EventsAIR
WHEN PRODUCTIVITY MATTERS

Mobile Attendee App Quick Start Guide

① Create Your Attendee App

Use the drag and drop Attendee App Builder to add all the components you want your attendees to access via the App. You can easily customize the icons, splash screen, banner and background image to make the App match your event branding.

Remember to add an Event App Code, set the App Live Dates and enable App PIN Sign In (instead of requiring password sign-in).
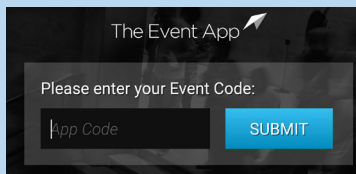
② Attendees Install the App

Attendees can access your event App either from the Native EventsAIR App found in the Google Play and Apple App Store or by using the HTML5 version that runs on any device. It is important to know that the HTML5 version does not support push notifications and barcode scanning. All other functions are the same.
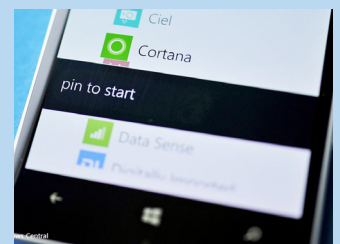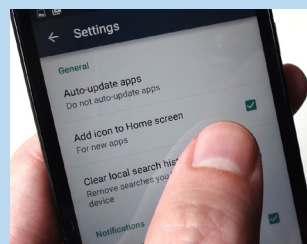
For Apple and Android

Instruct your attendees to install The Event App by EventsAIR via their App Store onto their mobile device. Just go to the App Store, search EventsAIR and install the App. You will also need to provide them with the Event App Code.

For Windows and Blackberry

Email your attendees the URL for the HTML5 Attendee App with a note to add or pin the App icon to their Home screen for the best experience.

③ Using the App

Once attendees have installed the Native or HTML5 App, they are ready to access your event content. Some content will require them to log in and you can provide them with the following two options:

App PIN

The easiest way for attendees to access the App is using their email address and a PIN. Each attendee is allocated an automatic PIN and this can be included in a Merge Doc by inserting the PIN field.

Password

If you required attendees to create an Account during the online registration process, they can also log in with their account email and password.

Sample Emails

Dear Conference Attendee:

Our 2018 conference is right around the corner, and the conference app is now available to install onto your smart phone or tablet.

The mobile app contains a variety of useful information, include networkng, agendas, exhibitor searches, messaging and notifications.

For most attendees, you are able to download and install your mobile app from your Android or Apple Apps Stores.

1. Search for eventsair from your Android or Apple App Store.
2. Install the App.
3. The first time you open the app, you will need to enter this event code: **GLOBAL2018**
4. Your app opens, and you will need to enter your email address and this four-digit APP Pin: **5943**

Once this is done, you are all set! You can search for attendees, send messages, review the agenda, create a personalized agenda, research speakers, exhibitors and sponsors.

There are listings of area restaurants and maps of the venue for your convenience.

If you use Windows Phones or Blackberry Phones...

If you are installing on a Windows Phone or Blackberry, you will need to click on this URL directly in your phone:

https://xyzmeetings.com/attendeeapp/attendeeapp1/

The mobile app will install and you will need to log in with your email address and four-digit APP Pin as shown above.

Finally, you will need to Add, or "Pin" the app to your home screen.

We hope you have a fantastic time at the conference!

Sincerely,
Your Conference Team
meetings@meetings.com

Dear Conference Attendee:

Our 2018 conference is right around the corner, and the conference app is now available to install onto your smart phone or tablet.

For most attendees, you are able to download and install your mobile app from your Android or Apple Apps Stores. For your convenience, we are including direct links to your appropriate App Store.

- For iPhones and iPads, you can scan click on this URL to open the app in the Apple App Store:

  https://xyzmeetings.com/attendeeapp/attendeeapp1/

- For all Android devices, you can scan click on this URL to open the app in the Google Play Store:

  https://xyzmeetings.com/attendeeapp/attendeeapp2/

You are also able to search for EventsAIR in your respective App Store as well.

The first time you open the app, you will need to enter this event code: **GLOBAL2018.** Your app opens, and you will need to enter your email address and this four-digit APP Pin: **5943**

You are all set! You can network with other attendees, create personalized agenda, research speakers, exhibitors and sponsors. There are listings of area restaurants and maps of the venue for your convenience.

If you use Windows Phones or Blackberry Phones...

If you are installing on a Windows Phone or Blackberry, you will need to click on this URL directly in your phone:

https://xyzmeetings.com/attendeeapp/attendeeapp1/

The mobile app will install and you will need to log in with your email address and four-digit APP Pin as shown above. You will also need to Add, or "Pin" the app to your home screen.

We hope you have a fantastic time at the conference!

Sincerely,
Your Conference Team
meetings@meetings.com

Advanced Topics

Site Links and Auto Login Tokens

Site Links and Auto Login Tokens are a way for you to share a Launch Link to the Attendee Mobile App that includes the login details of the attendee. This is useful if you plan to provide both Installation and Launch links in a document or email communication.

When you are writing an email communication, you are able to insert the appropriate link into the body of the communication. You are able to insert Site Links and Auto Login Tokens from both Confirmation and Marketing merge docs.

It is important to note that for Android and Apple, you will have two links - one for linking them to the correct App in the appropriate App Store, and a second link to launch the Mobile App with an automatic login. For HTML5, the link services as both a link to install and to launch.

The Mobile App Installation Video

The Centium Software team has prepared a fun video for you to use at your conferences. This video is a short 90 seconds and instructs your attendees in a short and entertaining fashion the steps needed to install the mobile app on their phones and tablets.

You can located the links to download the video here:

http://help.eventsair.com/mobile-app-installation-videos

It is recommended to run this video at least once at the conference (such as prior to the opening session), and to run the follow up 30 second reminder video at various times during the first day of your event.