NCRA EVENT MOBILE APP REFERENCE GUIDE



The *Engagefully* app is the official app for the NCRA Conference & Expo.

APP ACCESS INFORMATION

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 following information.

NOTE: Access to the NCRA Event Mobile App is **different from your NCRA account login credentials.**



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. <u>To access the in-app QR code</u> reader for session check-ins, follow the steps below:

The Scan QR Code button appears 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.



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.)

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• Although the 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

Note:

- 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 inapp 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.

NO PASSWORD REQUIRED

The app requires no password to log in. You can log in by requesting an "Access Code" or by using "Log In with an Email".

If you choose to create a 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.

To change your password:

- 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.

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.





ESSENTIAL TIPS

- Turn on notifications for event updates
- To <u>access the app, follow the instructions</u> above and remember to use the **same email address** you used during registration.
- You must scan CEU QR codes from inside the app (device camera/QR readers do not work)
- Web/desktop version does not support QR scanning or digital business card sharing

DESKTOP/WEB ACCESS

Use this link for desktop access to the event app:

https://events.rdmobile.com/Home/Details/553

APP SUPPORT

- Email webworks@ncra.org
 - > **Before Conference:** Mon–Fri, 8 a.m.–5 p.m. (EST)
 - > **During Conference:** Daily, 7 a.m.–6 p.m. (CDT)
- On-site: Visit the NCRA Registration Desk at the Hyatt Regency Minneapolis
- General App Info: <u>ncra.org/event-mobile-app</u>