

NCRA EVENT MOBILE APP GUIDE



The ***Engagefully*** app is the official app for the 2023 NCRA Conference & Expo and can be downloaded via the iOS Apple or Android Google Play stores. **Event access is available to registered attendees only.**

Registered attendees will receive an app email invitation (to the email address used to register for the Conference) with instructions on how to access the event or can follow along using the video tutorial below.

You can download the app to any of your mobile devices and sync your information and itineraries across devices. Sessions are accessible on any of your devices. You can view sessions on your desktop and use the mobile app simultaneously to view event notifications, access the attendee directory, post to the discussion wall, and message your peers.

APP ACCESS INSTRUCTIONS

Attendees **who received a personal app invitation** may use any of the guides below to review the app access instructions.

- Watch the [video tutorial](#)
- Handout instructions: **Scan the QR code** below or [access the handout instructions here](#).



Download this presentation

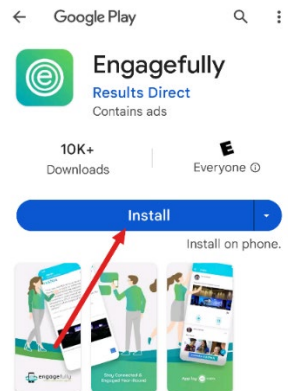
- Visit the [NCRA Event App web page](#)

Alternative app access instructions

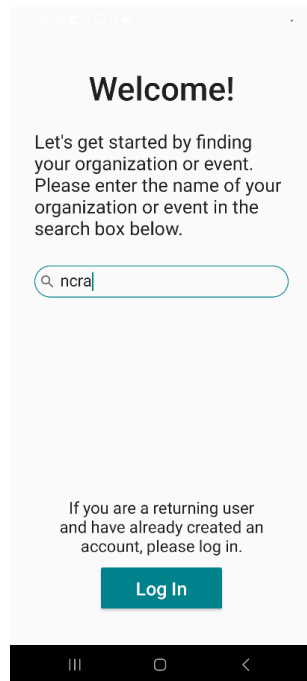
IF you did NOT receive your app email invitation or do not have access to your Conference registration email on your mobile device, **please follow Steps 1 and 2 below.**

STEP 1: DOWNLOAD THE *ENGAGEFULLY* EVENT MOBILE APP FOR IOS OR ANDROID

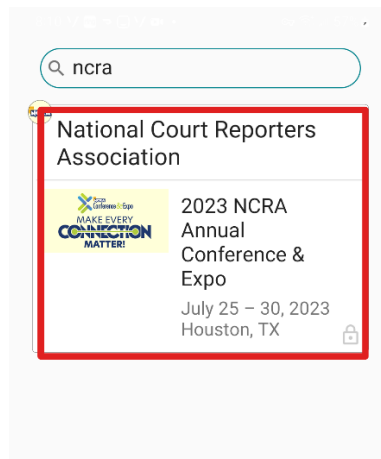
1. From **your mobile device**, follow this link <https://appdownload.rdmobile.com/ef/national-court-reporters-association/553> (If prompted, allow for notifications to receive up-to-the-minute event updates).
2. Select the appropriate IOS or Android app store link to install the *Engagefully* app to your device.



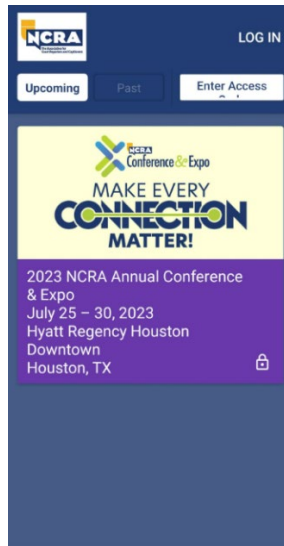
3. Install the app from your app store. Next open the app. (If prompted, select “Allow” to receive *Engagefully* notifications for up-to-the-minute event updates.)
4. Once installed, from the Welcome screen type “**ncra**” in the "search for organization and event" field to find the event.



5. Tap on the National Court Reporters Association 2023 Conference & Expo event logo that appears (as shown in the screenshot below).



6. Follow the next few prompts to begin setting up the event on your device.
7. Tap on the National Court Reporters Association 2023 Conference & Expo logo and event name on the main screen to proceed.



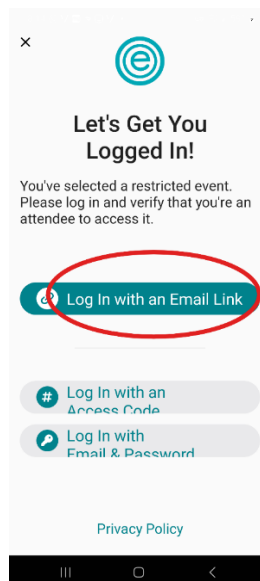
8. Tap "Select Event" on the next screen.
9. You are now ready to log in.

STEP 2: LOG IN WITH AN EMAIL LINK

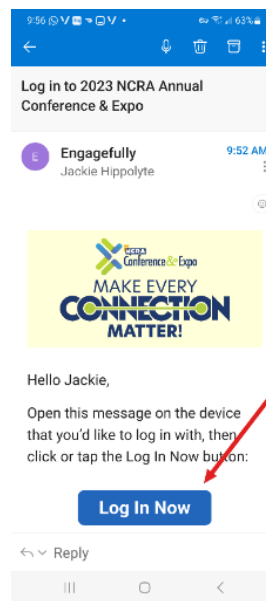
To log in you will need access to your email from your mobile device.

From the next screen:

1. Choose the **FIRST** option "Log in with an Email link".



2. Type in the **email address you used to register for the Conference.** (NOTE: This will be **your primary email for this event** and should **NOT be changed. All CEU credits will be assigned to the email address used for event registration.**)
3. Next tap "Send link" to request an email with a direct link to the event.
4. Check your inbox **on your mobile device** for an email from **Engagefully** with instructions for accessing the event.
5. Next tap the "**Log In**" button in the email to access the event.



6. Tap "Select Event" on the next screen.
6. You will be asked to review your event settings before proceeding.
7. You are now logged in!

Notes

- The "send email" link request will automatically allow access to a **single device**.
- **The link is valid for 15 minutes.** If more time has elapsed, please request a new login link.

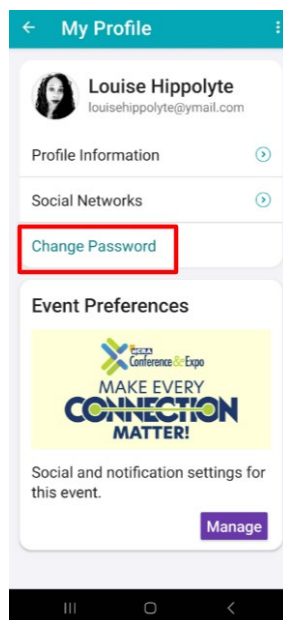
SETTING AND UPDATING YOUR PASSWORD

CREATING OR RESETTING YOUR PASSWORD

NOTE: *Creating a password for this event is **optional**. You can log in using the “Log In With an Email” feature for re-entry to the event.*

To create your password:

- From the main menu, tap on your name at the top of the screen to access the "My Profile" section.
- Tap "Change Password."
- Tap "Reset Password." A reset link will be sent to your email.



CHANGING YOUR PASSWORD

If you have already set up and know your password and would like to change it:

- From the main menu, tap on your name to access the "My Profile" section.

- Complete the fields in the "change password" section at the bottom of the screen.
- Tap "Change Password" to continue.

RETURNING USER LOG IN ACCESS

If you logged out of the *Engagefully* mobile app and need to re-access the event:

1. Open the *Engagefully* app on your device OR tap the NCRA icon (if you previously added it to your device home screen during initial setup).
2. Follow Step 2 above: **App Login instructions** above to access the event.

TROUBLESHOOTING TIPS/ SUPPORT

Having trouble logging in? Please review the tips below:

- Be sure you are using the **email used to register for the Conference**.
- Check for incorrect or misspelled email address.
- Check to see if emails by "*Engagefully*" are being sent to your email junk folder.
- This event is open to registered attendees only. Email meetings@ncra.org with any questions **regarding your event registration**.

Resources/Support

- [NCRA Event Mobile App](#)
- **Mobile app email support:** Email webworks@ncra.org
- **General event inquiries:** Email meetings@ncra.org

Email support is available Monday to Friday, 8 a.m. to 5 pm (Central). For assistance while on-site in Houston, please visit the NCRA Registration Desk.

DESKTOP/ WEB ACCESS

Use this link for desktop access to the event app:
<https://events.rdmobile.com/Home/Details/553>

APP FEATURES OVERVIEW

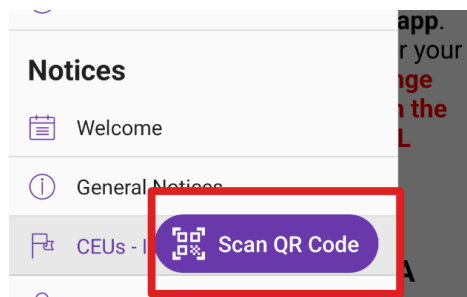
How to check in for a session

You will need to check in to get your CEUs verified for your NCRA account. Attendees can check into a session by scanning the QR code **presented towards the end of the session** by the Presenter or NCRA Staff. To access the in-app QR code reader for session check-ins, follow the steps below:

The Scan QR Code is the purple button located at the bottom of the main menu on your mobile device.

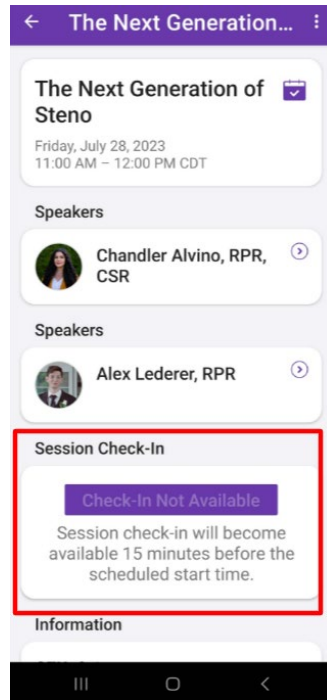
Choose **EITHER** option below:

OPTION 1: From the **main menu** (at the bottom of your mobile device screen), tap the **"Scan QR Code" button**.



OR

OPTION 2: From the **Schedule menu**, select the session you wish to check into, then tap the **Check-In** button for that session (that will appear **15 minutes before/after** the span of the session).



Once the QR reader is activated, scan the code provided by the Presenter or NCRA staff. (*You may be prompted by your device to allow camera access before you can open the QR reader; you should accept the request.*)

Notes

- Although session check-in button will appear for each session **15 minutes before/after** the scheduled **start/end time of the session**, **QR codes will only be presented for scanning toward the end of the session** by the Presenter or NCRA staff.
- 15 minutes **AFTER** a session has ended, that session is no longer available for check-in within the app.

SET UP YOUR PROFILE

Update your profile so you can be found and start networking. **On your mobile device:**

- At the top of the main menu, tap on your profile image or name.
- View and edit your profile information: Update or add a photo and edit your bio, organization, website, contact information, and social network access.
- Under Event Preferences, manage your social and notification settings for this event.

CREATE YOUR PERSONAL SCHEDULE

Maximize your day! Plan ahead.

- Tap "Schedule" in the main menu to preview the Conference sessions.
- View session descriptions, speaker information, and other details by tapping the session names.
- Tap the calendar icon next to the sessions you are interested in attending.
- Your personal schedule appears when you tap the "Selected" button at the top of the screen.

DASHBOARD

Your personalized Dashboard provides information on what's next:

- Up-to-date view of your personal schedules
- Event highlights and reminders
- Latest conversations: Latest private message from other attendees
- Spotlights the most buzz-worthy happenings and photos

CONNECT WITH ATTENDEES

Connect and network with attendees before, during, and after the 2023 NCRA Conference & Expo.

- **See who's coming:** Find out who is attending the event by selecting Attendee Directory from the main menu to browse and search.
- **Favorite your colleagues:** Tap on their name or image, then tap the star icon next to their name.
- **Message an attendee:** Tap on their name or image, then select "Send Message" to create and send your message.

Or from your mobile device, tap "Attendee Chat" from the "Connect & Network" section to select an attendee to message. *(You can view all existing chats under "Attendee Chat").*

- **Exchange "contactless" Digital Business Cards:** Use the **Scan QR code** button at the bottom of your mobile app main menu – your personalized in-app QR code will appear here. *(The person you are exchanging info with must also access their in-app QR Code feature to display their personalized QR code for scanning.)* You may be prompted by your device to allow camera access before you can open the QR reader; you should accept the request. You can find all your scanned business cards in the Session & Business Card Scans tab in the main menu.

CONNECT WITH SPONSORS & EXHIBITORS

As the flagship NCRA networking event of the year, the NCRA Conference & Expo is an ideal place to meet key industry players in the profession that offer a variety of solutions and products.

- **Browse sponsors and exhibitors:** Select "Sponsors & Exhibitors" from the main menu. Tap the exhibitor's name to see more details.
- **Save an exhibitor to your itinerary:** Tap the icon to the left of each company you'd like to visit. *(You can view all your selected sponsors or exhibitors by tapping the "Selected" button at the top of the Sponsors & Exhibitors screen.)*

- **Send enquiries to exhibitors:** Within each exhibitor profile, tap "Contact" to send an email message.
- **Exchange information with exhibitors:** Visit the exhibitor booth. From the app main menu (bottom), tap *Scan QR code* to scan the QR code for the exhibitor you want to connect with. This will notify exhibitors and sponsors of your interest in their products and services.

APP PRIVACY AND CONTACT INFORMATION

NCRA respects individual privacy and values the confidentiality of our members, potential members, program participants, sponsors, donors, industry partners, and our community.

Within the NCRA event mobile app (by Engagefully), each registered attendee has a unique QR code that contains their contact information for this event. You can find your personal QR code by selecting the Scan QR code button at the bottom of your mobile app.

If you allow other attendees, exhibitors/sponsors to scan your QR code in the mobile app, you are consenting to share your information with them. Attendees are responsible for managing their information within the app under "Event Preferences" within the "My Profile" section. If you opt to appear in the Attendee Directory, your information will be visible to other attendees. Under Event Preferences you can choose whether or not to display your email or be available for direct messaging.

