

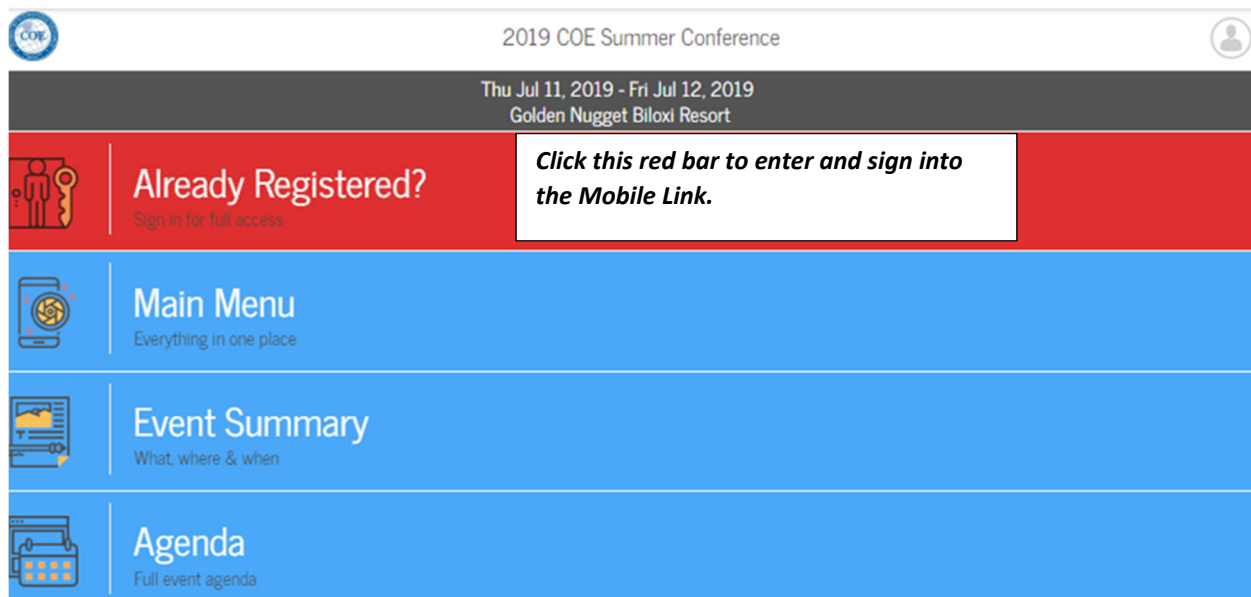
COE - MOBILE LINK INFORMATION AND CERTIFICATE OF ATTENDANCE TRACKING

There are some basic controls that will help you move around the system on your phone, tablet, or laptop with ease. We also have new procedures for tracking attendance at certificate workshops.

After checking in at the conference, the Mobile Link can be accessed by clicking on the Mobile Link in your emails or can be entered into an internet browser (no app download required). The website is <https://www.eventsquid.com/mobile/6284> for the COE 2019 Summer Conference.

IMPORTANT: This mobile enhanced web link needs to be connected to the Internet via Wifi OR your mobile data provider in order to work.

Once you click the Mobile Link, this screen will appear.



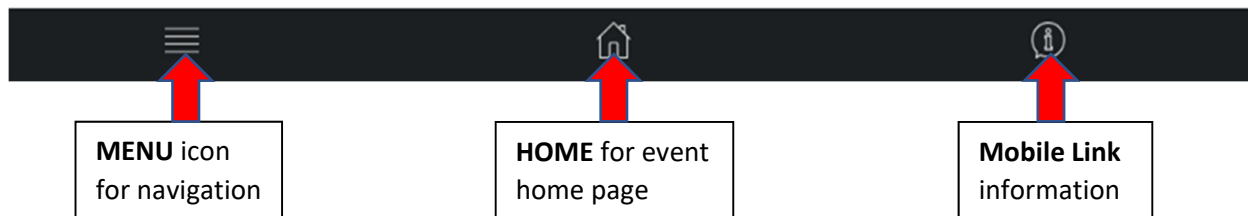
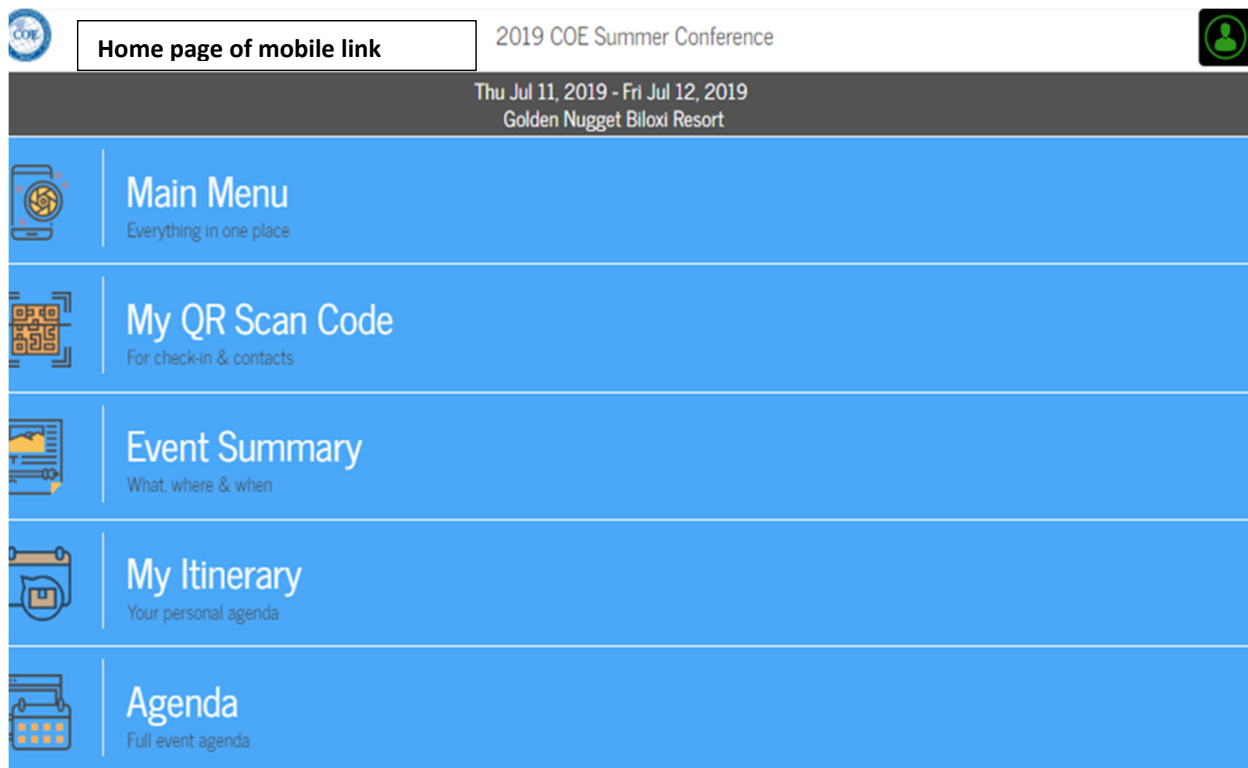
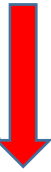
After clicking on the red bar, log into the Mobile Link, check the box *Use my registration confirmation number* and enter your Confirmation # (found on your registration confirmation email and on your conference nametag) and your last name. See sample screen shot below.

Sign In Please

A screenshot of the sign-in page. At the top right is the "eventsquid" logo. Below it is the text "If you are registered for an event, please sign in with your Eventsquid login or". There are two radio buttons: "Use my registration confirmation number" (which is checked) and "Use my conference nametag". A blue arrow points from a text box to the checked radio button. The text box contains "Found on your confirmation email and your conference nametag." Below the radio buttons are two input fields: the first contains "12345" and the second contains "Smith". At the bottom is a dark bar with a "Sign In" button. A white box with the text "Click on sign in bar." is positioned over the "Sign In" button.

After logging into the Mobile Link, the home page of the link appears. (see below).

Tap the User Avatar to check in and out of Mobile Link

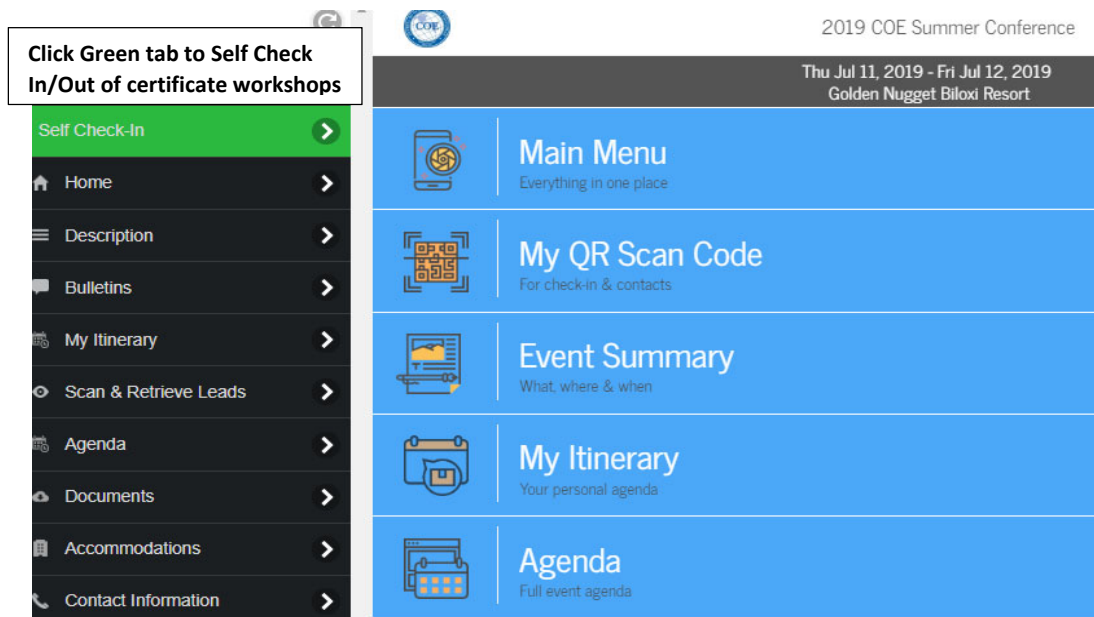


- **DO NOT USE** the browser's **BACK** button. Use the navigation tools within the app (**MENU**).
- The **MENU** icon in the lower left of the screen displays all of the options in app.
- If you are logged in AND are registered, you will gain access to special features reserved for attendees.
- Tap the User Avatar in the upper corner (top arrow) to log in and out.
- iOS users browsing this in Safari may tap the share icon below to save an icon to the home screen. Other browsers also have an option to save an icon to the home screen.
- To access this information later, tap the Mobile Link Information icon in the lower right of the screen.

On the home page of the Mobile Link, each of the main functions is clearly marked, with a distinct function. From the home page, you can quickly access key functions, including:

- *The main event description, including location information*
- *Event Summary – general conference information*
- *My Itinerary - Your personal Itinerary by day (workshops you selected when registering for the conference)*
- *Agenda – full event agenda (**you can add or remove items in your itinerary from the Agenda**)*

The screen below appears when the Menu icon at the bottom of the screen is clicked:



Certificate of Attendance Tracking (NEW beginning in 2018)

In order to receive credit for participating in any of the **certificate** workshops, click on the Green Self Check-In tab in the menu bar. All of your preregistered certificate workshops will show up in this window (in alpha order by workshop title). ***You must preregister for certificate workshops in order to see them in the link. See example below.*** The workshops with certificates of attendance are indicated in the conference program.

A Check-In code will be announced at the beginning of the workshop by the Host. Click on the green bar that says Check In under the workshop you are attending. A box will appear for the code to be entered and click OK. It will confirm that you are participating in the workshop and will be time stamped. At the end of the workshop, a Check-Out code will be announced by the Host. Click on the red bar that says Check Out. A box will appear to enter the code and click OK.

