

Conference App – FAQ

Download Our App

Search for **SREB Summer Conference** in the [Apple App Store](#) or **SREB Summer** in the [Google Play Store](#).

Once you've downloaded the app, click on the **2022 Making Schools Work Conference** event to load it.

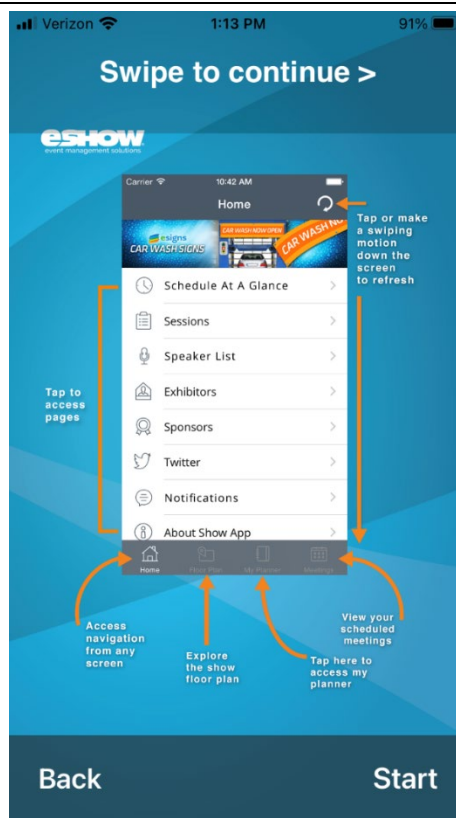
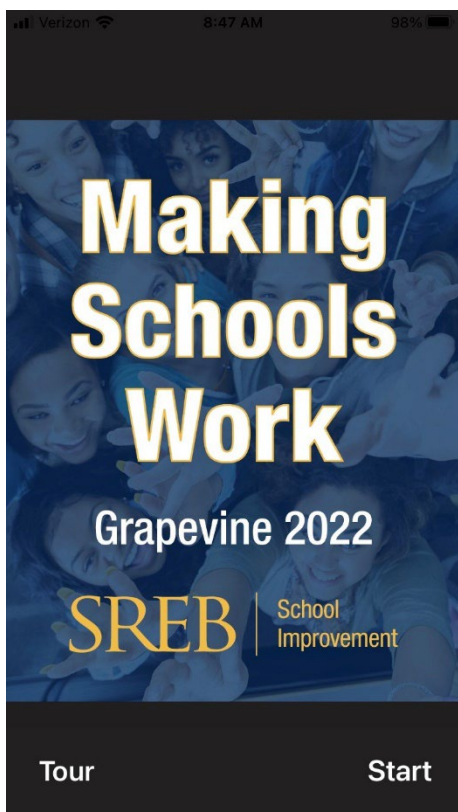
Already Have the App from 2021?

1. Login to the app using the email and password from your registration confirmation. At this point, the app may load the 2021 event.
2. Click on My Planner, then scroll down and click on Upcoming Events.
3. Look for and load the 2022 conference. That's it!

Launch Screen and Tour

When you first launch the conference app, you'll see a launch screen with our conference logo. Click **Tour** to take a quick tour of the app's features.

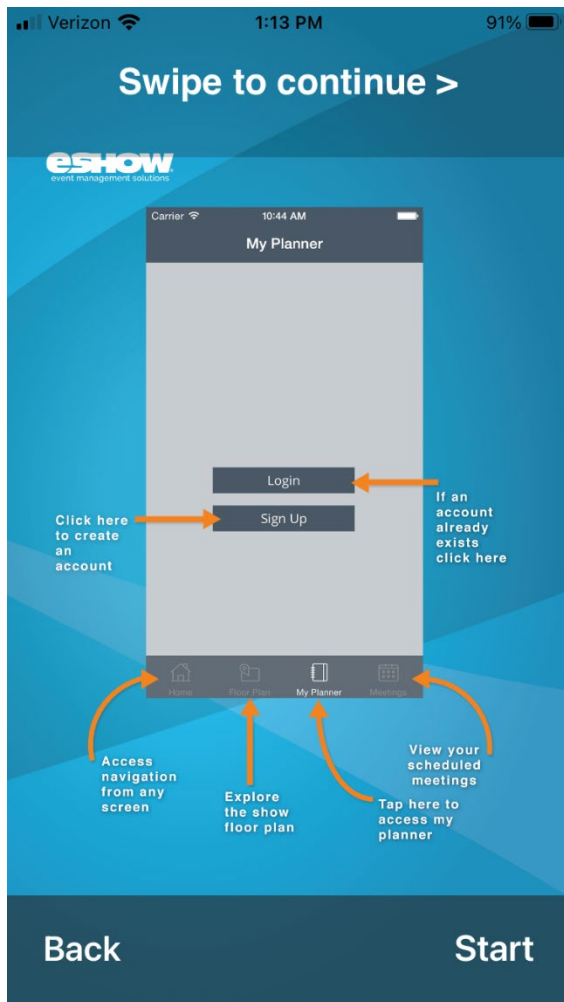
On the app's home screen, you can tap the links or icons in the main menu to access various pages in the app. Use the **refresh button** at the top of the home screen to access the latest content. The icons at the bottom of the screen are accessible from any page.



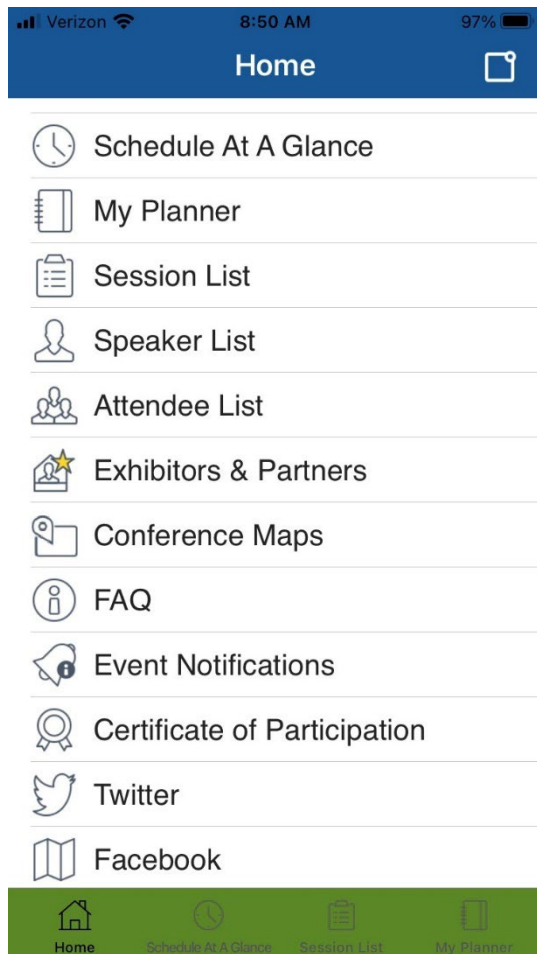
Launch Screen and Tour

Use the **login and password** that were emailed to you with your registration to access the **My Planner** page and the app's full range of functions, including the ability to create a personal schedule, take notes on sessions and evaluate sessions.

On the **My Planner** page, you can access your **agenda** (a personal calendar), any **sessions** you've bookmarked, your **registration barcode** and your **settings** (including the ability to turn session alerts on or off and add bookmarked sessions to your calendar).



Using the App



Icons in the navigation pane here at the bottom of the app are quick-jump links to the app's home screen, sessions, notifications and My Planner. You must log in to the app using the eShow login and password assigned to you at registration to use My Planner.

Experiencing an error? Close the app on your device, restart the app and hit the sync button in the top navigation area or "pull down" on the main menu page. Make sure your app and phone have the latest OS updates.

Schedule at a Glance: Quick overview of the entire event

My Planner: Come here to view your bookmarked sessions, speakers, attendees and partners in one place. Build out your agenda with a built-in calendar. You must log in to the app using your eShow username and password assigned at registration to use My Planner, access the Attendee list, engage in group or private chats, or message attendees or partners.

Session List: Descriptions of all sessions at MSW2022, including speaker(s), topics, handouts, etc. Filter by objective or topic, search for sessions, display all sessions or display by day.

Speaker List: A list of all speakers at MSW2022 with links to the sessions they are presenting. Sort by last name, first name or company/organization or search for a specific speaker.

Attendee List: A list of all registered attendees. This is only viewable if you are logged into the app with your eShow username and password assigned at registration. Send a private message to any attendee by clicking on their profile.

Exhibitors & Partners: A list of all conference exhibitors and partners with links to their websites, social media, emails, etc. Bookmark them or send them a message through our system.

Conference Maps: View maps of each level of the Gaylord Texan Resort & Convention Center.

FAQ: Visit our MSW2022 conference FAQ page.

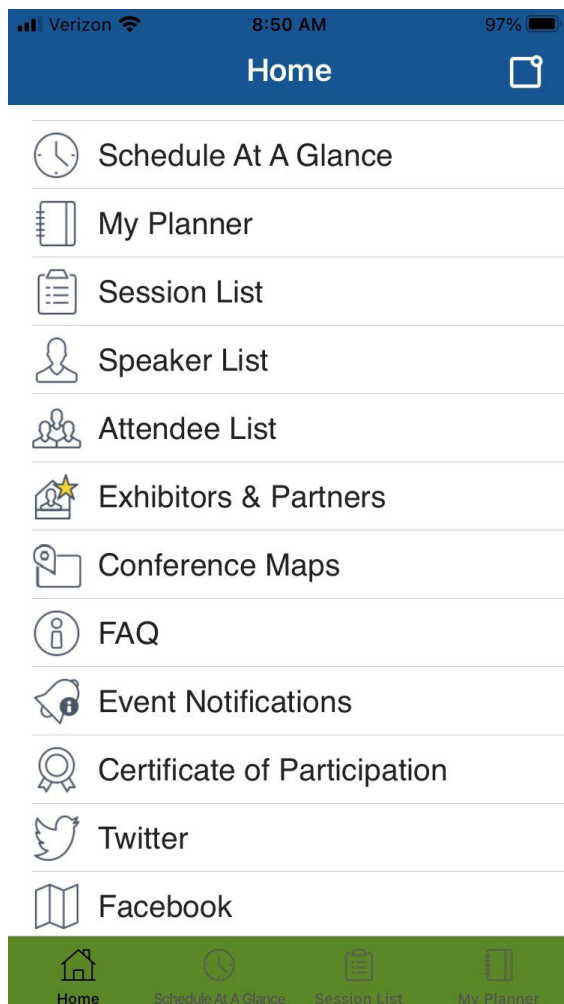
Event Notifications: Check this area for current and previous messages and notifications from the Conference Team.

Certificate of Participation: Print out a personalized Certification after evaluating each session you attend. Find the Session Evaluation button for each session in our Virtual Auditorium or in the session description here in the App. You must log in to our Attendee Service Center using your eShow login and password assigned at registration to print your Certificate. It will contain a listing of every session you evaluated with its title, date and time.

Twitter and Facebook Feeds: Get in on the conversation with #SREBSummer!

Click start from the launch screen to begin using the app. On our app's home screen, you'll see:

- Our **Schedule at a Glance** (a high-level overview of conference activities)
- **My Planner**, where you'll access your agenda, sessions and settings
- All **Sessions**
- All **Presenters**
- All **Attendees**
- All **Conference Partners**
- A link to our **FAQ**
- Downloadable **How-to Guides**
- **Event Notifications**
- A link to your **Certificate of Participation**
- Our **Twitter** and **Facebook** pages



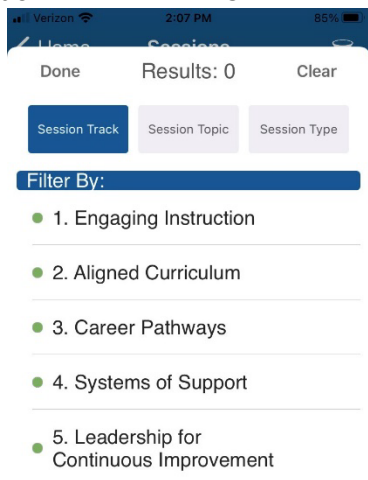
The **Sessions** page has powerful tools for finding, sorting and bookmarking the sessions you'd like to attend. You can

- **sort sessions by conference date** using the tabs below
- use the **search bar** to search by speaker name, keyword or title word
- click the **filter icon** in the top navigation area to sort sessions by session track or topic

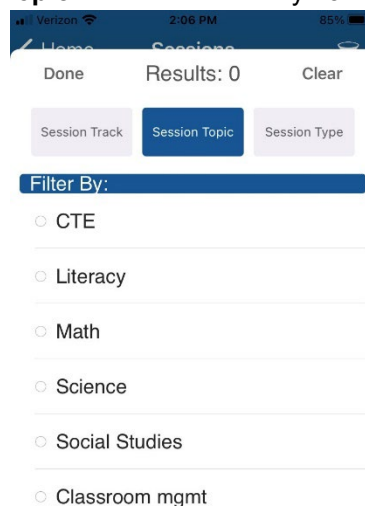


Finding Sessions

Sort by **Track** to filter on our Conference Objectives.

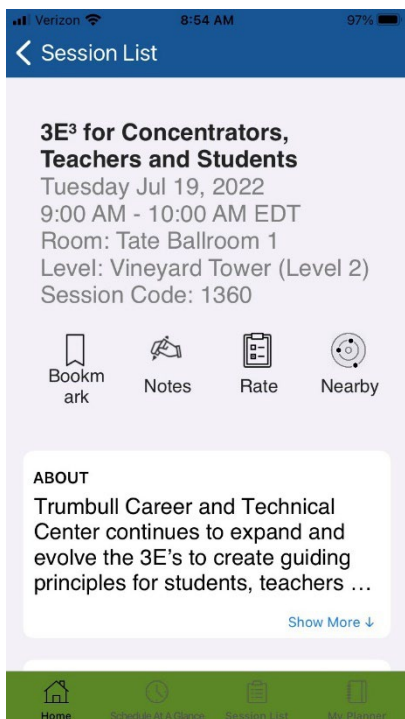


Sort by **Topic** to filter sessions by 23 content areas.



When you click on a Session, you'll access that session's **description**, **date** and **time**, **content areas**, **length**, **objective** and targeted **grade level** and **audience**. Here you can:

- **bookmark** the session to save it to My Planner
- take **notes** on the session
- complete a **five-question evaluation** that will populate to your **Certificate of Completion**

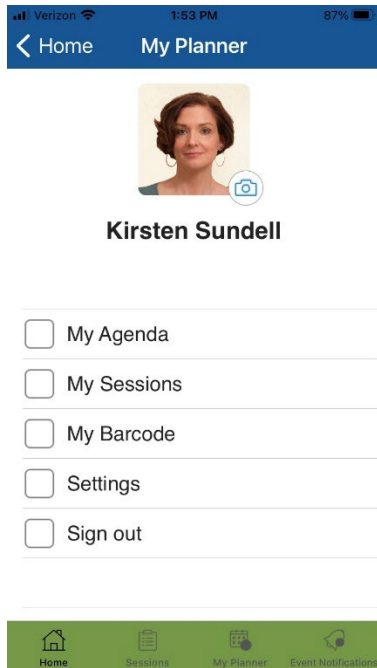


Scroll down to access **handouts** and a list of **speakers**. Click on any handout name to view it, save it to your device or send it to your email.

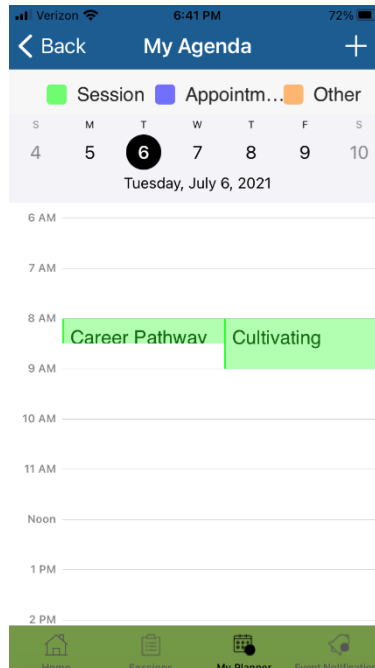
Click on the speaker to view their information, bookmark them, take notes or send them an email.



Click **My Planner** in the bottom nav or the Home Screen to update your photo and access **My Agenda**, **My Sessions** and **Settings**.



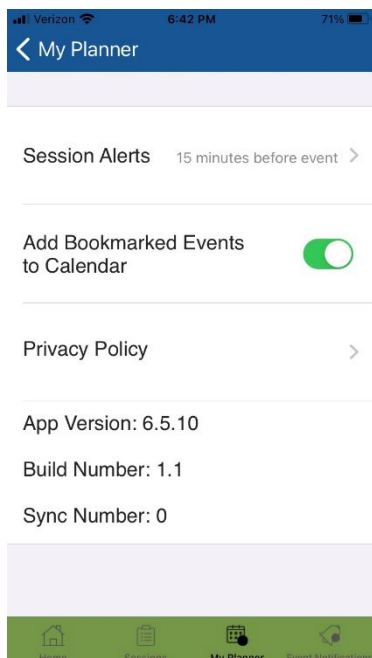
My Agenda displays a calendar of bookmarked sessions by date.



My Sessions displays a list of your bookmarked sessions that can be sorted by date or filtered by objective/track or content area.



In the Settings tab, toggle **Add Bookmarked Events to Calendar** to add sessions to your personal calendar.



Click **Session Alerts** to choose if or when you'd like to be alerted before a bookmarked session begins.

