

TIPS for using the Conference App

<http://massreading.org/> | info@massreading.org



Get the app on your device – a two-step process

Step 1. Please download the App

Find the email invitation message from CrowdCompass.

*If you can't find the invitation, check your SPAM folder. Many attendees have told us they have found the email there.

Click **Download the App** to be taken to the App Store. Download the app (MRA2017 Conf) on the device you are using at the event.

Click **Download** and you will need the Password **MRA2017** to enable the download.

Step 2. Verify Information and unlock advanced, personalized features

Return to the email invitation once the app has finished installing. Click **Verify Account**.

Tap **Open App** to complete the verification via the MRA2017 Conf mobile app.

Tap **Finish**

Now you can do so much, like.....

...Check Your Personal Schedule



Tap **My Schedule** to see the events for which you registered. Switch days by using the date selector at the top of the screen. Scroll up and down to see all the sessions on a particular day.

...Find more information about Sessions



Tap either the **My Schedule** or **Conference Schedule** icon to get a listing of the sessions. The Schedule lists titles of sessions, not presenters. (To find information about presenters, tap the Speakers icon – see information in the next section)
Tap the session of interest which takes you to a screen with all the information.

You will find the **location** of the session listed in a yellow box at the top of the screen. Tapping this will take you to a floor plan map of the hotel so you can find the room.

You will find a **description** of the session. Tap 'show more' to continue reading.

You will find information about the **presenter/s**. Tapping the name of the presenter takes you to a screen with the presenter's biography, contact information and twitter account (if they have one).

You can write a **note** about the session.

You can set a **reminder** alert so that you don't miss the start of the session.

You can take a **photo** of something at the session. A text box will ask you to allow the app to access your camera if you want to use this feature.

...Check-in to Sessions

From the session information screen, you can check-in to the session. Tap the yellow **Check-in** box when you arrive at the session. Each time you attend a new session, please check-in for that session.

...Find Information About Speakers, Presenters and Authors



Tap the **Speakers** icon to find a listing of the speakers, presenters and authors at the Conference.

You will find an alphabetic listing, or a listing of people you might have bookmarked. Tap on the person's name and you will see a screen with their bio, contact information, sessions they are presenting.

...Download Presenter Handouts

If a presenter has shared his or her handouts with MRA before the conference, the handouts will be available as a pdf on the session page.

To access the handouts, tap the **Conference Schedule** icon and find the title of the session. Tap the title and scroll down to documents.

Tap the name of the document and then, in iOS, tap the export icon in the top right corner of the screen to open an options menu. Tap **Copy to iBooks** to save the pdf on your device or tap **Mail** to send the document as an attachment to an email. On Android, once you have tapped the name of the document, tap the three dots in the upper right hand corner to open a pop-up window. Using these buttons, you can either send the file with your chose email client, open it with a program of your choice, or download the file to your device.

NOTE: Printing the pdf from the app is best done when your mobile device is connected via wi-fi to your own printer.

...Take Notes

Find your session, speaker or attendee you'd like to create a note about by tapping on the appropriate icon in the Event Guide, then scrolling through the item list. Once you've found the session, speaker or attendee you are looking for, tap on it.

Tap the pencil icon to bring up a blank page and your keyboard. Enter your thoughts, observations, and ideas. Tap **Done** when you are finished.

...Set Your Profile

To access your profile settings, on iOS devices, tap the 'hamburger' icon (the horizontal lines at the top left of the screen). Tap your name at the top of the screen. On Android devices, tap the 'hamburger' icon (the horizontal lines at the top left of the screen) and then tap the arrow to the right of your name at the top of the screen. Fill out the text fields to give other attendees a sense of who you are. You can choose how much to share; a short bio, contact information, or direct people to your social media or website.

Profile Picture

You can upload a picture to your profile. On iOS devices, in the profile settings, tap **Choose File** and either select a photo from your Photo Library or take a new one with your camera. On Android devices, in the profile settings, tap **Edit Profile Picture**, then either select a photo from your gallery or take a new one with your camera.

Privacy Settings

Once you have created your profile, you can decide whether to share it with all attendees or only with contacts you approve. If you check the box **Set Profile to Private** then you will need to approve pending contact requests before someone can view your profile. Unchecking the box allows anyone on the attendee list to see your profile.

...Access the Attendee List and Message Attendees



Tap the **Attendees** icon.

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

If that person is not yet active, a message will appear letting you know that responses to messages and contact requests might be delayed.

If the person has activated the app, tap their name, then the chat icon and start texting.

...Find Exhibitors



Tap the **Exhibitors** icon to find more information about which publishers and educational resource companies are exhibiting at MRA 2017. Make sure to visit all the booths in the Foyer and in Salons 3 and 6.

...Find More with Tips for Using this App



Tap the compass icon to find more information about **using social media, posting to the social wall, managing push notifications, using the activity feed** and more.