

## Your guide to the CEDA Dredging Days 2017 mobile app

We created this mobile app to make this year's Dredging Days experience even more valuable for all of the attendees, speakers, exhibitors, and sponsors. Here are some tips on how you can make the most out of it.

### Download the app on the device you're bringing to the event

#### Option 1. Through the invitation email without typing a single letter

**1 Find your Invitation.** Check your email for a message from CEDA Dredging Days 2017 Conference secretariat with the subject: Access the app for CEDA Dredging Days 2017 through this email

**2** Click **Download the App** to be taken to the App Store. Click **Download** and wait for the app to install on your device.

**3 Return to your Invitation.** Once the app has finished installing, open your invitation email again.

**4** Click **Verify account.**

**Confirm your verification.** Click **Open App** to complete the verification via your brand new mobile app.

**5** Ready to go

#### Option 2. From the App Store

You will find the CEDA Dredging Days 2017 event within the CrowdCompass AttendeeHub app.

**1 Go to the right app store.** Access the App Store on iOS devices and the Play Store on Android.

If you're using a Blackberry or Windows phone, skip these steps. You'll need to use the web version of the app found here: <https://crowd.cc/cdd2017>

**2 Install the CrowdCompass AttendeeHub app.** Search for CrowdCompass AttendeeHub app. Once you've found the app, tap either Download or Install.

**3 Install the CEDA Dredging Days 2017 app.** Open the AttendeeHub app and search for CEDA Dredging Days 2017.

**4** Tap OPEN

**5 Access the app.** Enter the event password sent to you by

email. The event main navigation screen will open.

**6 Login to access all details.** Tap either the three parallel lines at the top left or any of the navigation icons. Enter your first and last name where prompted (**Important:** use exactly the same name you used for registering for CEDA Dredging Days 2017), then tap **Next**. A four-digit verification code will be sent to you by email to the email address you used for registering for the conference.

**7 Verify your account.** Exit the app and open your verification email. You'll see it includes your four-digit verification code. Important: The verification code expires in 24 hours.

**8 Enter your verification code.** Return to the app and enter the verification code, then tap **Verify** to log in to your mobile app.

### Complete/update your profile

From your registration information we have already added some of your data. Tell your fellow attendees more about yourself and help them find you and connect with you before, during, or after the conference.

**Tip:** Have your LinkedIn or Twitter URL and your photos at hand.

**1 Access your profile settings.** After logging in, tap the three parallel lines in the top left, then tap your name (iOS)/arrow to the right of your name (Android) at the top of the screen.

**2 Complete your details.** Fill out the text fields. You can write a short bio, describe expertise, key professional interests, provide your contact information, and/or direct people to your website or social media accounts.

#### 3 Add your profile photo

Click **Choose Files** (iOS) or tap **Edit Profile Photo** (Android) and either select a photo from your gallery or take a new one with your camera. Note: If you added your social media account(s) and connected to at least one of those channels, your profile photo on that channel will appear here.

#### 4 Manage your privacy.

- **Share your profile with other attendees.** Uncheck the **Set Profile** to Private box at the top of your profile settings.

- **Set your profile private.** If you'd rather have control over who can see your profile, check the **Set Profile to Private** box. Other attendees will first have to send you a contact request to be able to see your full profile. They will still be able to see your photo, company name, and job title.

- **Hide your profile entirely.** Tap the Attendees icon and click the silhouette icon in the top right to open Attendee Options.

Make sure the slider next to Show Me On Attendee List is switched off. Fellow attendees will no longer be able to find you on the list at all.

**5 Don't forget** to tap **Save Changes** at the bottom of the profile page.

### Message attendees

**1 Access the attendee list.** After logging in, tap the **Attendees** icon.

**2 Send your message.** Find the person you want to message by either scrolling through the list or using the search bar at the top of the screen. Tap their name, then the chat icon to start texting. If you want to pick up a chat you

previously started, tap the three parallel lines in the top left, then **My Messages**.

**3 Rather be a hermit?** Follow the steps above but after tapping the chat icon, don't type anything, instead tap **Block** in the top right.

### What if an attendee's profile is private?

**1 Access the attendee list.** After logging in, tap the **Attendees** icon.

**2 Send a contact request.** Find the person you want to share your contact information by either scrolling through the list or using the search bar at the top of the screen. Tap their name, then **Add Contact** to send a contact request. If they accept, the two of you will exchange info.

### Schedule an appointment

Why not do it before the start of the conference to make most



## Conference app information

use of 'face-time' at the event?

- 1 Navigate to My Schedule.** Tap the three parallel lines in the top left, then **My Schedule**.
- 2 Create your appointment.** Tap the plus sign to access the Add Activity page. Give your appointment a name, a start and end time, and some invitees. When you're finished, tap **Done**. Invitations will be immediately sent to all relevant attendees.

### Create notes and export them

A great thought or idea? Make sure you will not forget it: write it down right away and collect it later at your leisure.

- 1 Find the item,** the session, speaker, or attendee you'd like to create a note about by tapping on the appropriate icon in the event directory, then scrolling through the item list. Once you've found the item you're looking for, tap on it.
- 2 Write your note.** Tap the note icon to bring up a blank page and your keyboard. Enter your thoughts, observations, and ideas. Tap **Save** when you've finished.
- 3 Navigate to My Notes.** Tap the three parallel lines in the top left, then My Notes. Here you'll find all the notes you've taken, organised by session.
- 4 Choose where to send your notes.** Tap the share icon in the top right and CrowdCompass will automatically generate a draft of an email that contains all your notes. All you have to do is enter an email address, then tap **Send**.

### Share on social media

- 1 Access your profile settings.** After logging in, tap the three parallel lines in the top left, then your name to access your profile settings.
- Add social media accounts. Scroll down to find a set of buttons that you can use to connect to your accounts. Tap the appropriate button, enter your username and password, and tap Authorise App or Connect Account.
- Access the Activity Feed. Tap the **Activity Feed** icon on the navigation screen.
- Post your creation. Tap the plus sign in the bottom right corner on the screen and choose whether you'd like to upload a photo or text to the activity feed. Once you've finished, you can use the icons to select which accounts you want to share this on, then tap **Post**.

### Taking live polls and Q&A

- 1 Locate your session.** In **Schedule** tap the name of your chosen session to be taken to the Session Detail page.



- 2 Do the poll.** Scroll down in the Session Detail page to the **Live Polls** header and tap the name of the poll.
- 3 Ask your question.** Scroll down in the Session Detail page to the **Live Q&A** header. Tap **Submit a question now**. Questions are anonymous unless you provide your name.

### Play Click and win great prizes

- 1 Access the Click game.** After logging in, tap the **Click** navigation icon.
- 2 Choose a challenge.** Tap **Profile** at the top right. Scroll down to see a list of badges and the challenges you need to complete to earn them. Take them on in any order.
- 3 Submit a photo.** Tap the camera icon next to the challenge you want to take. Shoot or upload your masterpiece, then tap **Submit**.
- 4 Track the competition and defeat your opponents.** Tap Leaderboard on the top left. Keep completing challenges to earn points.