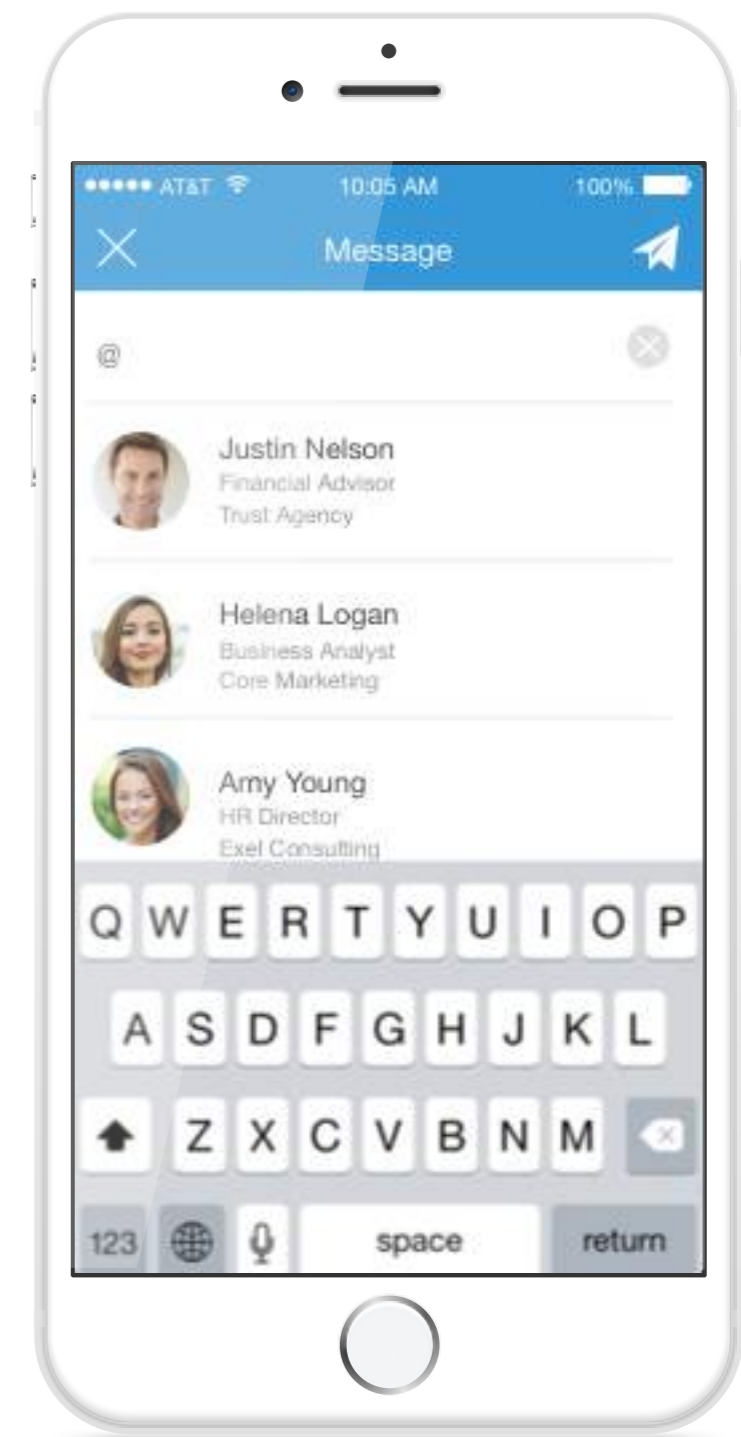
Cross-Post and Mention

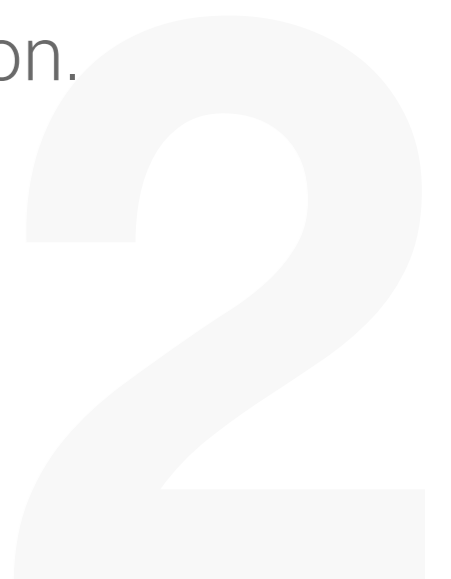1. Tap the
   message button.

2. Choose a
   social network.

3. Tap to mention
   another person.

4. Choose the
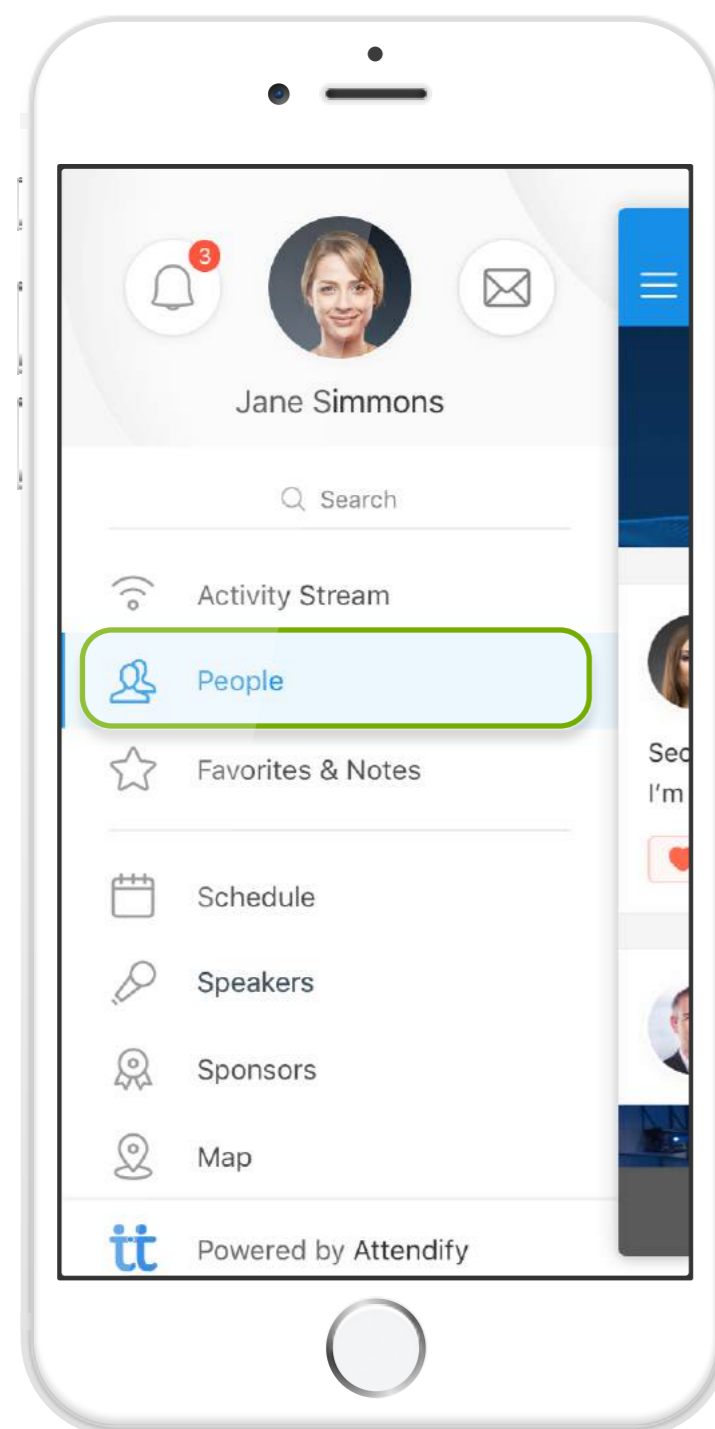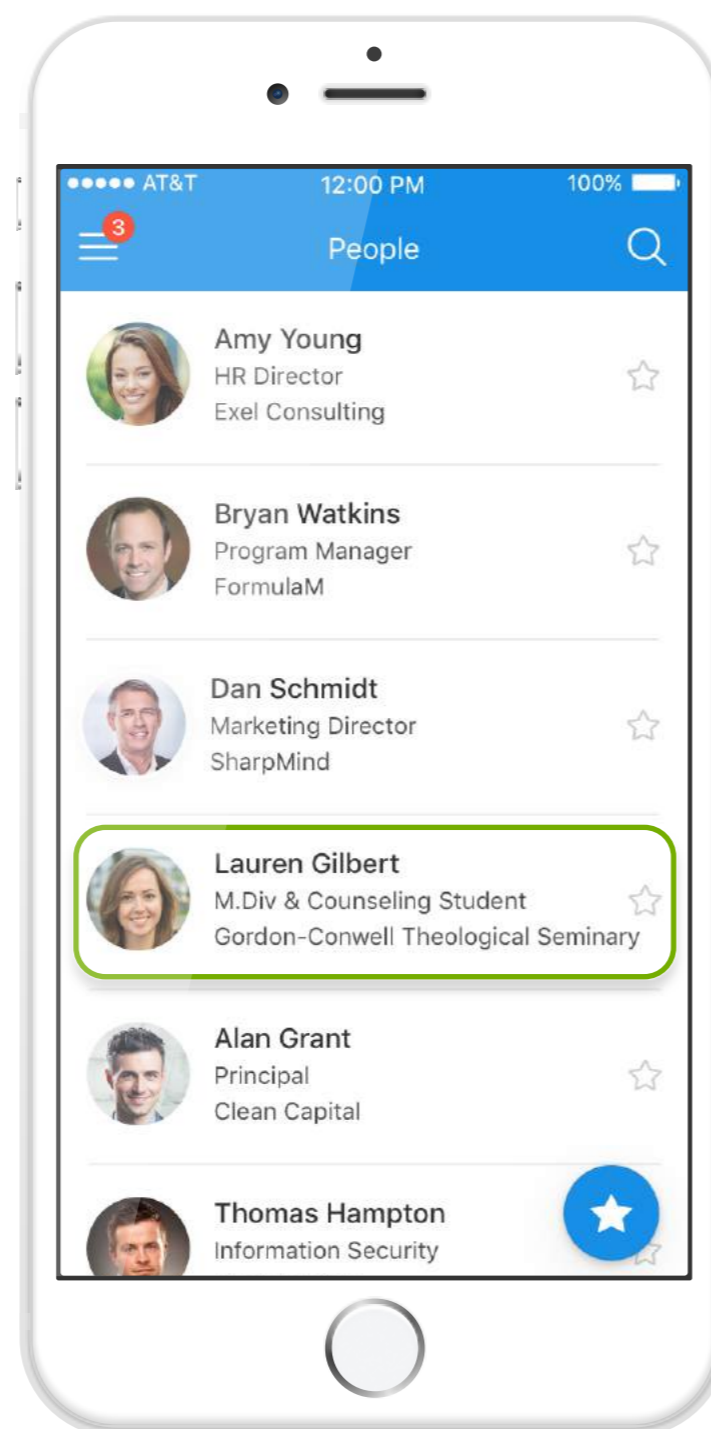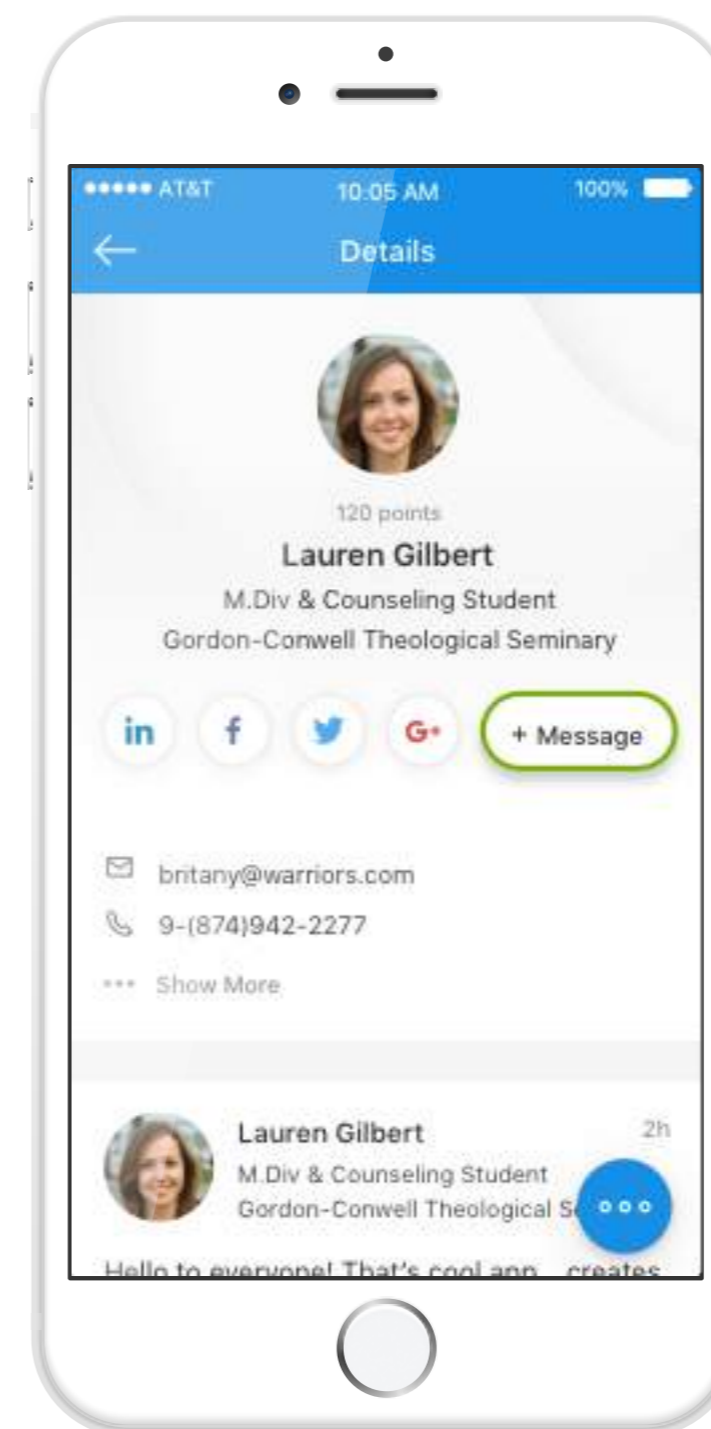   person to mention.

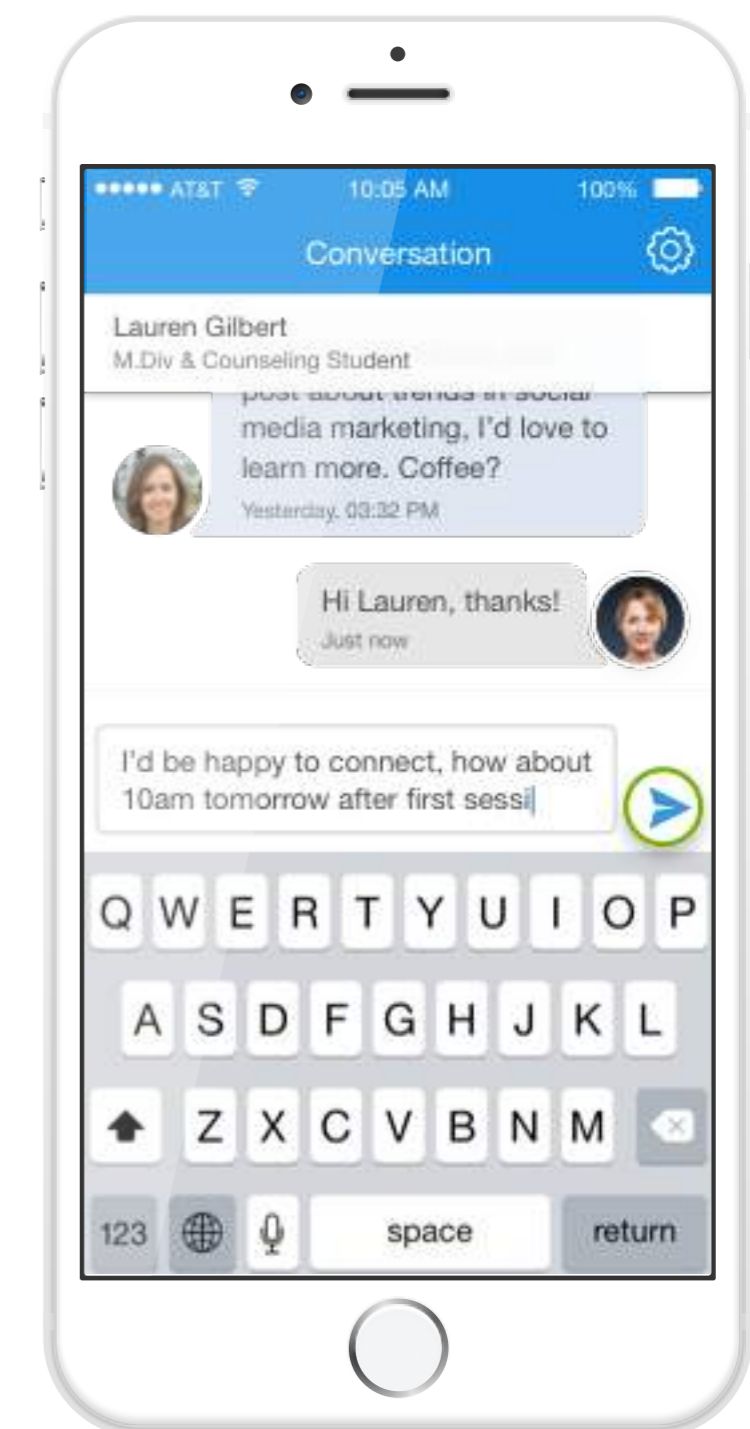attendify

Send a Private Message

1. Go to the "People" section of the app.

2. Choose a person to message.
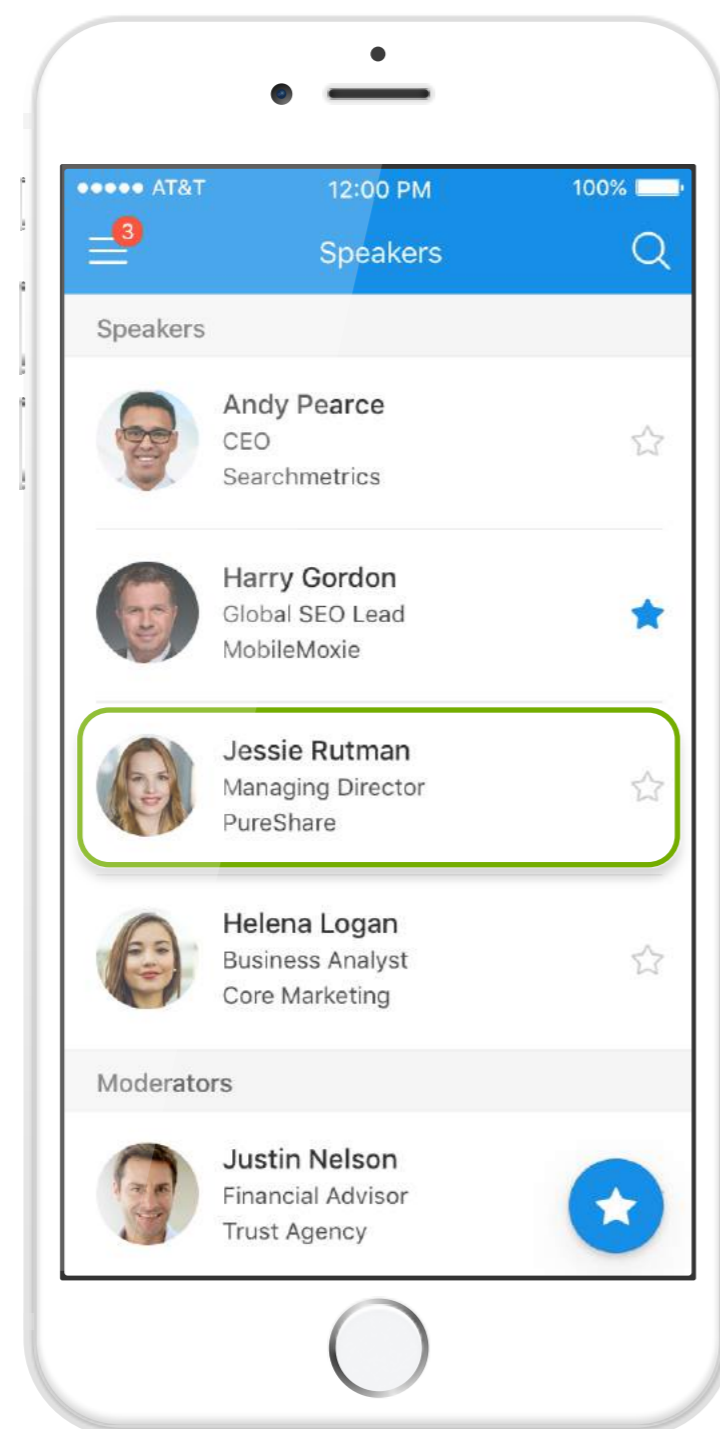
3. Tap the message button.

4. Compose your message and send.
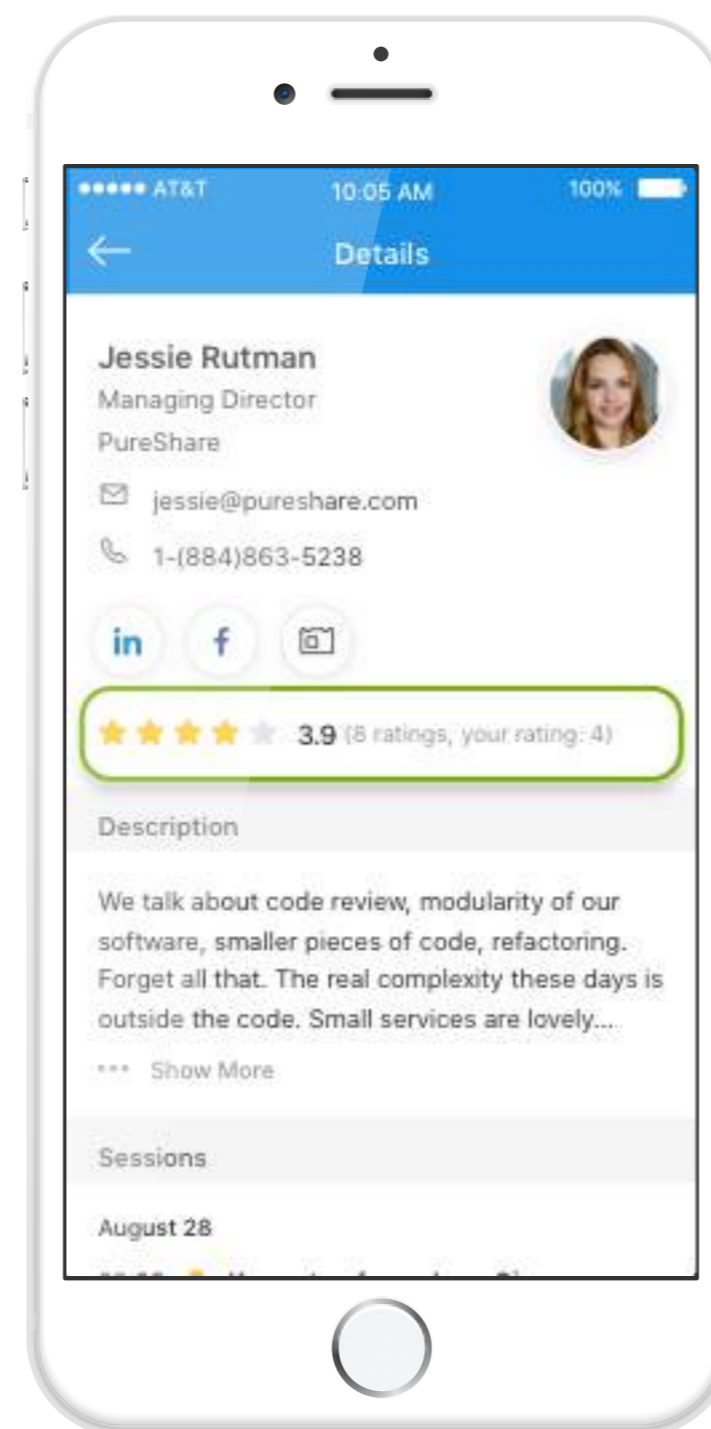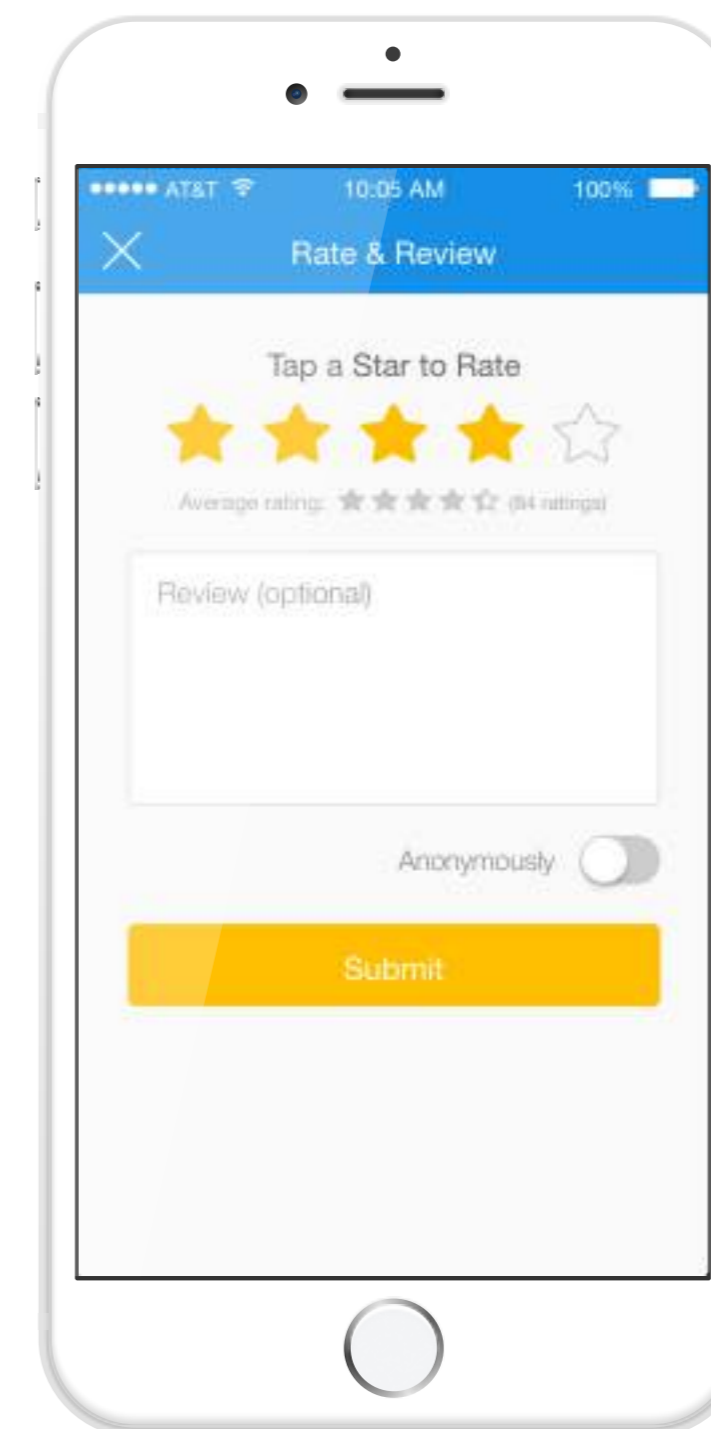
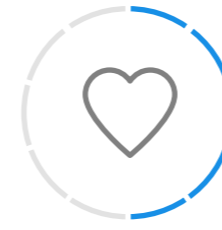attendify

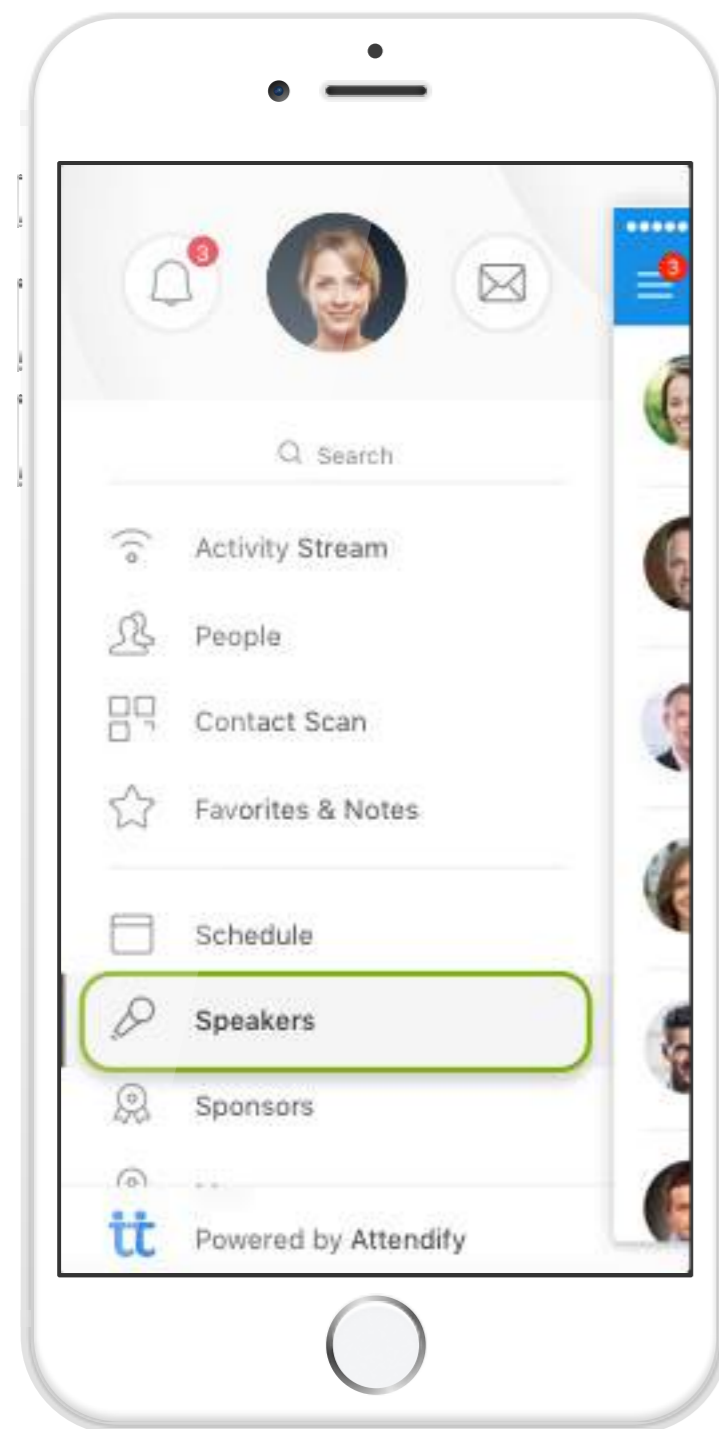# Rate and Review

1. Choose a speaker or session.

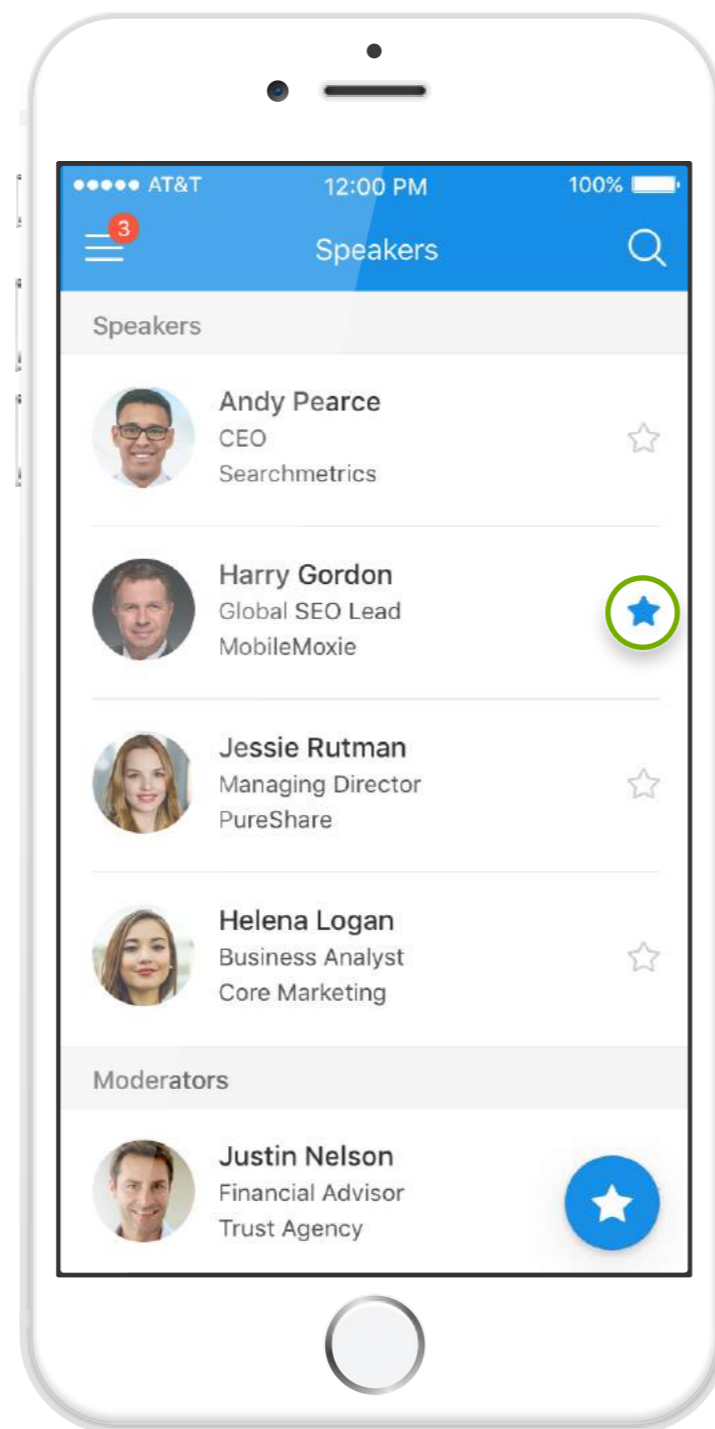2. Tap the rate & review area.

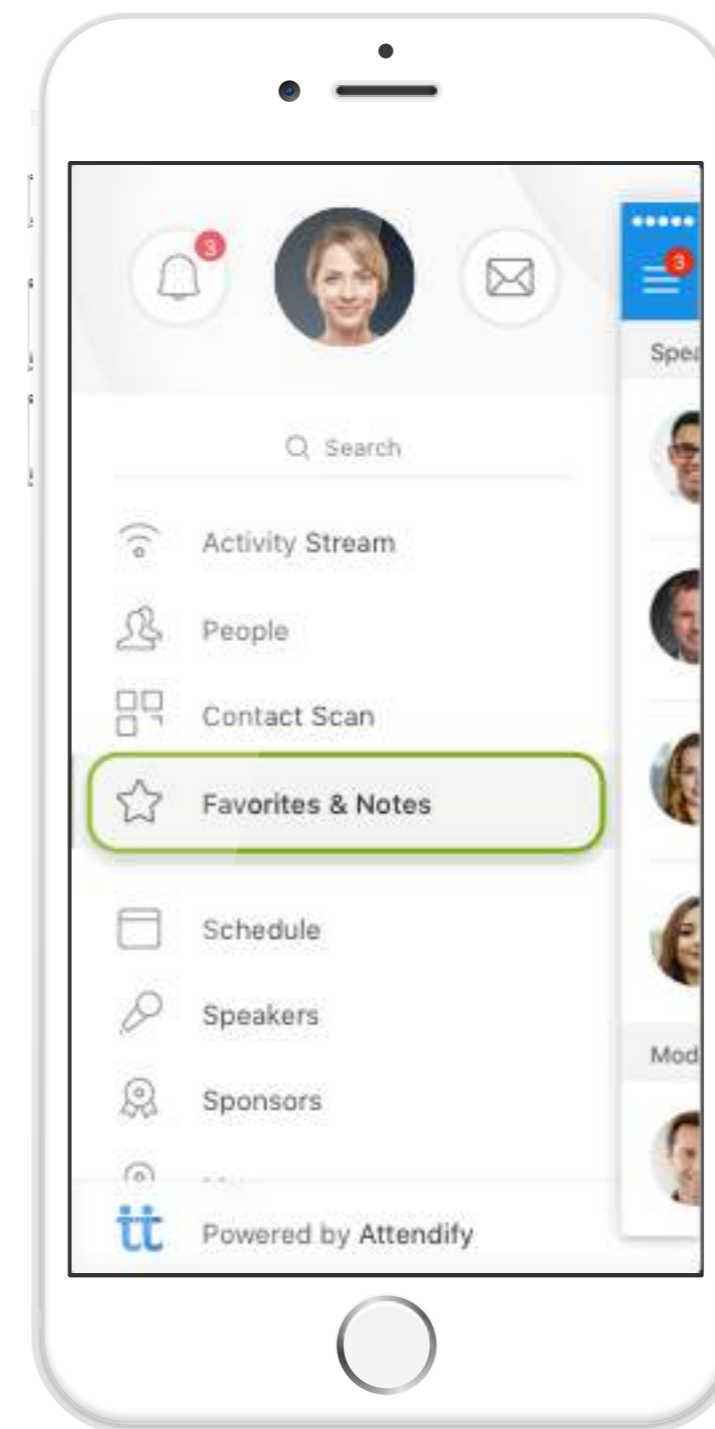3. Set your rating and submit.

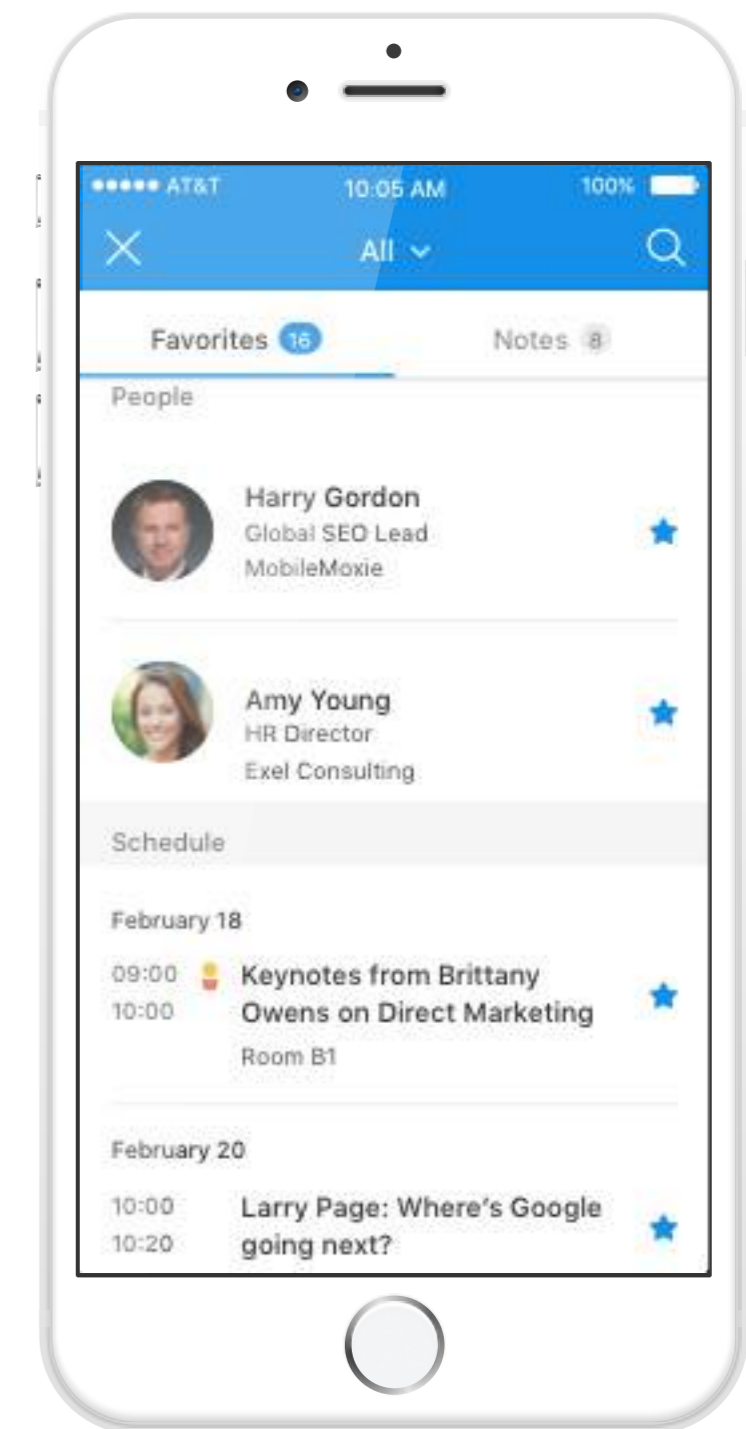attendify

Save Content to your Favorites

1. Choose a section of the app you want to view.
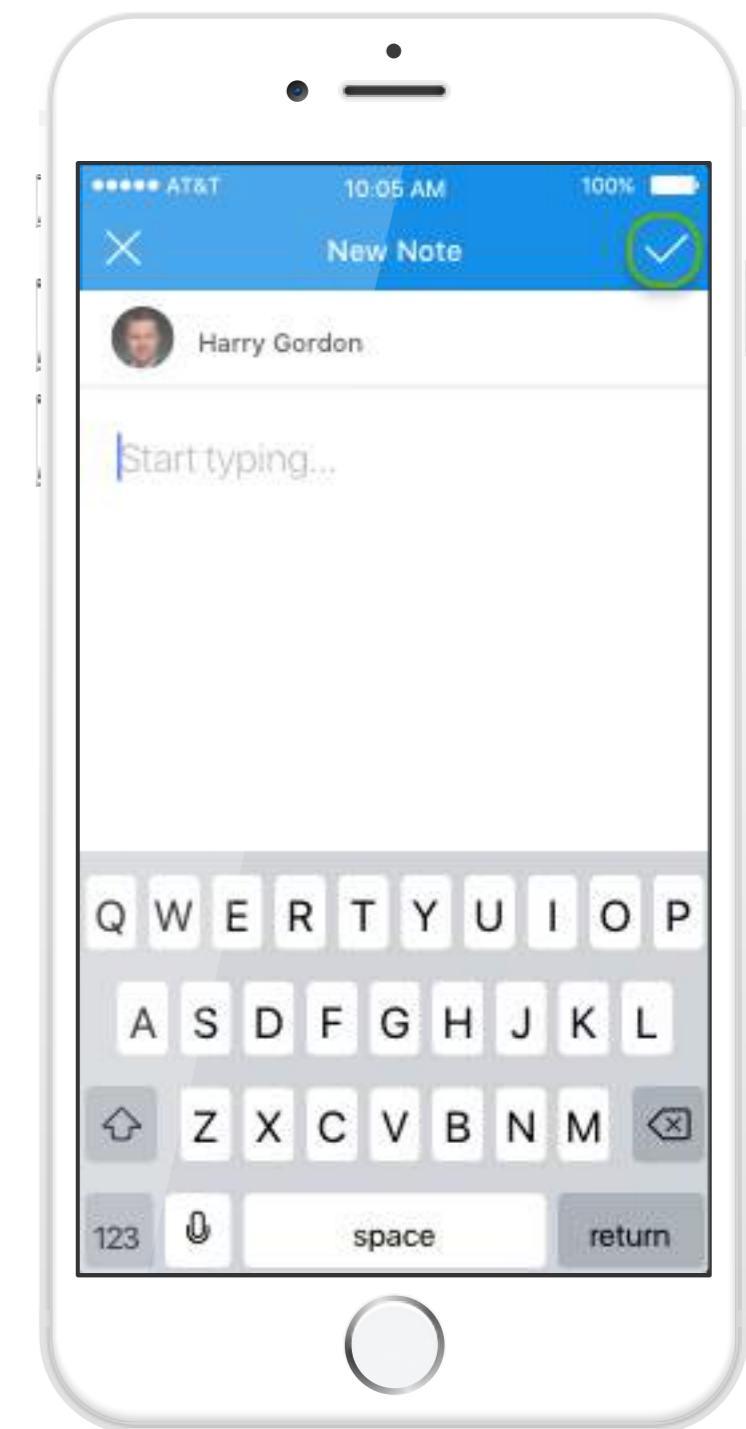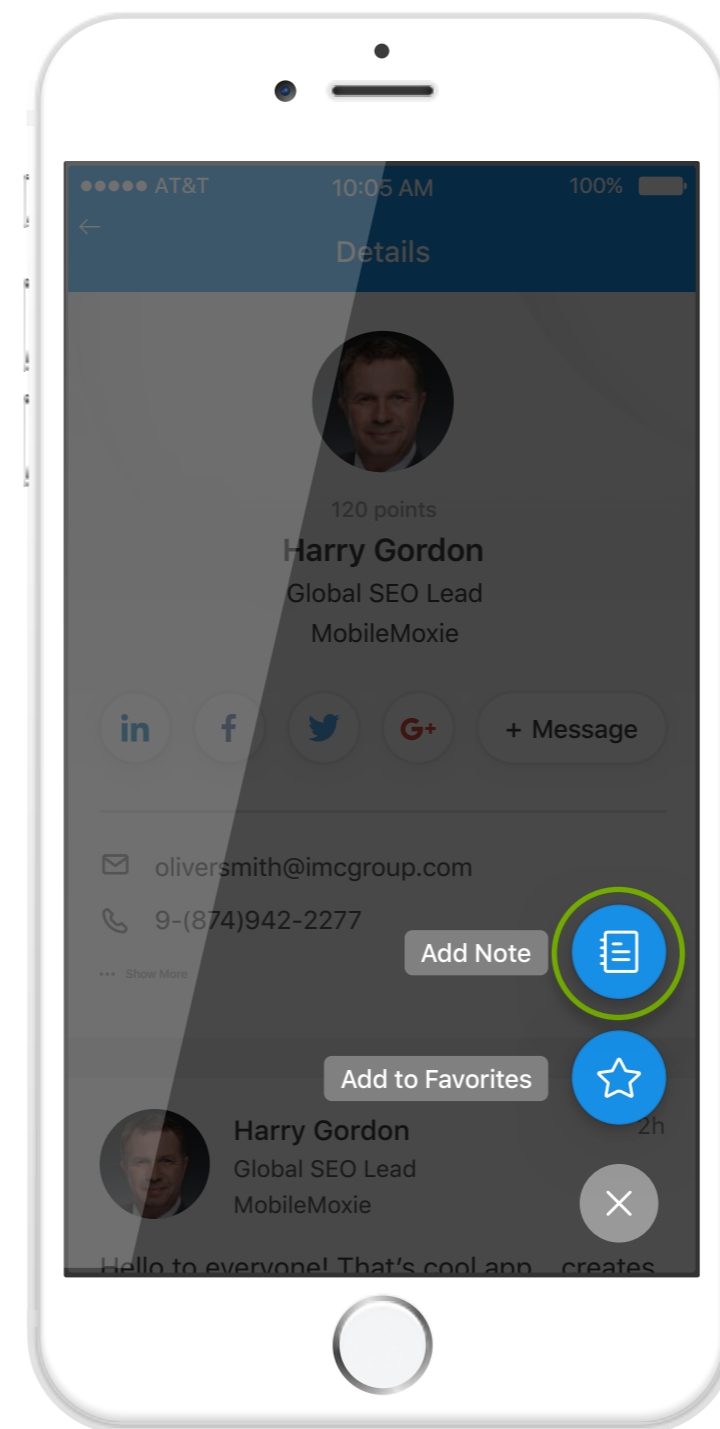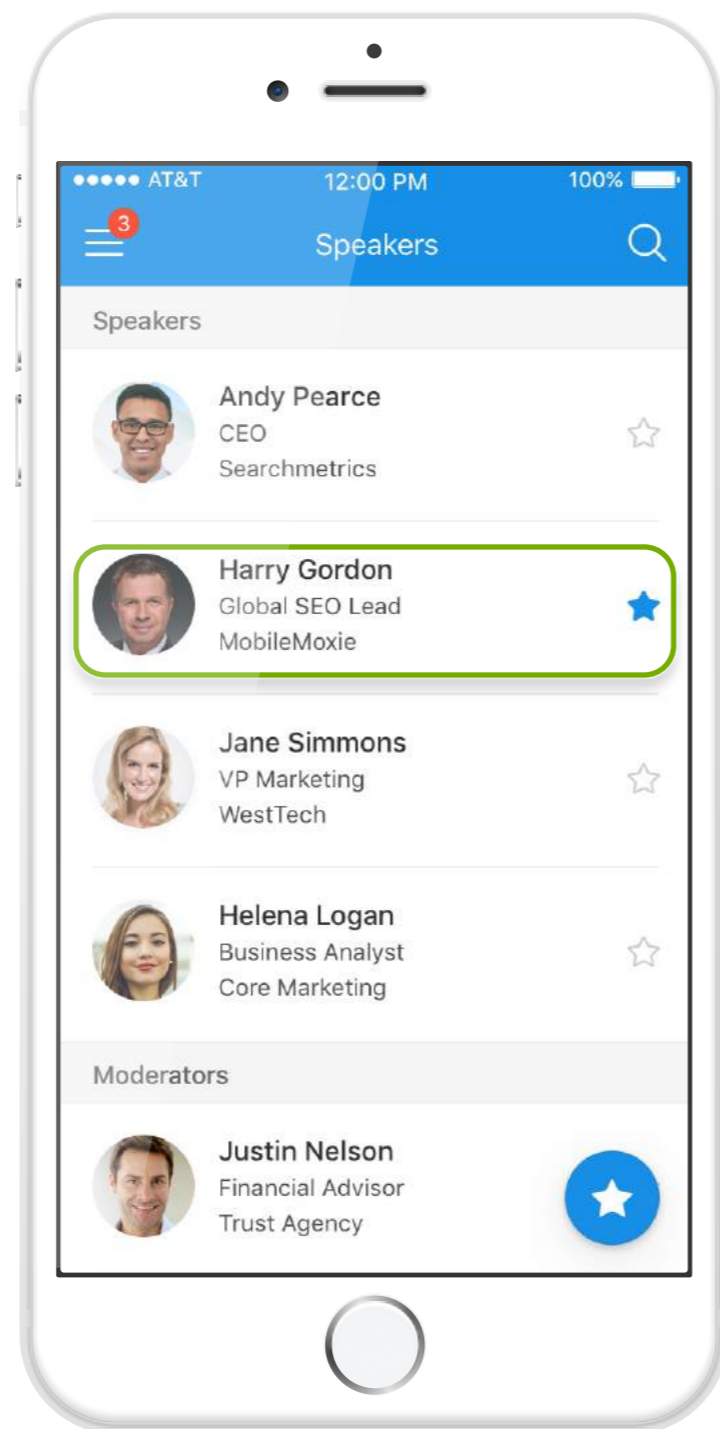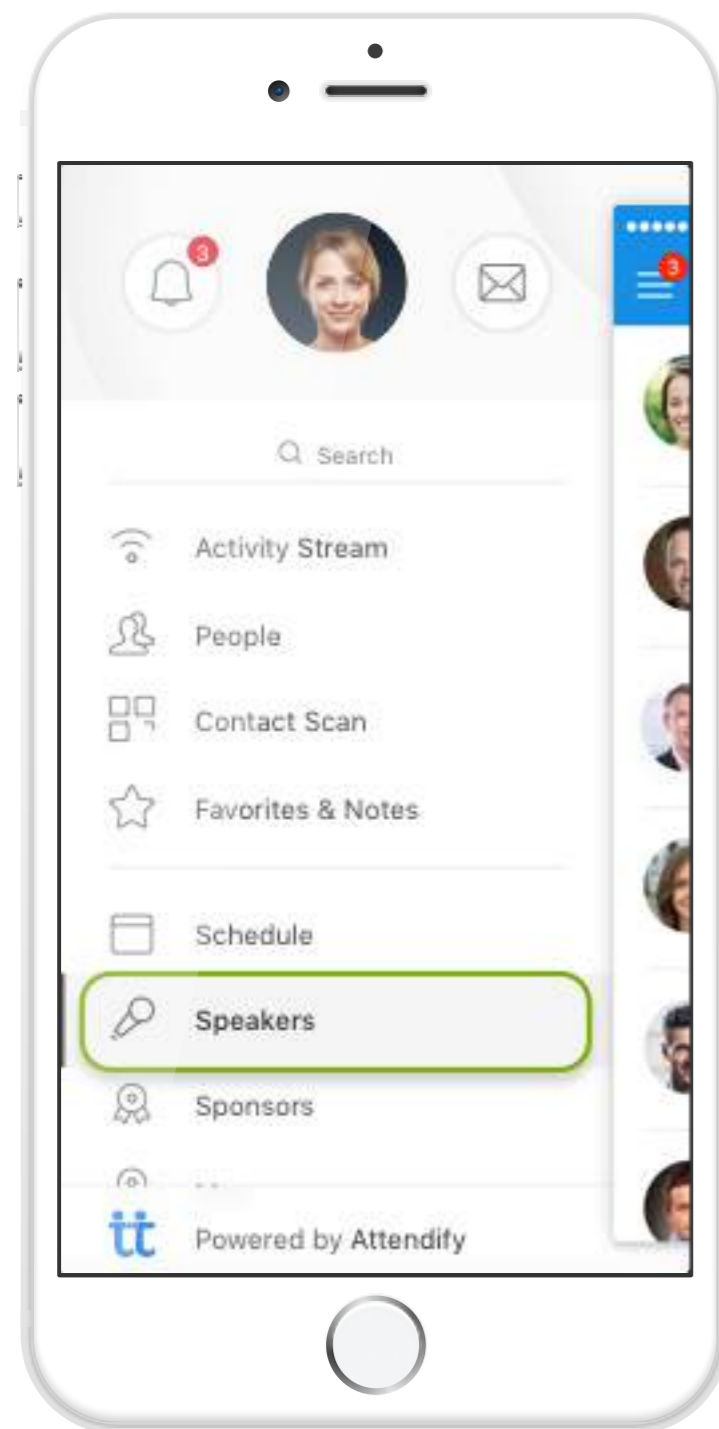
2. Save by clicking the star button.

3. Open favorites & notes.

4. Tap to see all your saved favorites.

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Take Notes

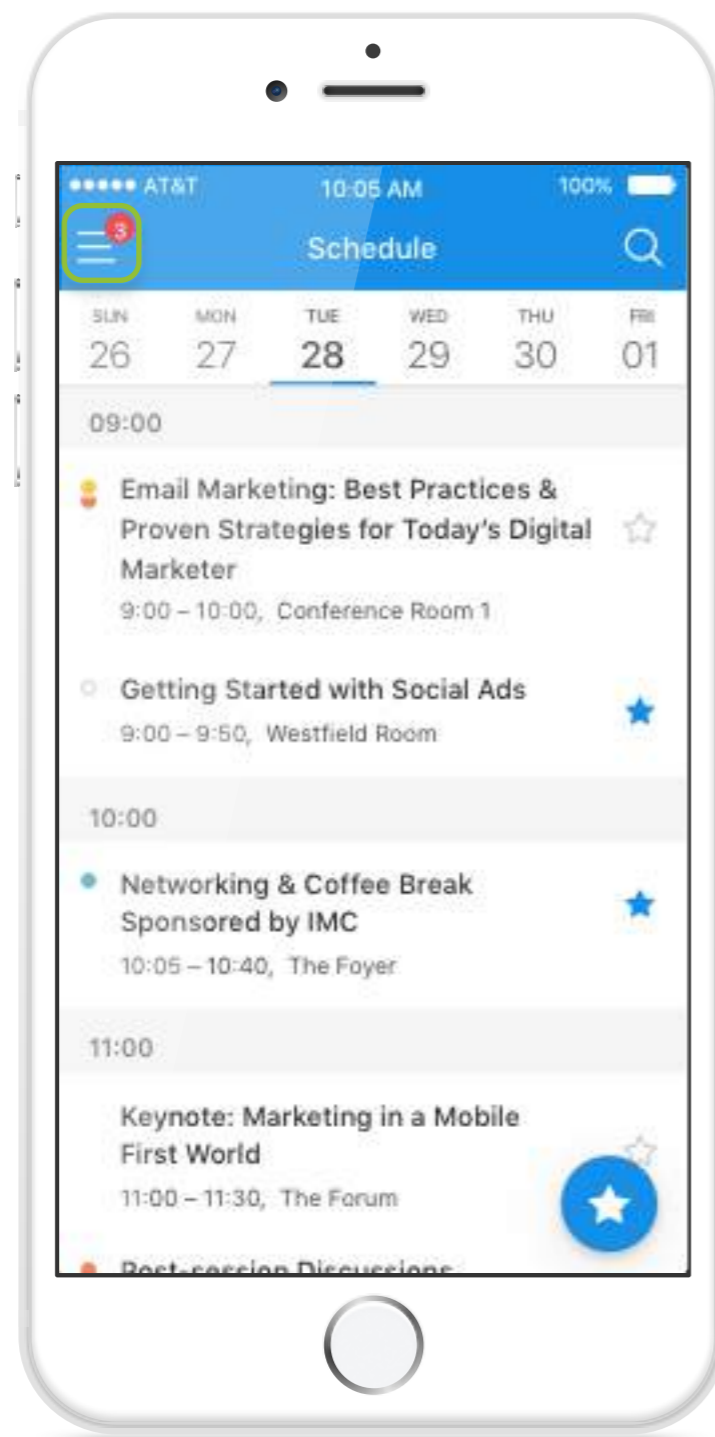1. Choose a section of the app you want to view.

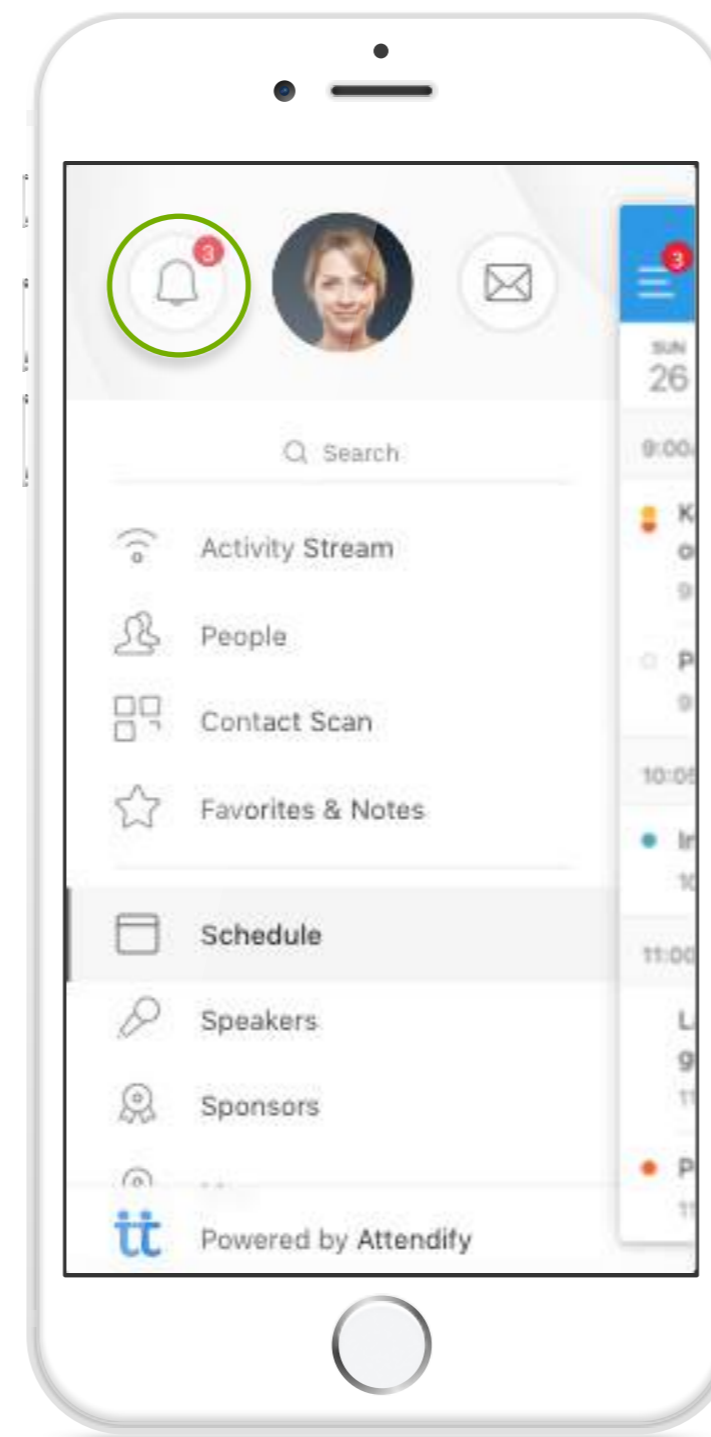2. Choose the entry you want to take notes on.

3. Tap to add a note.
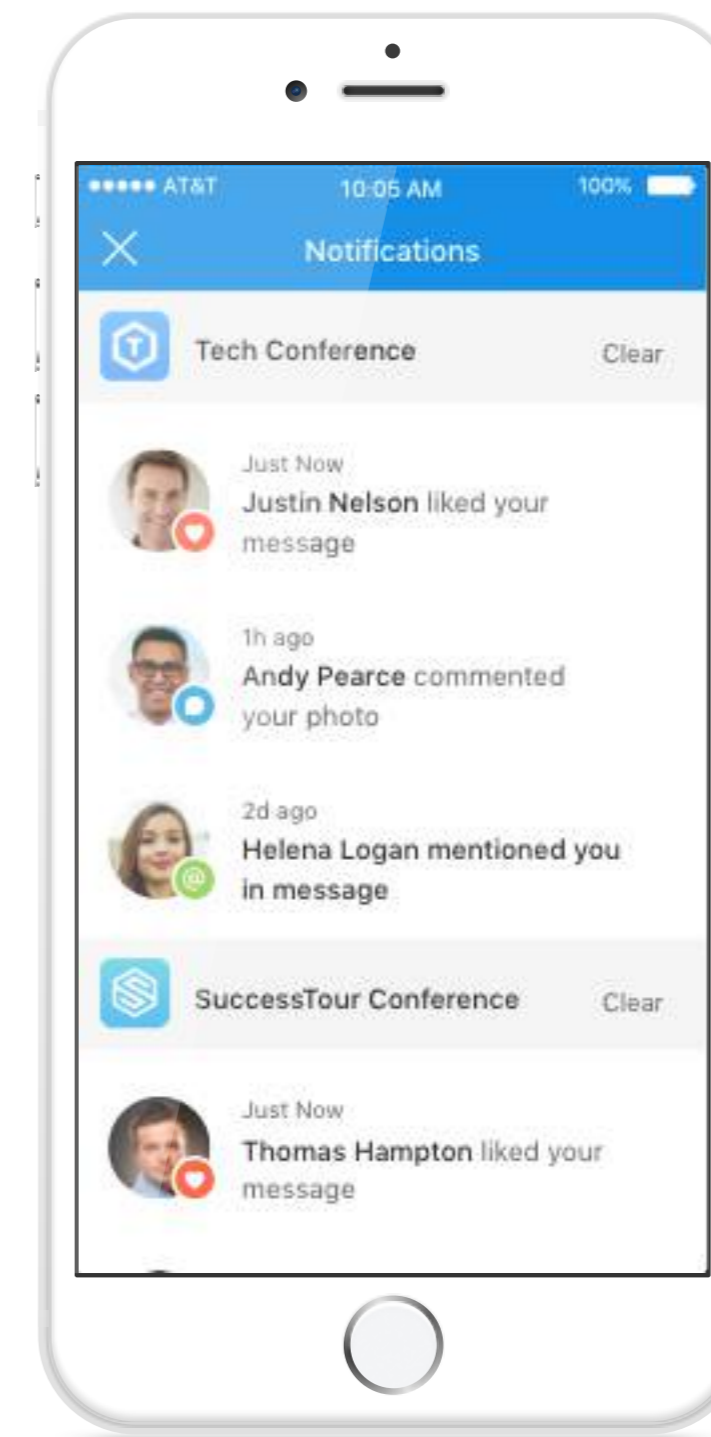
4. Tap to save your note.

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Access Push Notifications

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

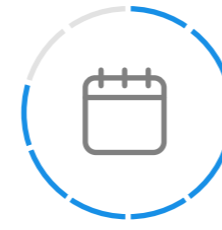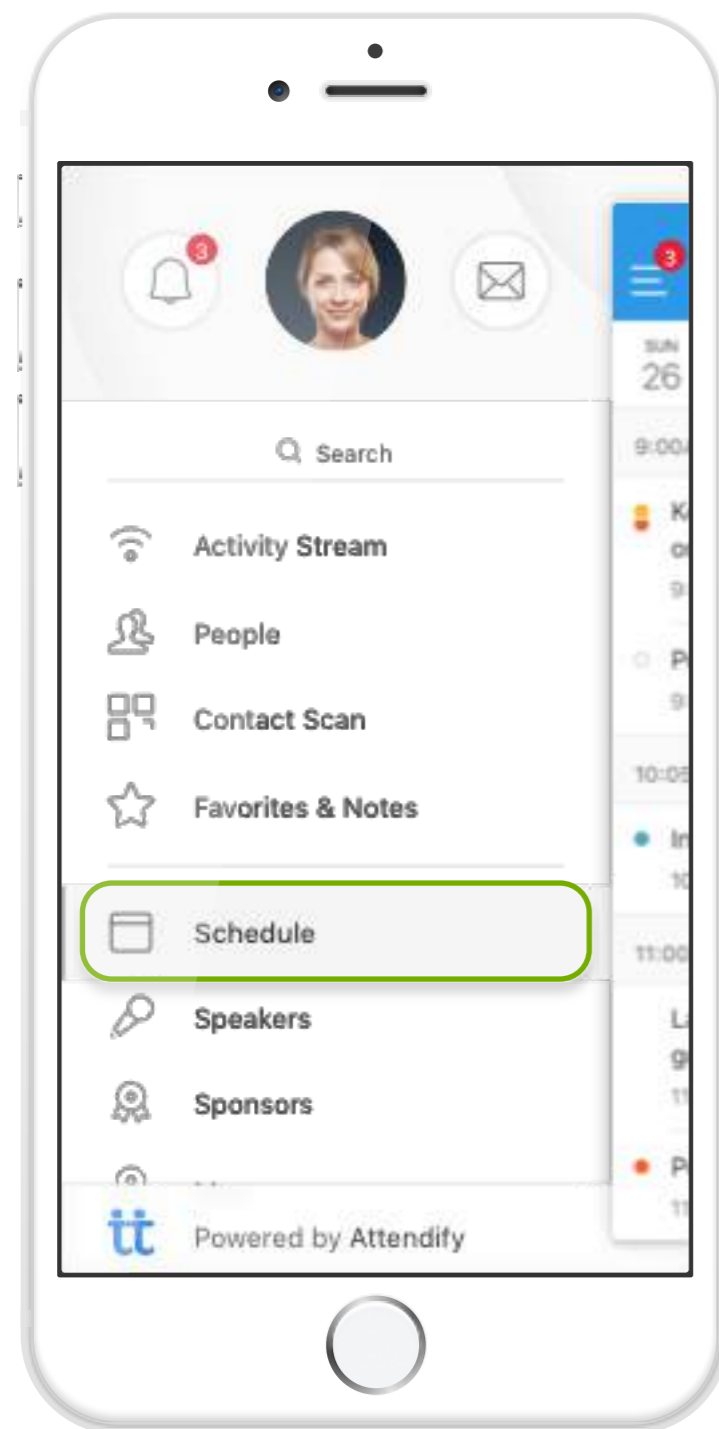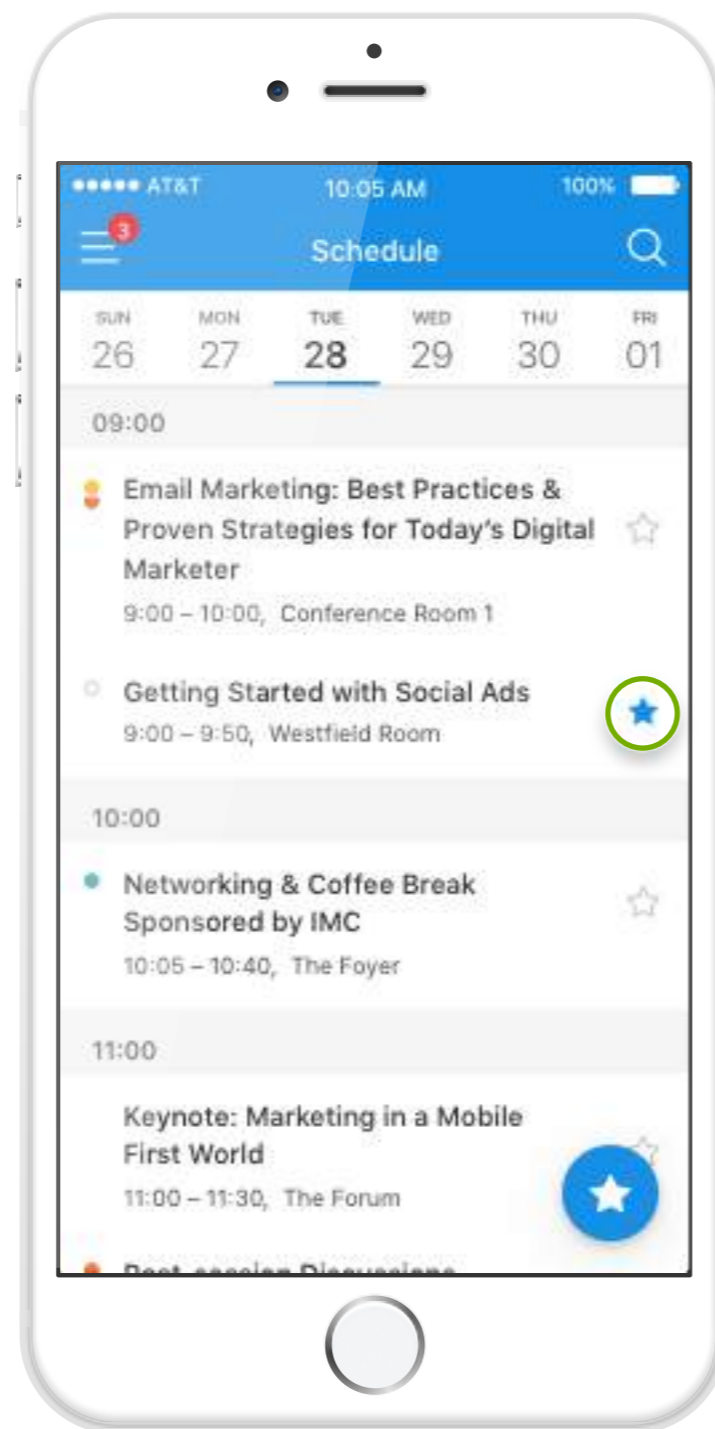2. Tap the notification center icon.
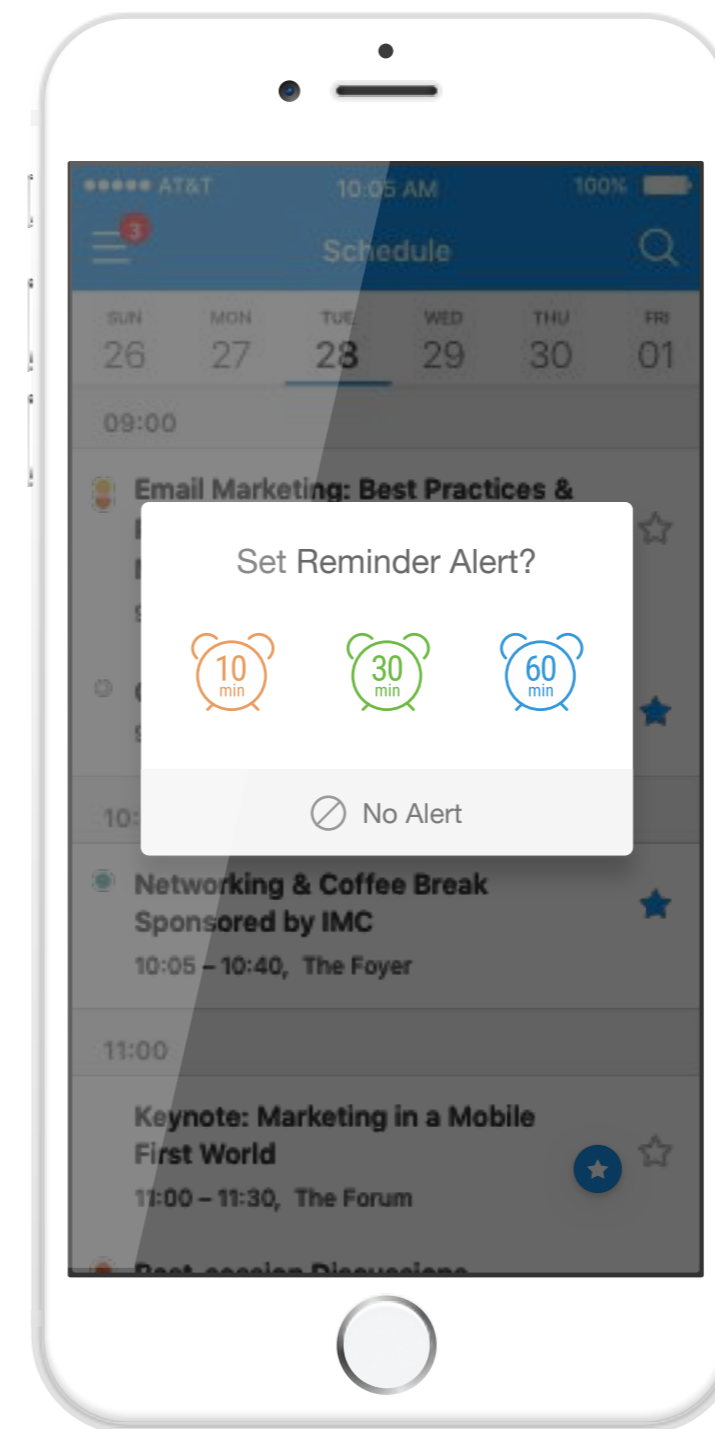
3. View your unread notifications.

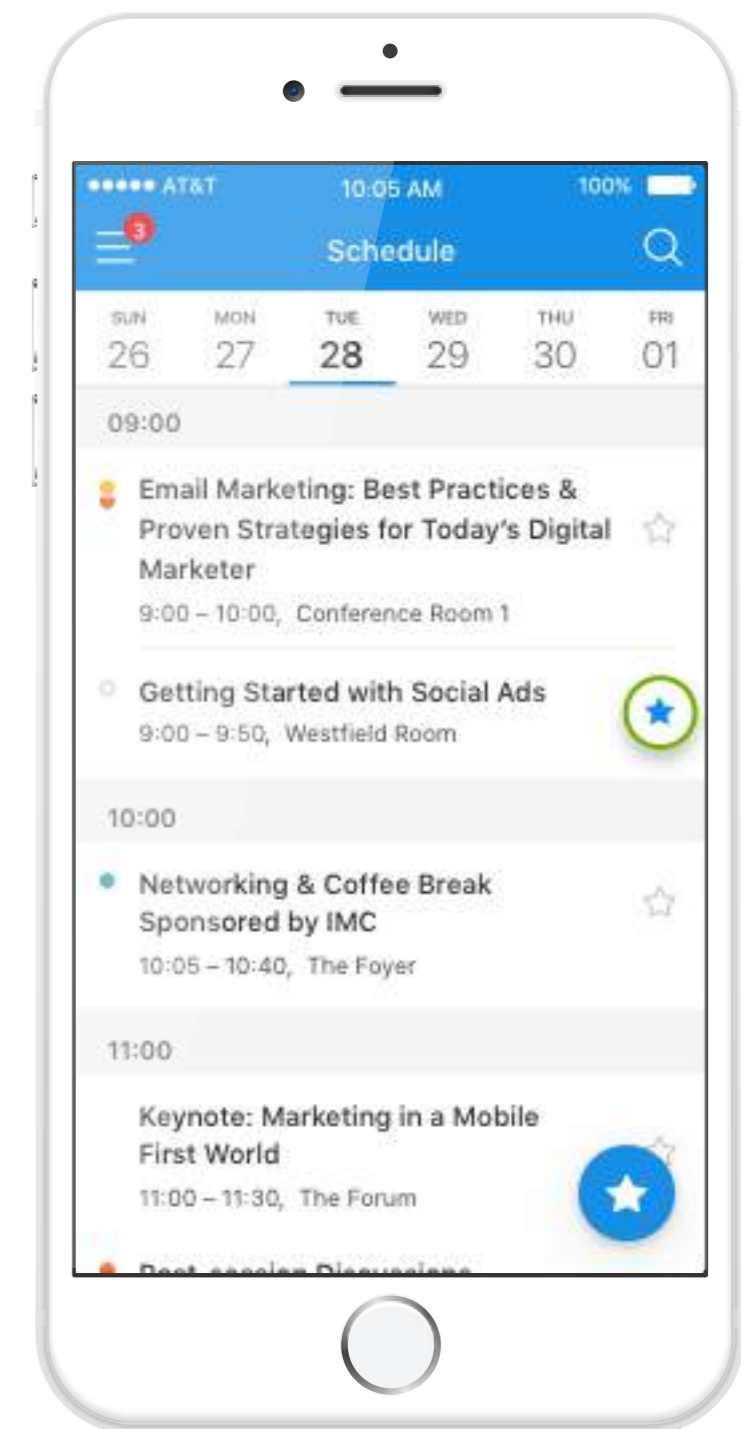attendify

Save a Session to "My Schedule"
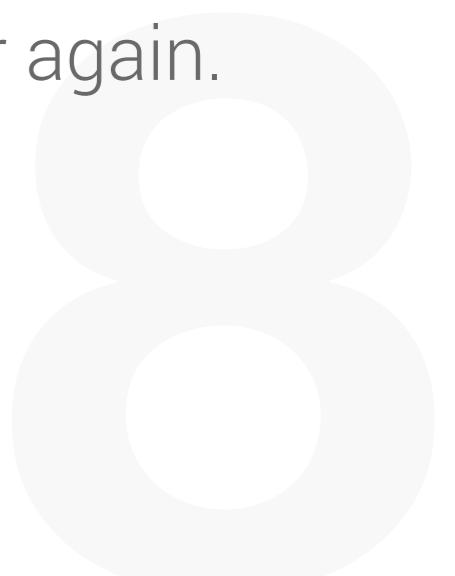

1. Open the app's schedule/agenda.

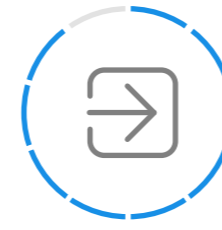2. Tap the "star" button to save a session.

3. Set an optional reminder alert.

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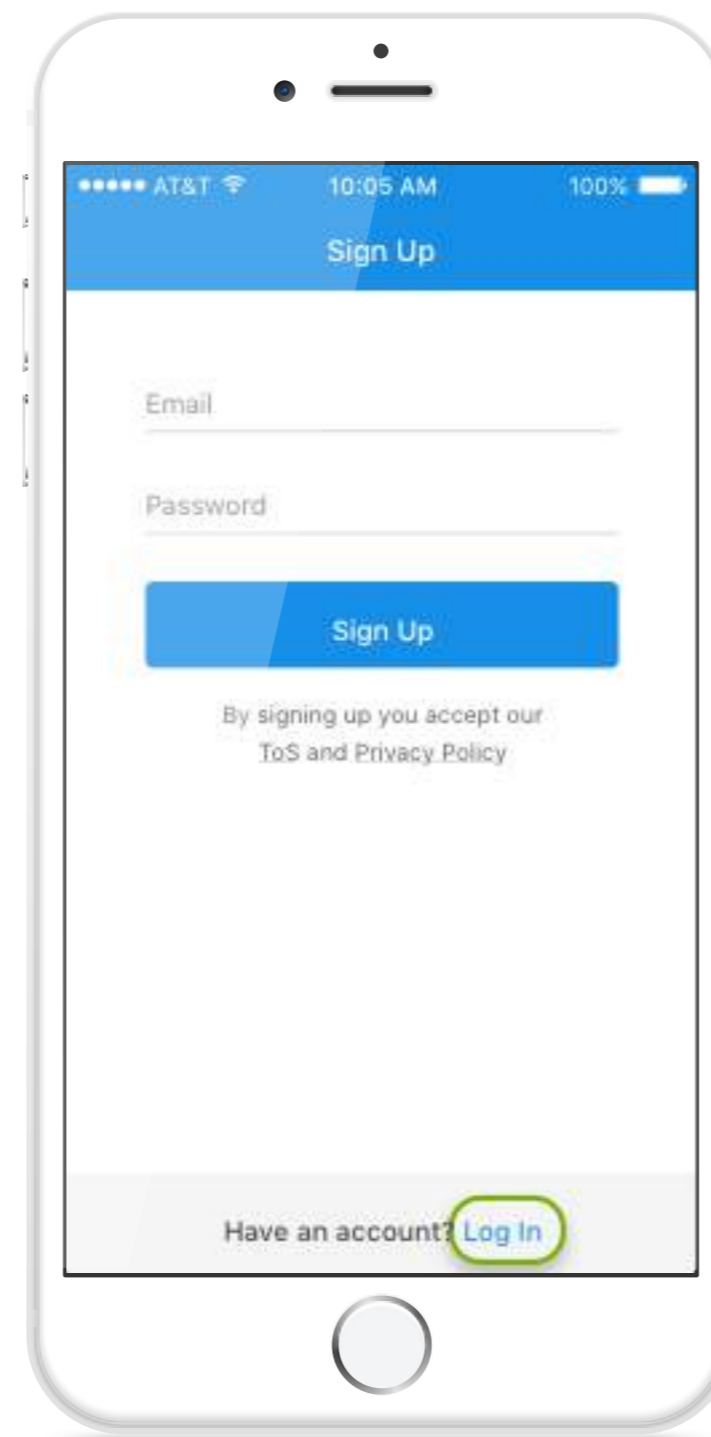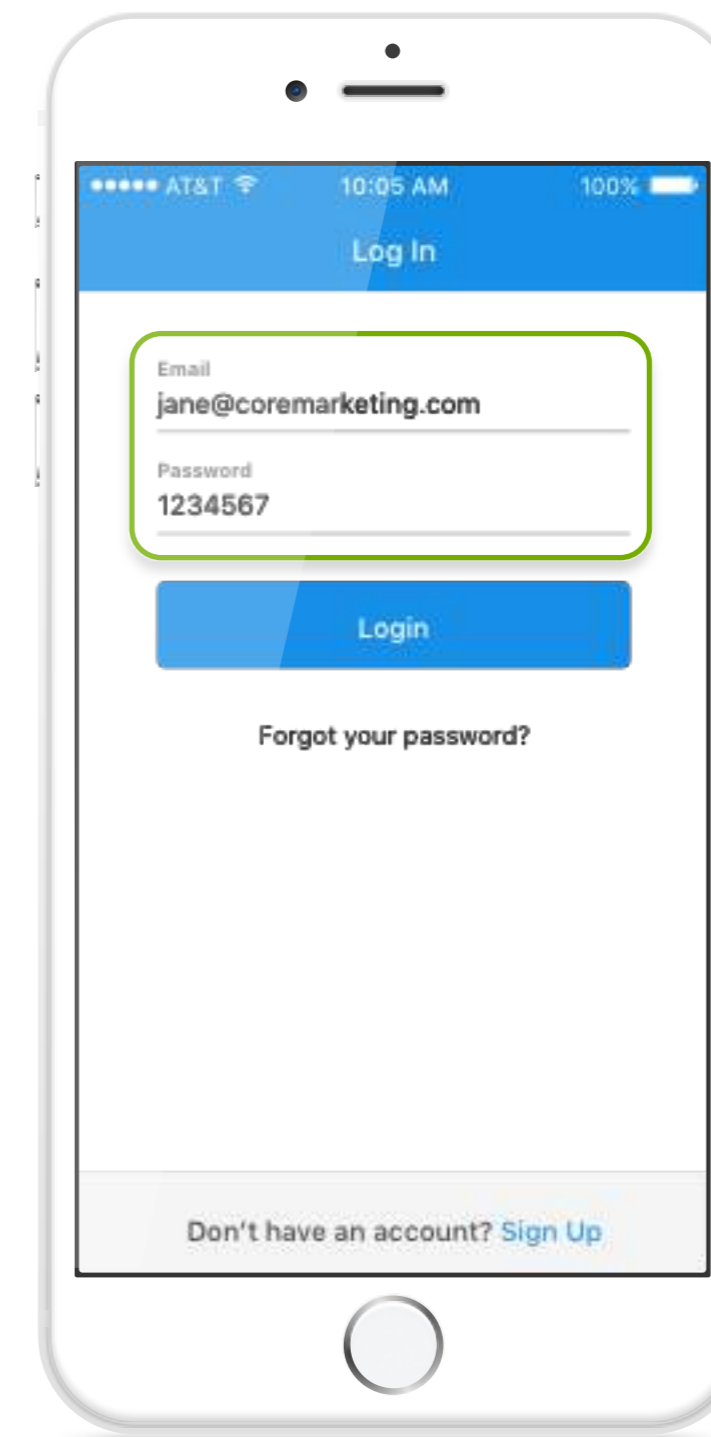
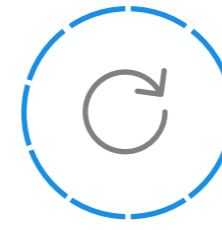attendify

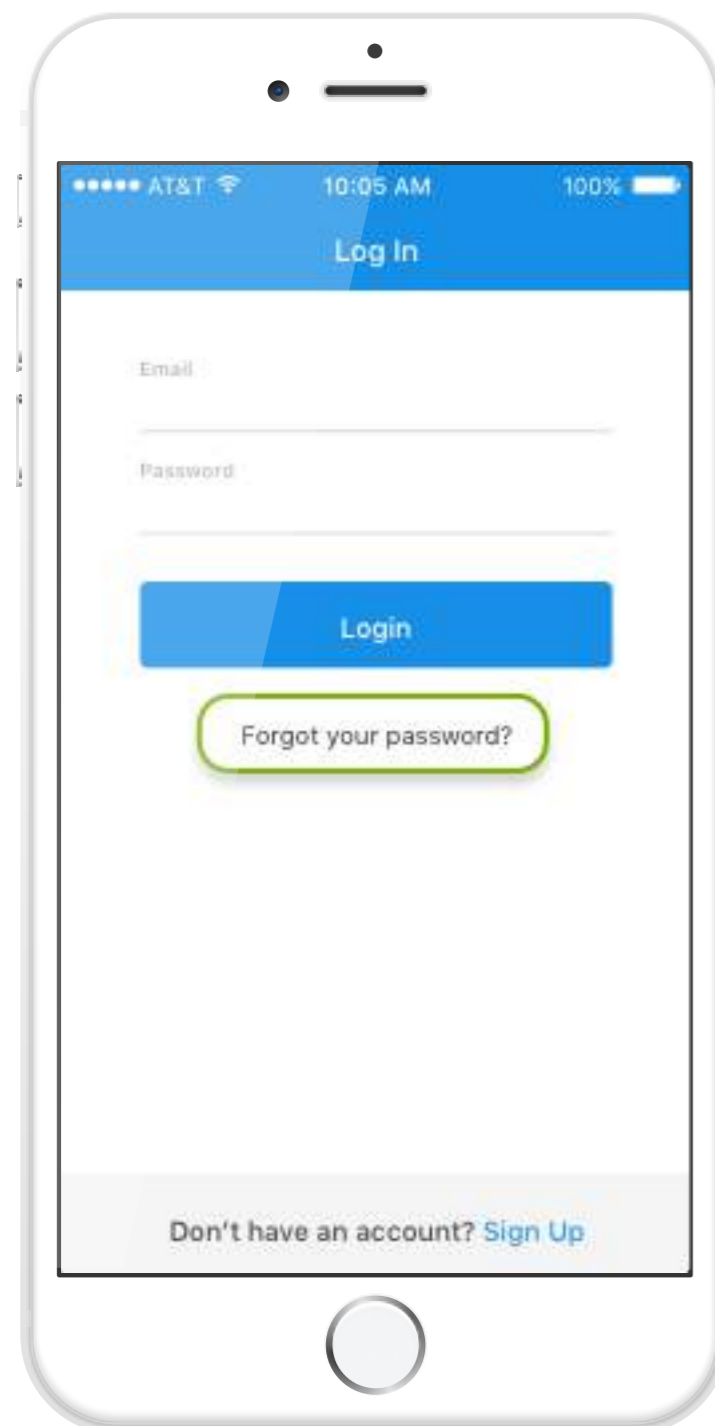# Log In to your Profile
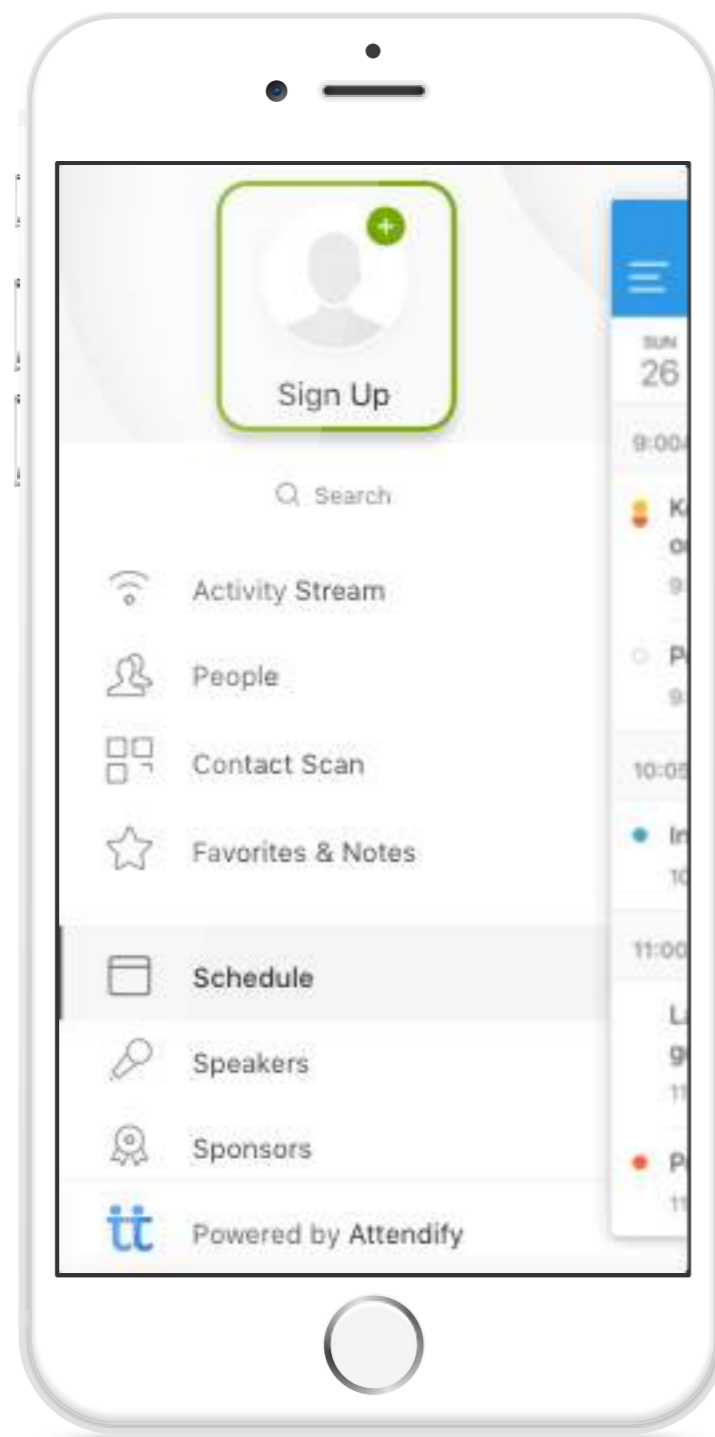
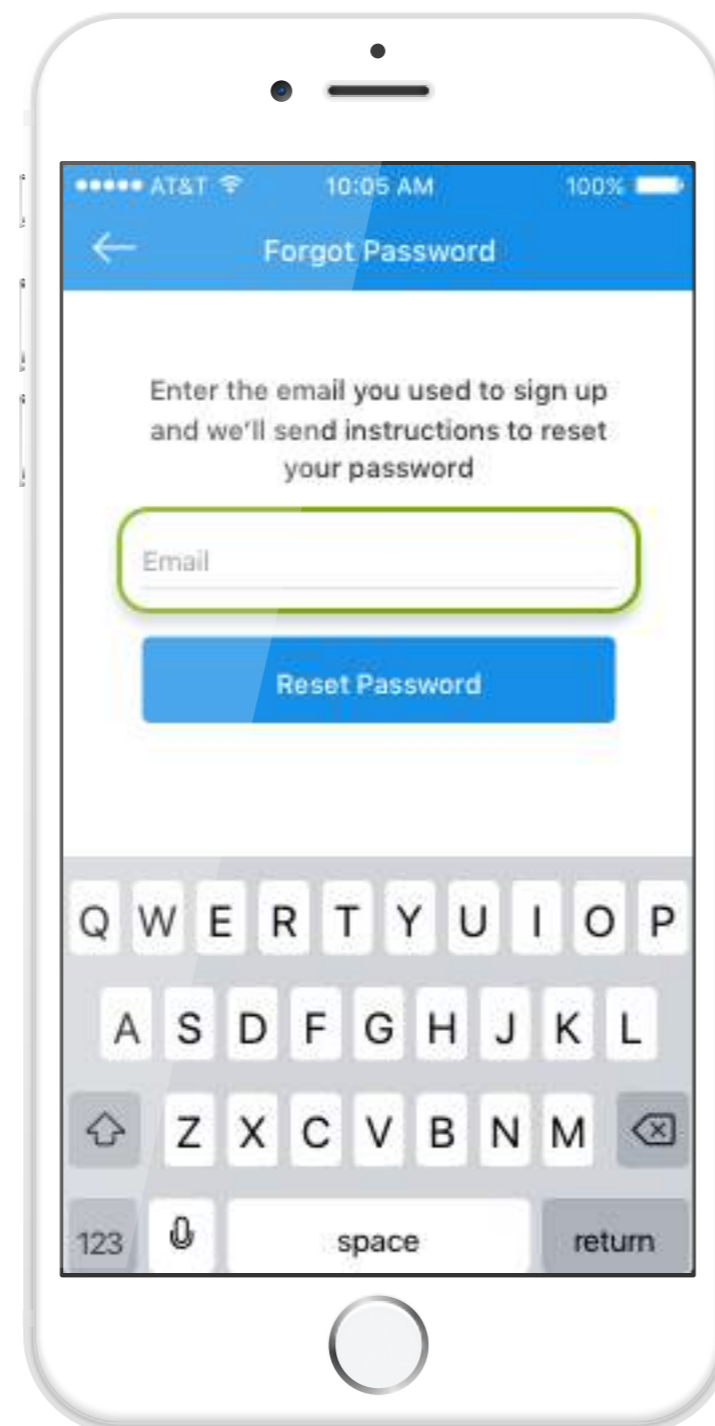1. Open the app menu and tap on "Sign Up."

2. Tap on the "Log in" link.

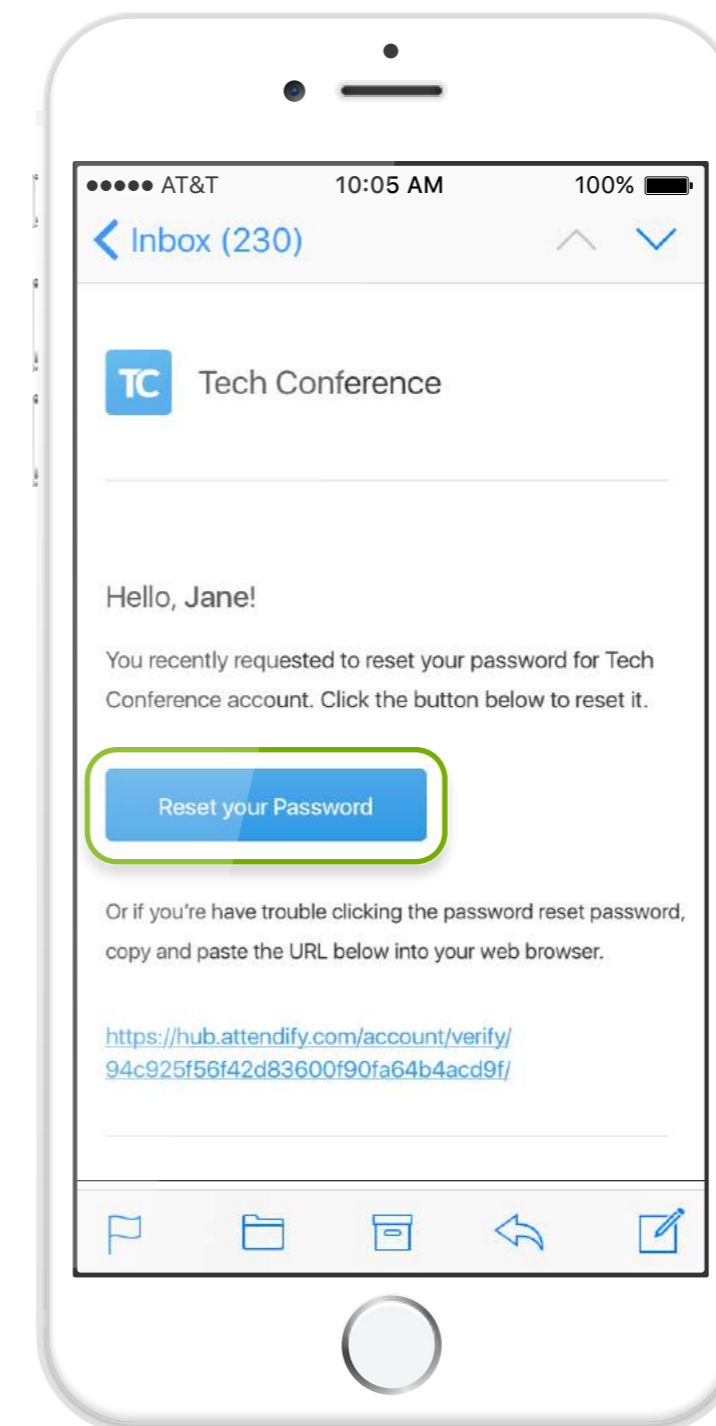3. Enter your email and password.

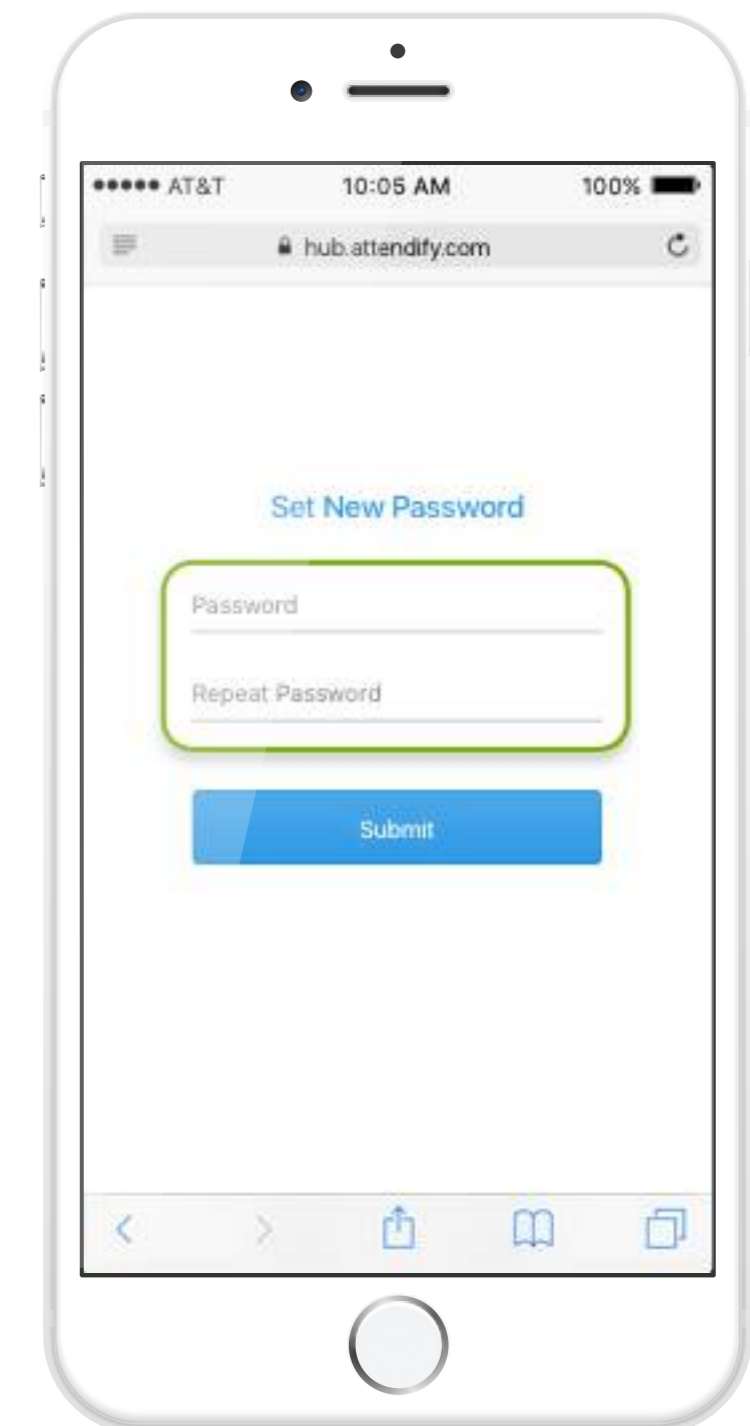attendify

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.

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