

# ALIGN APP GUIDE



## GETTING THE APP

From either the Apple App Store for iOS devices or the Google Play Store for Android, search "BizLibrary ALIGN" and download. Once downloaded, please open the app and login.

You can also access a web version of the app by going to <https://eventmobi.com/align19/>

## NAVIGATING THE APP

### Login:

To access the app you must login. Login using the email address you used to register for ALIGN. If this is your first time using the app, you will be prompted to create a password. If you attended ALIGN 2018, it will ask for your password from last year. If you do not remember, click "forgot password" to be sent a link to reset your password.

Once logged in, update your profile with a picture and bio. This allows others at the conference to search for you, experiences, industry, and location.

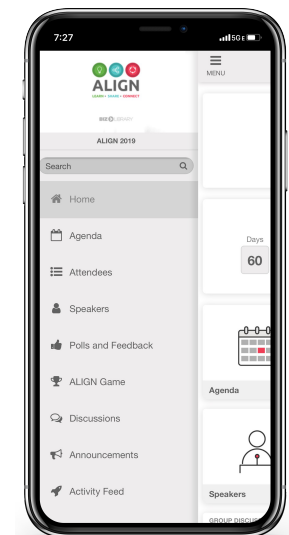
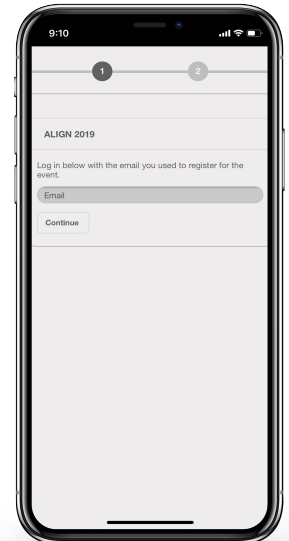
### Event Feed:

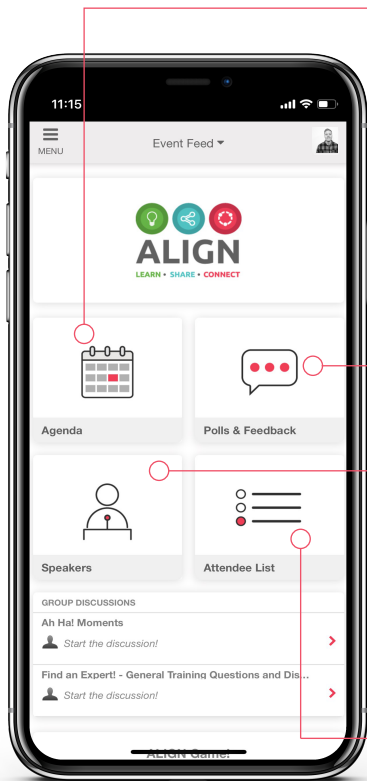
Here you can see any alerts from BizLibrary or messages from other attendees wanting to connect with you.

### Menu:

Navigate throughout the app easily from the menu bar. The menu allows you to access a few items not on the homepage:

- *Search* – search the entire event app by keyword.
- *Maps* – maps of the hotel lobby and meeting room floor where the conference takes place.
- *Event Information* – general information about the conference and our app provider, EventMobi.
- *App help* – turn on hints to help navigate the app.
- *Refresh* – force an app refresh.
- *Announcements* - see all alerts and announcements from BizLibrary.





**Agenda:**

See a detailed agenda with sessions, times, speakers, and room locations. You can choose to view the agenda by time or track. Some (but not all) sessions are tagged with tracks. Although there are no set tracks for ALIGN attendees, these are meant to help guide attendees who need help choosing sessions based on specific conference goals and needs.

- Click on "Add to Your Schedule" to add specific sessions to your personal schedule, which can be accessed from your profile in the top right-hand corner.
- Click on a specific session to access the session materials, take notes, and tweet about the session.
- Fill out the feedback ratings from each session you attend to give the presenter valuable feedback on their presentation.
- Answer live poll questions during the presentation.

**Polls and Feedback:**

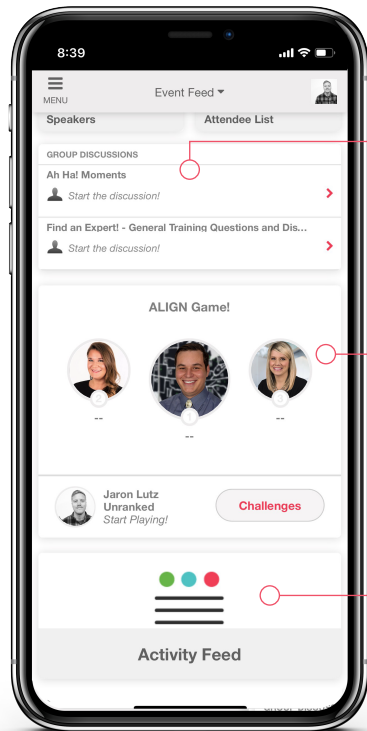
This section will be used for keynote and general session feedback forms, as well as the overall ALIGN evaluation at the end of the conference. For breakout sessions with live polling, you can access polls here during the presentation.

**Speakers:**

View a complete list of the conference speakers' biographies and sessions. Add a specific speaker's session to your agenda from this page.

**Attendee List:**

View the complete list of attendees. Click on "Search This Section" to search attendee profiles by keywords to find others for networking. Message other attendees with a direct message to collaborate and connect. Don't forget to click on social buttons to connect on social media!



**Group Discussions:**

Network with other attendees by joining in on the discussion! Various channels will be available for attendees to discuss, connect, and collaborate on specific topics throughout the conference. See the most recent discussions at the bottom of your home screen or use the menu to view everything being discussed by clicking on Discussions.

**ALIGN Game:**

Everybody loves a little competition! Win points by gaining and entering passcodes throughout the conference in the ALIGN game. Prizes will be awarded Wednesday morning to the top three players. To play, complete each challenge by entering the secret passcode (given to you by a person or at a location) to receive points. The leaderboard, and your standing, can be seen at the bottom of the app home screen.

**Activity Feed:**

Click on the activity feed to see what's happening at ALIGN! Attendees can post thoughts, messages, and pictures in this general forum throughout the conference.

