



## The NCRA Convention Mobile App is the perfect companion to your event experience!

- Track your session attendance to earn CEUs
- Stay connected to the event
- Access up-to-the-minute event information
- Connect with other event attendees, sponsors, and speakers
- Maximize your time at the event by creating a personalized agenda, attendee list, sponsor list, and notes
- Access session materials
- Post pictures to the event feed to share your experience with other attendees

### Download the app

You may access the app from your device using **one of the following methods:**

- Follow this link on your mobile device: <http://www.tripbuildermedia.com/apps/ncra19-20>. This URL will take you to the appropriate market to download the iOS or Android version of the app based on your mobile device type.
- Download the NCRA app from the iTunes App Store or Google Play by searching “National Court Reporters” or by scanning the QR code below.
- If you do not want to use the app, you may access the web version using the following URL:  
<https://www.tripbuilder.net/html5/ncra19-20>



**Please download the app prior to the Convention.**

### Log in to the app

**NOTE:** Access to the NCRA event mobile app is **NOT** the same as your NCRA account login credentials.

Please follow the instructions below for logging into the event app.

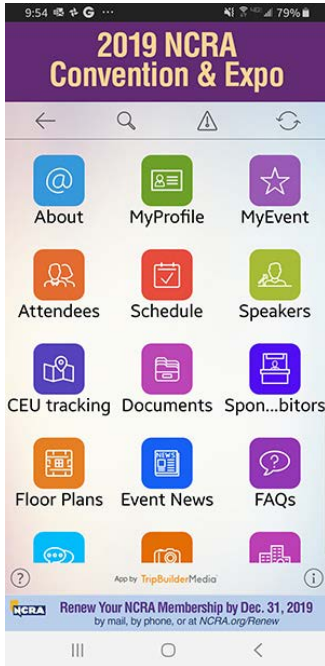
#### Your app credentials:

- Username: (the email address you used to register for the 2019 NCRA Convention & Expo)
- Default password: **ncra2019**
- **Please remember to reset your password once you have logged into the app.**



Please allow the NCRA app access to your camera so that you are able to scan QR codes and register for event sessions. (Turning on this feature will not affect any photos or data on your device.)

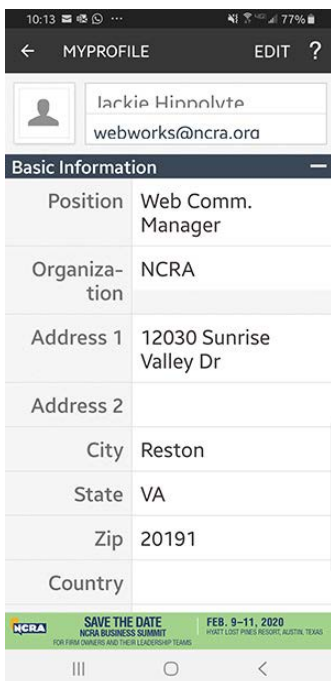
# App Overview



## Key app features

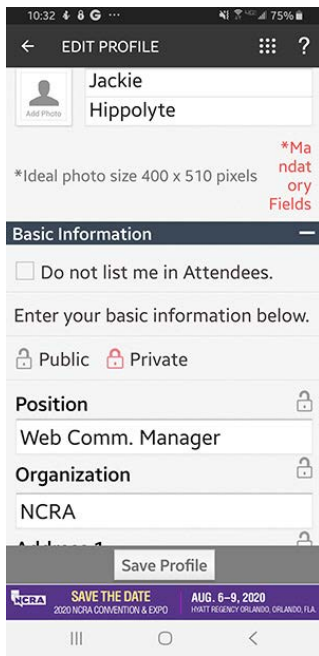
Here are some key features in the app that will enhance your event experience:

- **MyProfile:** Remember to go in to update your profile and password
- **MyEvent:** Save and get access to your personalized schedule, contacts, notes, and exhibitors
- **Attendees:** Connect with others attending the event
- **Schedule:** Check out the agenda and personalize your schedule
- **Speakers:** Learn more about and communicate with event presenters
- **CEU Tracking:** Scan sessions and track your CEUs  
*(Ensure that you have enabled camera access to use this feature)*
- **Documents:** Access session handouts and other important information
- **Sponsors/Exhibitors:** Learn about and connect with sponsors and exhibitors
- **Floor Plans:** Find sessions and vendor locations
- **Event News:** Stay abreast of event news
- **FAQs:** Get important tips and information about the event
- **Social Feed:** Share your experience in the app and on social media



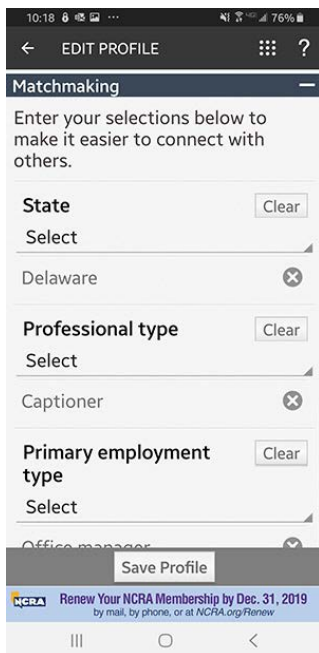
## MyProfile

- Select the "Edit" button to access and make edits to your profile
- Remember to add the details you want other attendees to see in your profile
- You will have the option to hide certain items on your profile from public view



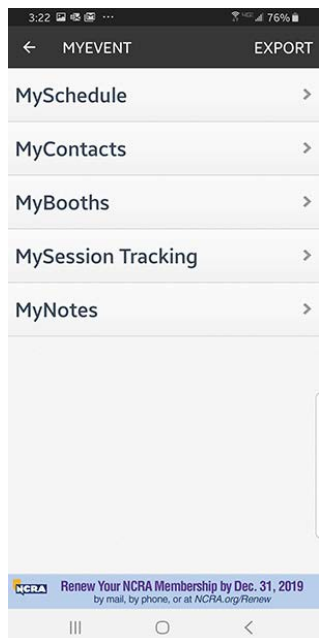
## MyProfile: Edits

- **Option to remain unlisted in attendee list**
  - Select the “Do not list me in Attendees” box to completely hide your profile from the attendees list
- **Public vs. private**
  - Select what specific information you choose to hide from your profile by selecting either the “Public” or “Private” lock icon next to each field
- Remember to **save your profile** using the button at the bottom



## MyProfile: Matchmaking

- To make it easier for attendees to find and connect with you, scroll down to the bottom of the MyProfile screen in edit mode, and select an option(s) from any or all of the three drop-down categories:
  - *State*
  - *Professional type*
  - *Primary employment type*
- Remember to **save your profile** using the “Save Profile” button at the bottom

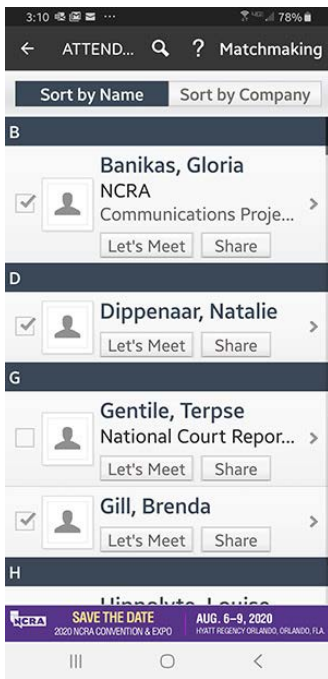


## MyEvent

Customize your meeting experience using these tools:

- **MySchedule:** Add a scheduled or personal event  
(*You will need to allow the app access to your calendar*)
- **MyContacts:** Select an attendee and add to your MyContacts list within the app
- **MyBooths:** Add vendors to your preferred list, including notes
- **MySession Tracking:** View all of your QR scanned sessions
- **MyNotes:** View all your saved notes regarding the schedule, sponsors, speakers, and attendees in one place

\* Tap the “Export” button to export your notes and personal lists above



## Attendees and Networking tips

- View attendee profiles
- Sort attendees by name or company
- Select the check box next to an attendee to add them to your personalized contact list (*MyContacts are accessible under the "MyEvent" tab*)
- Use the "Let's meet" feature to schedule a meeting via email
- Select the "Share" feature to send your profile to other attendees
- In the "details" view, email or call an attendee from within the app

## Adding contacts

Selecting options within the "Matchmaking" categories allows you to generate a preferred contact list that displays under MyContacts.

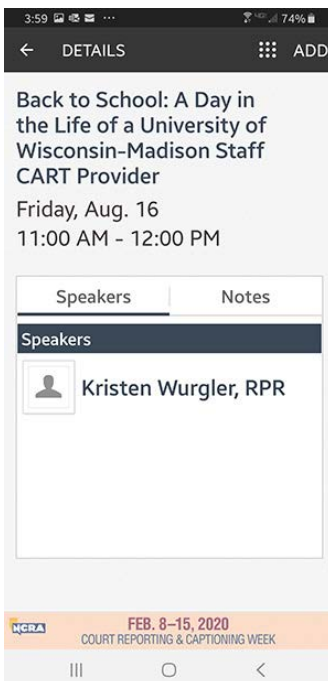
- From the "Attendees" screen, go to the "Matchmaking" tool located in the upper-right corner (may differ with certain devices). From there, select options from each of the three categories – state, professional type, and primary employment type to generate a list.

*(Matchmaking category tabs are located at the top in Android and the bottom for Apple users)*

- Select "Done" when complete to get your filtered list of contacts
- You will be able to export this data (Under MyEvent – Export)

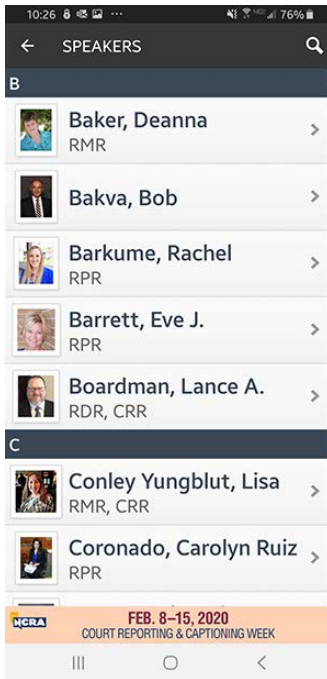
For privacy purposes, attendee email addresses are not viewable within the app and are not displayed in the export. Attendees can communicate via email by using the "Let's Meet" feature, which sends a message to the user's email address.

**NOTE:** Results will vary based on the number of attendees who complete this



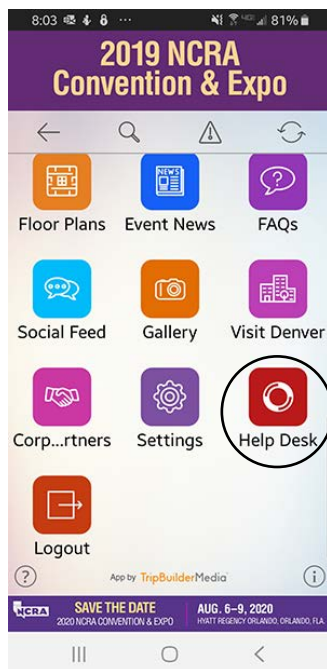
## Schedule

- View session information and access session handouts
- Add sessions to your MySchedule list under the MyEvent section
- View speaker information (if applicable)
- Take session notes
- Complete a short session survey



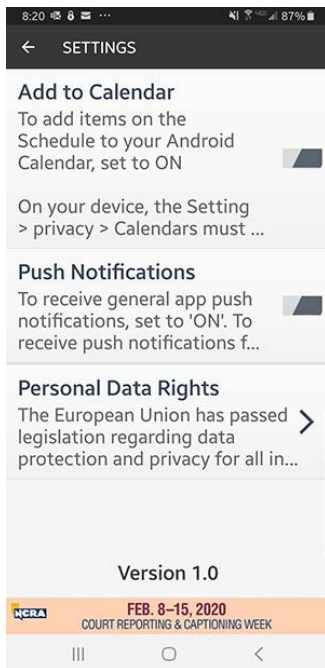
## Speakers

- View speaker information
- Add speaker information to address book on your mobile device
- Add notes regarding a speaker



## Help Desk

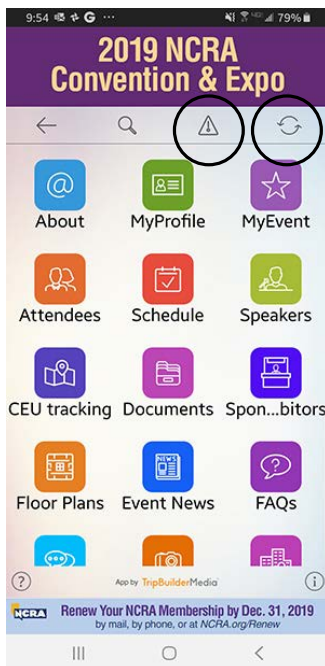
Use the Help Desk menu to send technical requests directly to the app developer, or you may contact NCRA at [webworks@ncra.org](mailto:webworks@ncra.org) from Mon.–Fri. 8 a.m. to 6 p.m.



## Settings

To receive important event notifications such as changes to scheduling or venue, **remember to set your push notifications to ON in the Settings menu.**

- Select the “Personal Data Rights” feature to have your information exported or deleted from the app



## Synching the app, and alerts

- **Select** the sync icon when highlighted to get the latest updates
- **View** and check for event alerts using the alert triangle icon