

A Short Guide to the Features of the 'UKSG Events' App



“Well done UKSG for grasping the app nettle so effectively! This is a very useful app with all the functionality and detail required to make the most of the event!” (UKSG Delegate)



Delegates

Connect with your fellow attendees by exchanging your “digital business cards” and sending messages. Any new contacts made will be housed within the “My Contacts” section of the app and messages in “My Messages”. Show/hide yourself on the delegate list.

Privacy: We only include your name and organisation on the delegate list. All profiles are automatically set to ‘Private’ initially. If private, you will be required to approve pending contact requests before other users can see your full profile. Only you can access your profile/account settings.

To edit your account or profile:

On the **online** version of the app (for all those using a Blackberry, desktop or mobile browser), look for your name in the top right of the screen. Use the drop down to ‘Edit Account’ or ‘Edit Profile’. When in the ‘Delegates’ section, you will see the option to ‘Hide/Show on Attendee List’ at the top of the list.



A Short Guide to the Features of the 'UKSG Events' App

On an **Apple** device, look for your name near the top left of the screen and choose 'Account' or 'Profile'. Alternatively, when in the 'Delegates' section of the app, the head and shoulders with a 'gear' in the top right of your screen will allow you to either 'Edit Profile' or 'Hide on Attendee List'.

On an **Android** device, please look for the three small, vertical squares in the top right of your screen. From here you can change your 'Account Settings' or 'Profile Settings' and 'Edit Profile Photo'. When in the 'Delegates' section, the head and shoulders with a 'gear' near the top right of your screen will allow you to 'Show Me On Attendee List' (yes/no).



Programme

See the full event schedule with activity times, rooms, speaker details and descriptions. Within the sessions, you can:

- 'Add to Schedule' to add sessions to 'My Schedule'
- Rate a session
- Take Notes (pencil) to add to 'My Notes' and review or export later
- 'Bookmark' a session to add it to the top of the Activity Feed
- Use the 'pin' to find the location of a session
- Create an alert (alarm clock) so that you do not miss key sessions
- Take a photo and show others what you are seeing!



Speakers

Learn more about the presenters at this year's event by selecting the person's name within the list. You can tap on the speaker's name to see his or her bio, organization, title, and any sessions at which they will be featured.





A Short Guide to the Features of the 'UKSG Events' App



Maps

Navigate the event through the floor plans and learn more about the area within the area maps.



Sponsors & Exhibitors

Discover the organizations that make this such a great event! Click into the organization name to see a description and contact details.



Social Media

Visit UKSG's Twitter, Instagram, Facebook, LinkedIn, SlideShare and Storify pages directly from the App. If you would like to Tweet or upload Instagram photos, please use the event hashtag. Tweets and photos using the hashtag will appear in the "Activity Feed".

SocialWall

Hashtagged tweets are presented in an attractive montage!





A Short Guide to the Features of the 'UKSG Events' App



Practical Information:

Here, you will find information on timings, travel, catering, Wi-Fi and general help.



App Survey

Please help us to improve the 'UKSG Events' app by completing the survey - thank you!



Search

Quickly locate any specific sessions, sponsors, descriptions or speakers. Tap on the open text box at the top of the page to enter a keyword. Select the appropriate entry to learn more.

About UKSG

Learn more about the event and the organisation behind it.





A Short Guide to the Features of the 'UKSG Events' App

Do not miss our personalised features or 'Side Bar' Options!

For Android users, these are accessed by the three horizontal lines in the top left of your screen.

Event Guide: Go back to the home screen.

Event Compass: See what is happening and what is coming up by swiping across the bookmarked activities at the top. Choose 'Activity Feed' or 'Notifications'. Tweets and Instagrams using the event hashtag will also appear here.

My Schedule: See your personalized schedule. Add items to your schedule by tapping into the session and choosing "Add to Schedule". To synchronise 'My Schedule' with your personal calendar, click on 'Export' (top right) and follow the instructions.

My Messages: Tap here to receive messages from other delegates and news and information updates from the organizer.

My Contacts: View the contacts you have made during the event. To make contacts, go into the Delegate List, choose a delegate and either send a message or 'share contact'.

My Notes: View any notes you have taken throughout the event. Use the 'upload' button in the top right to e-mail your notes.

Twitter: See who is tweeting about the event, and share your own experiences (using the event hashtag). You can compose Tweets from the sessions, organizations, and speaker pages. Be patient! Tweets can sometimes take a few minutes to appear within the app.

Need assistance with the app?

In the first instance, please contact Maria Campbell (maria@uksg.org). Maria is also available at events featuring the app via the Registration Desk.

The CrowdCompass Support Team is available Monday – Friday (24/5) and Saturday - Sunday (9:00 a.m. - 9:00 p.m. EST) at 888.889.3069, option 1 or support@crowdcompass.com

