

Whova Event App User Tutorial

Get Most out of Your Event

Are you wondering what the Whova event app can provide that paper brochures or event websites can't? Would you like to learn how to easily explore the Whova app and get most out of your event?

Here is a quick tutorial for Whova app users.

How to Download the Whova App

The Whova event app is for free for event attendees. To download the app, please follow the step below:

- Open up the Apple Store or Google Play on your mobile device, and search for 'Whova'.

How to Sign In

1. Sign in options

- Enter the email address you used for event registration
- Or, use your social media account

2. Create password and type in your name.

3. Profile editing

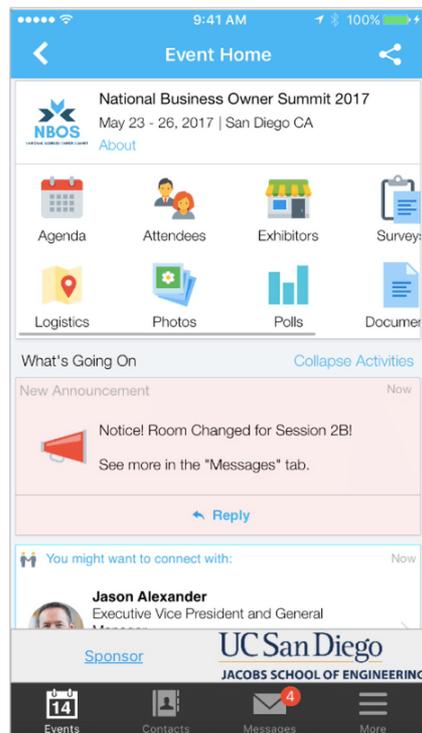
Other attendees will see this and network with you, so make it look good. You can edit it later by clicking the 'More' tab.

The screenshot shows the 'Sign Up / Sign In' screen. At the top left is a '< Back' link. The title is 'Sign Up / Sign In' with a subtitle: 'to see who else is attending, connect with other attendees, view event schedule, and more!'. There are two blue buttons: 'in Sign In with LinkedIn' and 'f Sign In with Facebook'. Below these is the text 'Or use email' and an email input field with an envelope icon and the placeholder 'Email'. A blue 'Continue' button is at the bottom. At the very bottom, there is a small disclaimer: 'By using this app, you agree to Whova's [Terms of Use](#) and [Privacy Policy](#)'.

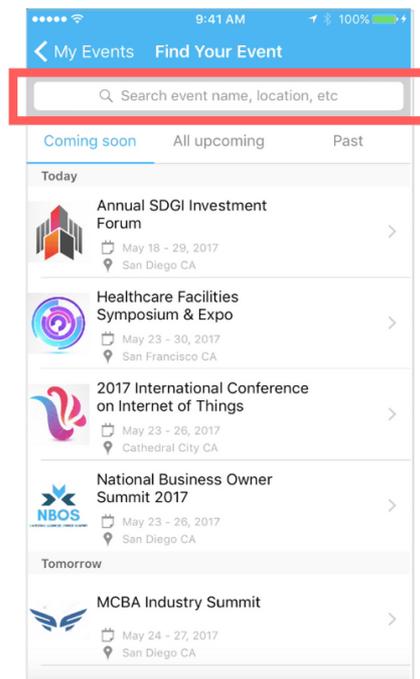
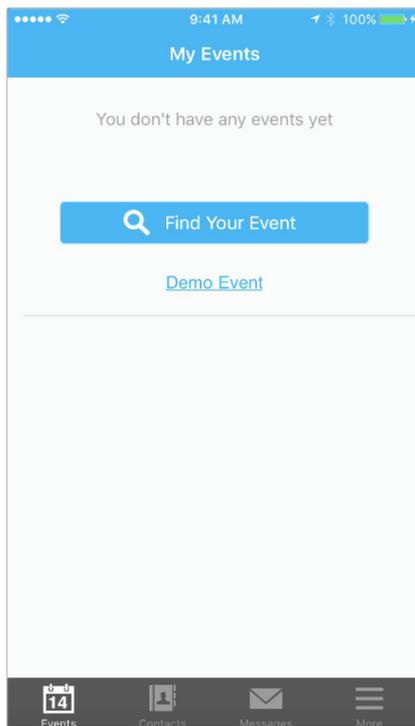
The screenshot shows the profile editing screen. At the top is the instruction: 'Fill in your background information to connect with the right people.' There are two sections: 'Affiliation' and 'Education'. Each section has a blue '+' button and an 'Add' button. The 'Affiliation' section shows 'National Leadership Educators Association' with 'President, 2016-01' below it and an edit icon. The 'Education' section shows 'University of California San Diego' with 'MBA, Business' below it and an edit icon. At the bottom is a blue button that says 'My profile looks good'.

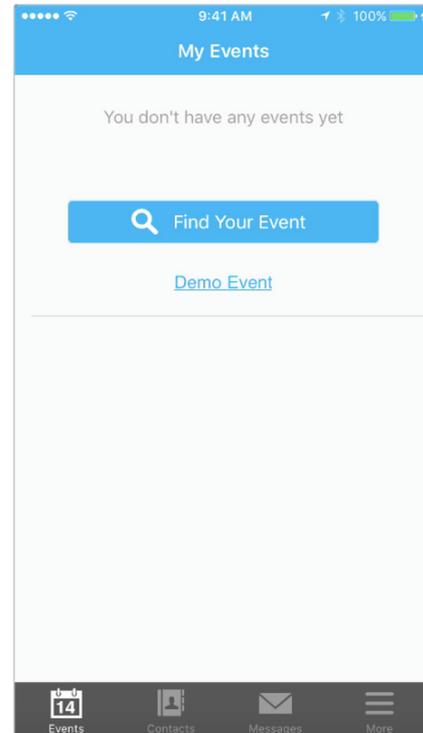
4. Access your event main page

The app will take you to your event page automatically if organizers updated the app with your registration information.

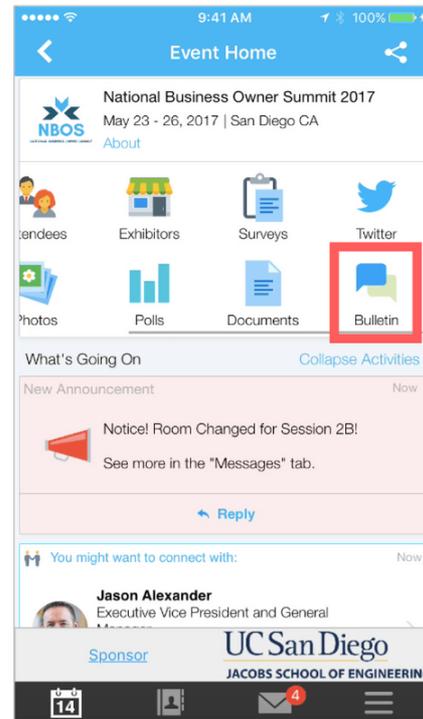
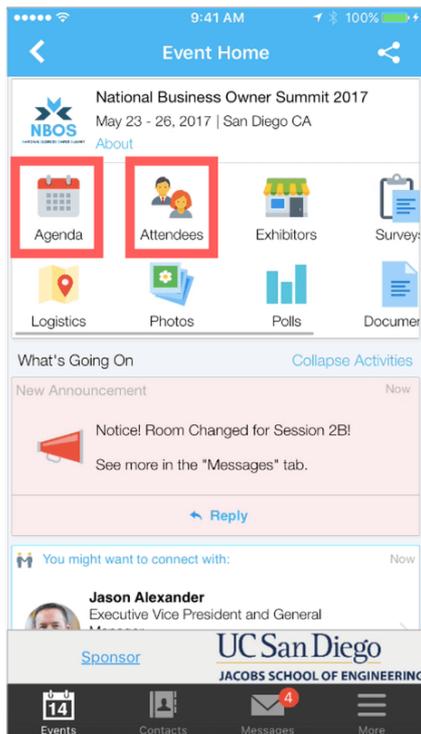


If your event doesn't show up automatically, **search** for it. Then, click the **join** button on the bottom of the event description page, and enter the **event invitation code** the organizers sent you. Or, request a new code and wait until the organizers approve your request.





The Three Most Popular Features

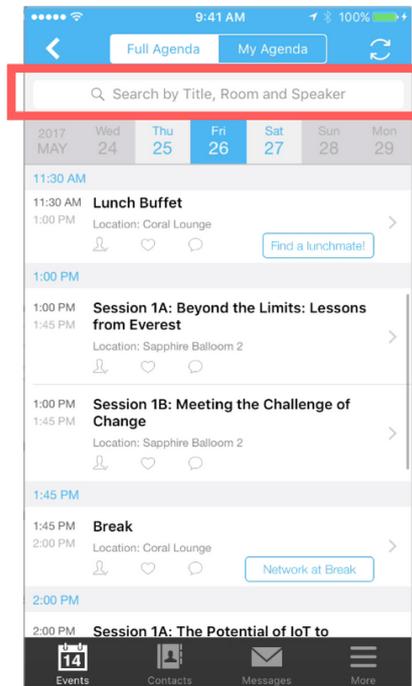


Note: Organizers may have named the menu items differently for your event app than what you see in these examples.

1. Agenda

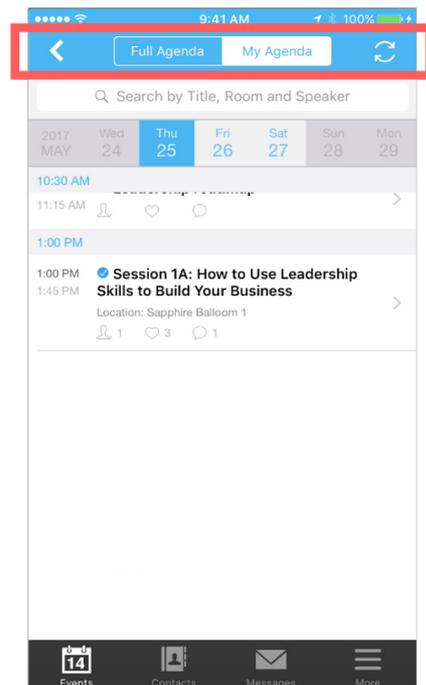
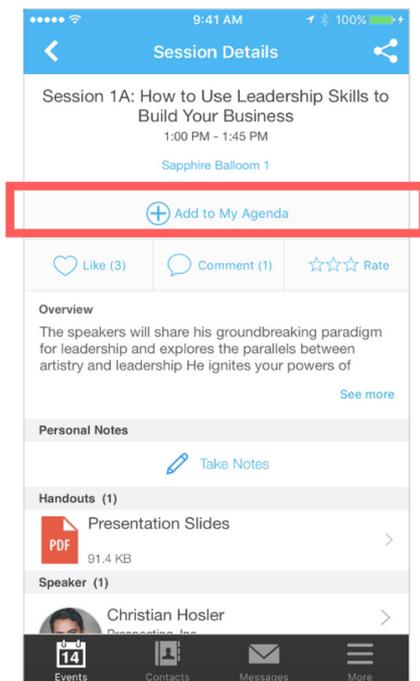
- **Session Search**

Whova lists all the sessions on each event day, You can search an individual session by keywords, including a session title, room, and a speaker name.



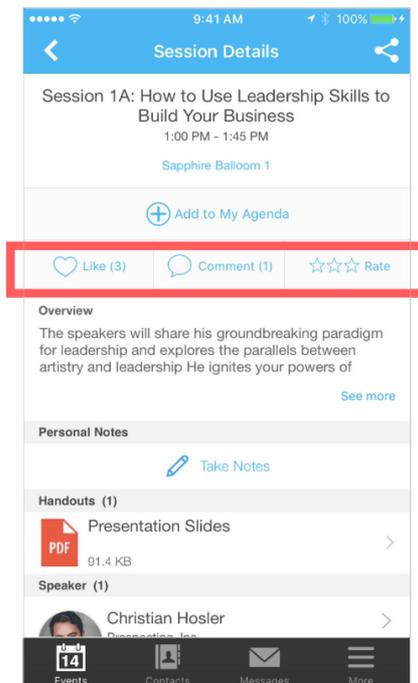
- **Personal Schedule in 'My Agenda'**

The session includes all the details like overview, handouts, speaker profiles, etc. You can add the session into your own personal agenda and set a reminder. All the sessions you saved are in My Agenda, which is shown in the previous page (see the picture above).



- **Participating in sessions through the app**

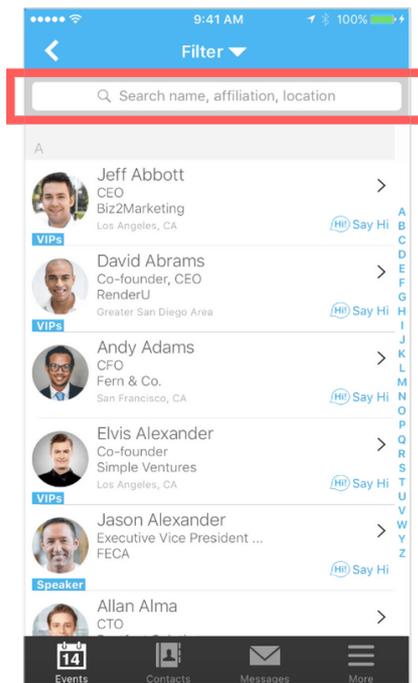
During the session, you can click Like, ask questions or leave comments, and rate the session. You can take down your personal notes too.



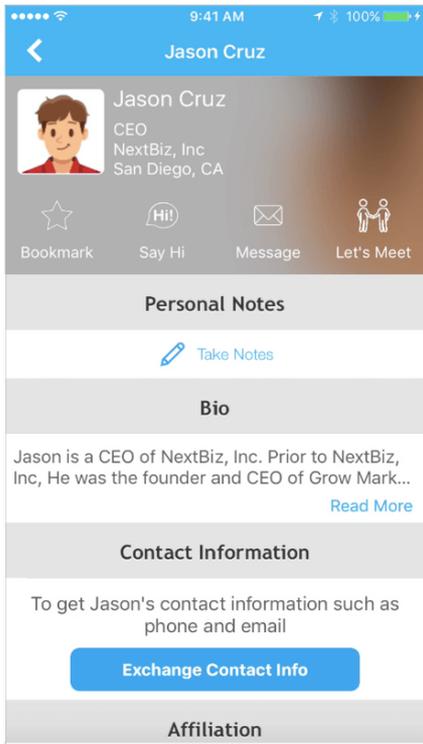
2. Attendees

- Plan Your Networking

With a little planning, you can make many valuable connections. Explore who else is attending the event. You can search by keywords including company name or title.

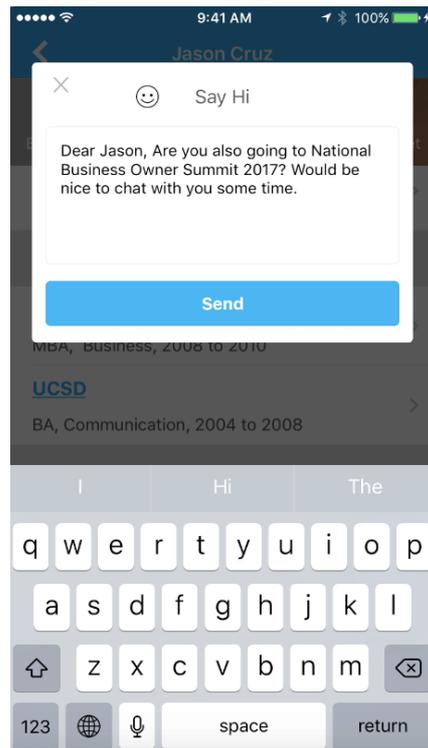
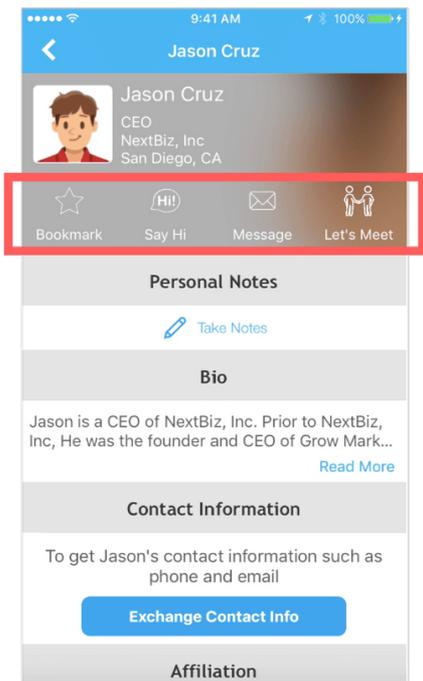


You can click attendees in the list, and see their professional profiles. You can take a note, or request a contact information.

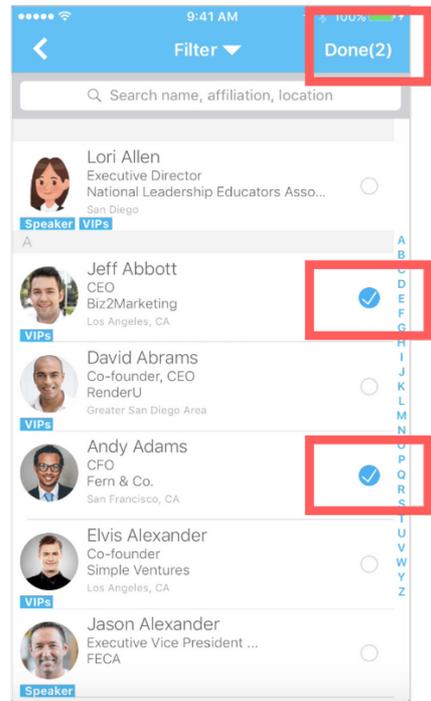
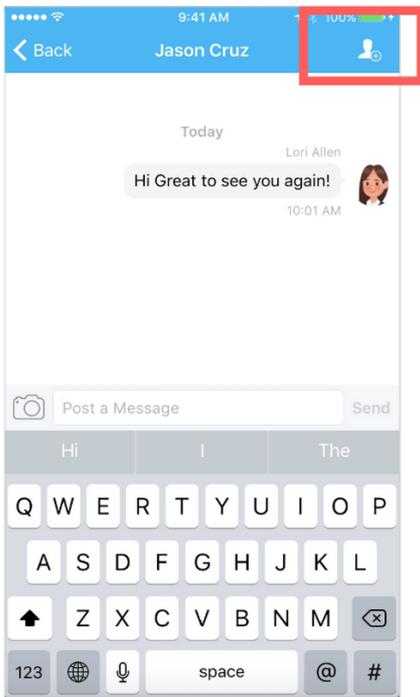


- Say-Hi, In-app Messaging, and Private Group Chat

You can see the professional background information of fellow attendees, and say 'Hi' with a click.

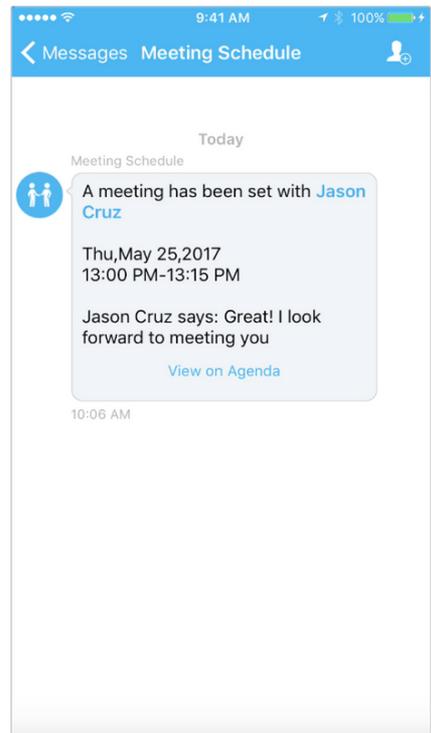
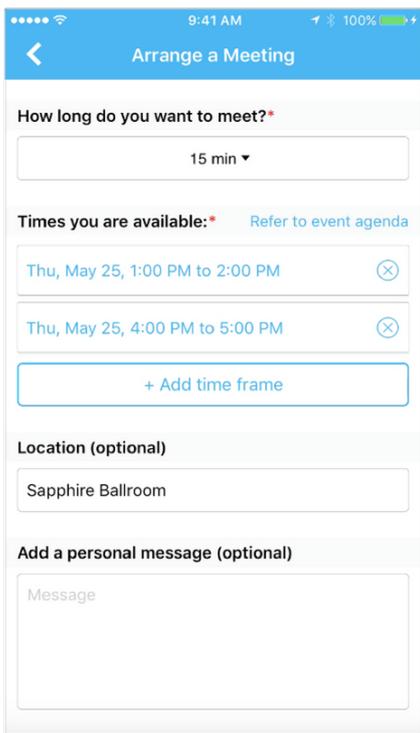


Or, start chatting through private in-app messages. By clicking the button on the top of the page, you can invite more people to join the conversation. Just convert it to a private group chat.



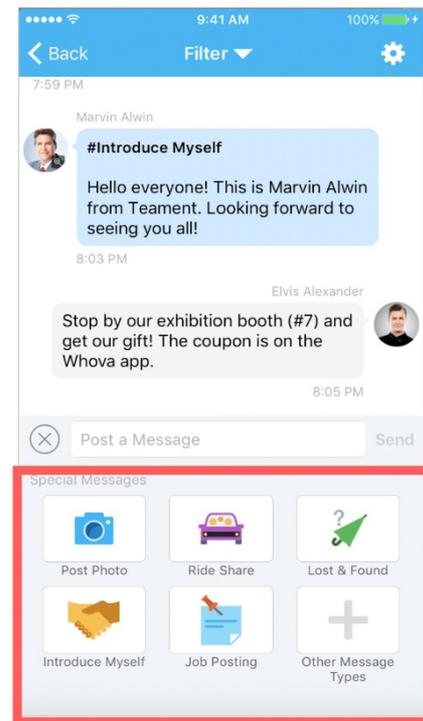
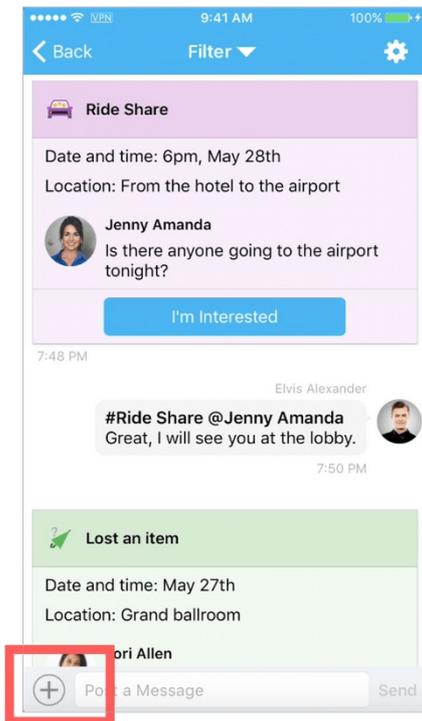
- Meeting scheduler

Use the meeting scheduling feature to suggest a time and a place to meet someone. If your request is accepted, you'll see a notification and it'll also show up in your agenda.



3. Bulletin Board

You can introduce yourself, ask any questions, and interact with fellow attendees on the Bulletin Board. Click the plus button, and post special messages using the templates.



Other Useful Features



Exhibitors: Get coupons, giveaways, and raffles offered by exhibitors.



Maps & Logistics: Access interactive indoor maps, GPS, parking info, etc



Live Polling: Participate in live polls and get your voice heard



Photo Sharing: Share exciting moments and participate in a photo contest



Twitter: Directly Tweet from the app without a Twitter account



Survey: Conveniently submit surveys on your mobile devices