

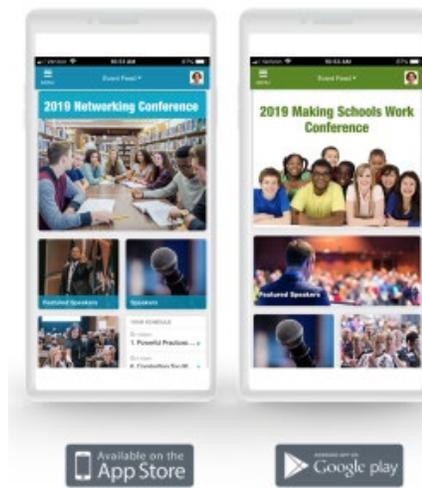
EventMobi App – FAQ

How to download our app

Download our free EventMobi app at the [Apple App Store](#) or on [Google Play](#).

Once you've downloaded the app, use the event codes **2019ccrs** and **2019msw** to access each event.

We encourage attendees to **set up a login and password** in the app so you can create a personal schedule, take notes on sessions, "favorite" exhibitors and message other attendees and speakers.



How to Download Our Event App

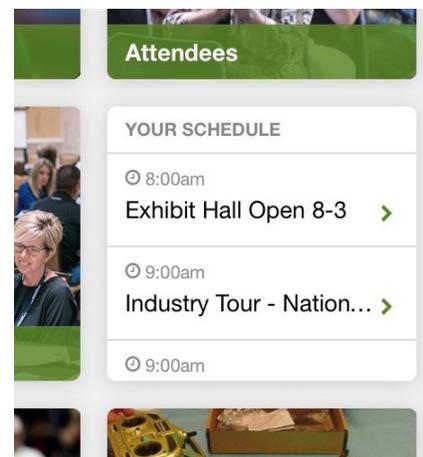
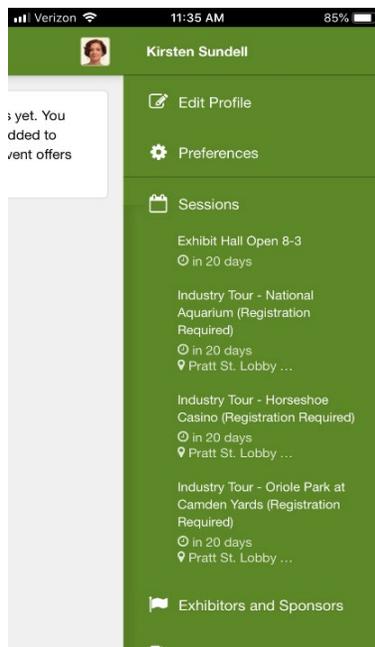
1. Open the Apple App Store or Google Play Store
2. Search for **EventMobi**
3. Open the App
4. Search **2019CCRS** and **2019MSW**



Saving Sessions to Your Schedule

Saving sessions is easy. As you browse our **Sessions** area, just select "+ Add to Your Schedule" to save sessions of interest to your personal schedule. You must be logged in to save sessions. You can take notes on any session and access more information about speakers, too.

The home screen of our app includes a **Your Schedule widget** that will **automatically show the next three items you've added to your schedule**. You'll also find the most current upcoming items on your personal schedule by clicking your profile icon at the top right of the app home screen.



How to update your personal profile and upload documents to the app

Editing your personal information is easy! You can do it one of two ways – from the app itself, or from a web browser.

Editing Your Profile in the App

You'll find the link to edit your profile in the upper right-hand corner of the app home screen.

Editing Your Profile on the Web

SREB's Summer Conferences team is sending all attendees and speakers an **emailed self-edit link** to sign in to EventMobi and update your personal profile and upload documents. Check your spam or junk folders – your invitation link may have gone there.

Self-edit emails will come from these addresses:

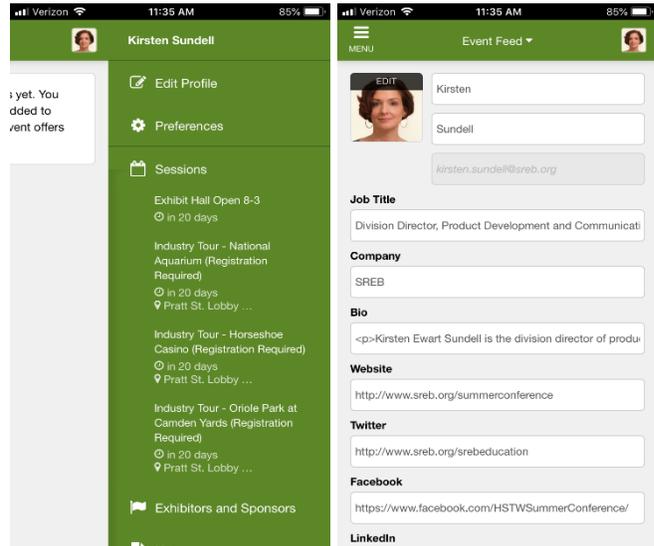
2019 Making Schools Work Conference
2019msw@event-emails.com

2019 Networking Conference 2019ccrs@event-emails.com

Click **the Edit Your Profile link** in the email to be taken to a page that will allow you to update your profile, upload documents you'd like to share, and link to any external websites you'd like to promote.

Uploading Documents

From the self-edit link, click on Documents to go to a page where you can drag-and-drop or select documents to upload from your computer. If you're a presenter/speaker, you'll also be able to upload documents to your conference sessions. Any documents you upload to any session will automatically populate to your personal profile. Any attendee who searches for you or looks at your session information will find your documents.



Go to Event App

