ARMA International Conferences Mobile App

GETTING STARTED

Downloading the app and loading the show

Step 1: Go to the Apple App Store or the Google Play Store on your mobile device, search for: ARMA International Conferences, and download the app.

Step 2: Mobile users will open the app and decide if they want to receive notifications and/or share their location (shown below).
Step 3: Load the show by clicking on **See Details** and then the **Load** button.
**Event Promo Page**

- First screen that appears after the show is loaded
- Click **Start** in the lower right corner to jump to the main navigation menu
- Click **Tour** to get a brief overview of how to navigate the different pages within the app

**Main Navigation Menu**

- This is where the mobile app menu items are listed out
- From this screen you can navigate to the following:
  - Session List - list of sessions
  - Speaker List - list of speakers
  - Exhibitor List - list of exhibitors
  - Attendee List - list of attendees
    - Need to log into MyPlanner to access list
  - Show Notifications - list of notifications
  - Show Feed - interact with your fellow attendees
    - Need to log into MyPlanner to access list
- Click on the home button at the bottom from any screen in the app and it will bring you back to this page
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NAVIGATING THE APP

MyPlanner
- Stores all of your bookmarked items:
  - My Attendees
  - My Sessions
  - My Speakers
  - My Exhibitors
- My Notes
  - Stores your notes and you can send the notes to your email
- Settings
  - Session Alerts (enable/disable)
  - Add Bookmarked Events to Calendar
  - Display Sessions in your Local Time Zone
- Upcoming Events
  - Lists all prior show years
- Need to log into MyPlanner with the same email/password you received when you registered to access this content
EXHIBITS-RELATED MENU ITEMS

Exhibitor List

- This menu item lists out all exhibitors
- Can either scroll through the list to find an exhibitor or use the search field at the top to look for a particular exhibitor
- Option to sort by
  - Company
  - Booth Number
- To see an exhibitor's profile click on the name
Exhibitors can set up their profiles through the Exhibitor Service Center - all information provided will display here in the mobile app.

Features:
- Bookmark - will save in My Exhibitors under MyPlanner
- Notes - will save in My Notes under MyPlanner
- Website - links out to exhibitor's website
- Email - send email to exhibitor
- Map It - brings you to the Exhibit Hall Map and pins the booth location
EXHIBITS-RELATED MENU ITEMS

Exhibitor Map

- View at the layout of the exhibit hall and see where each booth is located.
- If you click on a booth it will bring you to the Exhibitor's Profile.
EXHIBITS-RELATED MENU ITEMS

Sponsors

Option 1:
- Sponsor Document
  - Uploaded & displayed via pdf document

Option 2:
- Sponsor Menu Item
  - Display sponsor levels and sponsor logos
  - Logos can be linked out to Sponsor websites