## **CONFERENCE APP USER GUIDE**

### Below is some useful information about the conference app, which is the primary resource for the conference

- Navigate the different areas of the app from the Home screen.
- The Agenda will show you All Sessions happening under a certain day, or you can filter by session track. You can also show sessions saved to your personal schedule under 'My Schedule'.
- In session detail you can add the session to 'My Schedule' and you can complete the session survey, if attended.
- Materials available within the app can be viewed or down loaded to 'Saved Docs' to view later.

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n.	CONNECTING US	CALIFORNIA TRANSIT ASSOCIATION'S 59° ANNUAL FALL CONFERENCE & EXPO CONNECTING US	th Servey Add to Schedule	California Transit Association - Booth 998
tain	CalforniaTransit	TARA PROPERTY AND	22 Nov 2024   10:15 AM - 11:30 AM	_
ions	California Transit Association's 59th Annual Conference & Expo Time zener Starting from Ending on		Recruitment, Retention and Reinvention: Build & Diverse, Durable Transit Workforce (Equity) © Room 211AB	California Transit
	20 Hovember, 2024 03:30 22 November, 2024 01:30 PM PM	Friday, November 22 All My Schedule   All Sesssions Management & Leadership Police	Join thought leaders from across the transit industry for a moderated discussion about the evolving challenges of employee retention in the transit environment, shaped by the post-COVID landscape and the influx of a new generation into the workforce. Explore the shifting expectations of employees, negotiables within the union	Website Twitter Facebook Linkedin
d	Agenda Spensors Exhibitors	22 Nov 2024   07:30 AM - 01:00 PM Registration Desk Open S Upper Concourse	or empropress, negotiables within the union environment, the impact of hybrid work models, and retaining a diverse workforce. This panel will equip leaders with tools to adapt retention strategies to meet the demands of a diverse and dynamic workforce.	Become a Member 💿 🖸
	Spring Legislative Conference May 9, 20 Conference May 9, 20 Conference	22 Nev 2024 (98:30 AM - 10)00 AM Small Operators Awards Breakfast: Federal Transit Administration Update © Marriett San Jese Ballroem	Speakers (5) Dr. Karen Philbrick Maderater	Î

### **UPDATE YOUR CONTACT CARD**

#### You can update your contact card with the information you want to share with others

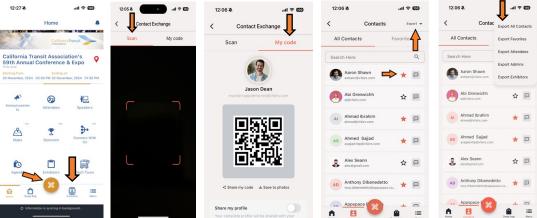
- Click on the menu in the bottom right
- Click on the icon to the left of your name to add a photo
- Click on View Profile under your name > click on the Contact Card tab > click on the Update link to edit/add information
- Click Update at the bottom when finished

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# LEAD RETRIEVAL/CONTACT CAPTURE

Every attendee and exhibitor representative that has checked into the conference and downloaded the conference app will have the ability to build a **contact list** utilizing the built in **QR Code** and **Contact Capture** feature. Easily build your professional network or capture possible leads by just a few clicks on the app.

- Click the orange QR icon in the bottom center of your app home screen to scan a QR Code or share your QR Code.
- When a QR Code is scanned, information from that person's contact card is stored in 'Contacts'.
- Contacts can be marked as 'favorites' and contacts can be exported out of the app for easy use back at the office.



### **DIGITAL EXPO PASSPORT GAME - VISIT BOOTHS & WIN PRIZES!**

Each time you visit an exhibitor or sponsor, scan the booth's unique QR Code using the QR capture in the app. You will automatically be awarded points in the **Digital Expo Passport Game.** 

Sponsor booths are worth 200 points each and exhibitor booths are worth 100 points each. Points accumulate and can be seen in the **Expo Leaderboard** on your app home screen.

Accumulate 5,200+ points to be entered to win a \$500 American Express Gift Card

Accumulate 6,600+ points to be entered to win a \$1,000 American Express Gift Card

Drawing will be held after the Expo Hall closes and you will be notified via email. Need not be present to win.