

## **Mobile App User Guide**

This document serves as a basic guide for attendees to sign into and navigate through the vFairs mobile app. It also highlights features they can use while they are attending a virtual event or a hybrid event. Should you have any questions, please reach out to the technical support team available in the event or find the “Info Desk” in the event.

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# Download & Install vFairs App

Click on the following links to download and install the vFairs event app from the Google play store or Apple store.

QR Codes:

ANDROID



APPLE



- Android: <https://play.google.com/store/apps/details?id=com.vFairs.mobileApp&hl=en&gl=US&pli=1>
- iOS: <https://apps.apple.com/us/app/vfairs/id1585965738>

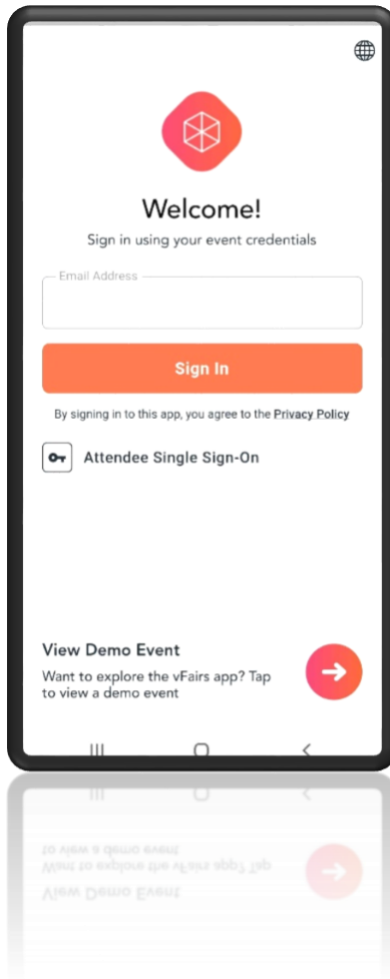
## Log in

Once you have installed the vFairs app, you can simply tap on the app icon to launch it on your phone.

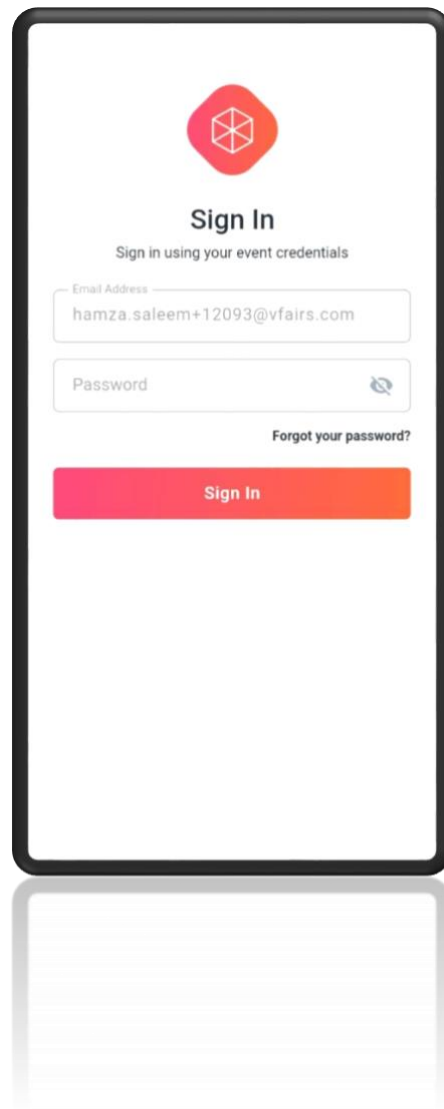
## Event specific login

If you are registered for only one event, you will not be prompted for email verification. Instead, you will be asked for event specific login details.

- Enter your email id.



- You will be prompted to add the Password that you registered with along with your registered email address.



- Once you enter the Password, press sign in. You will be logged in to the event.

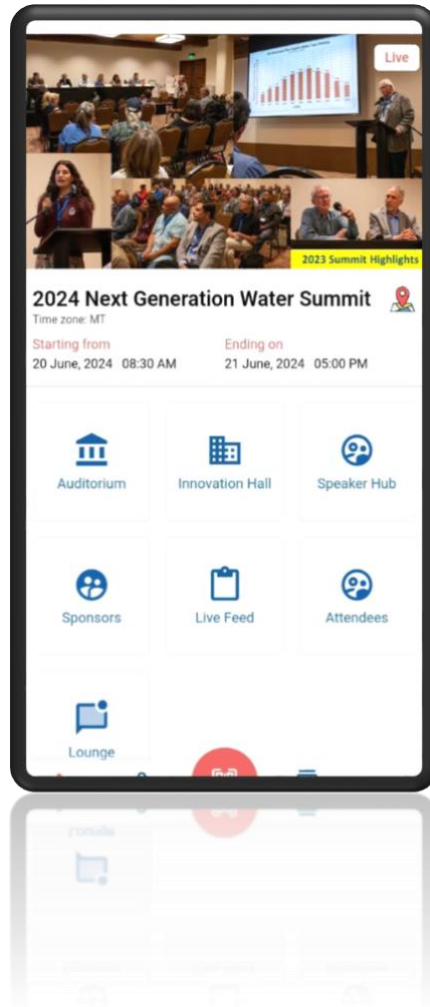
## Home Page/Screen

After you have logged in, you will be taken to the Lobby (home page/screen) of the event. Here you can get a glance at all the features of the event:

- Innovation Hall
- Auditorium
- Resources
- Attendees
- Contacts
- Swag Bag
- Sponsors Hub
- Speakers
- Scan QR Code

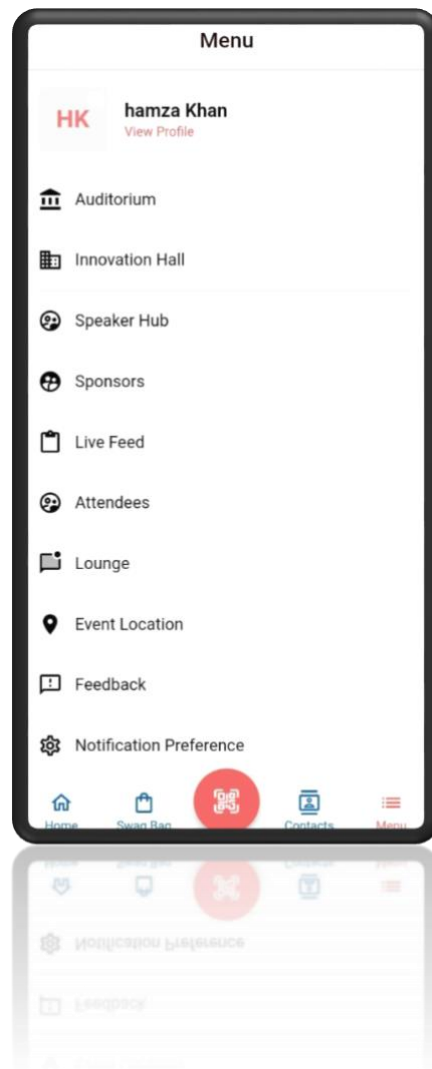
In addition to the event features, the following event information is also visible on the home screen:

- **Event Status:** If you are attending the event on the live days, it will be “Live”.
- **Event Date/Time:** The starting and ending date & time of the event will also be visible on the home screen. It signifies when the event will start and end.
- **Location:** Where the event is happening



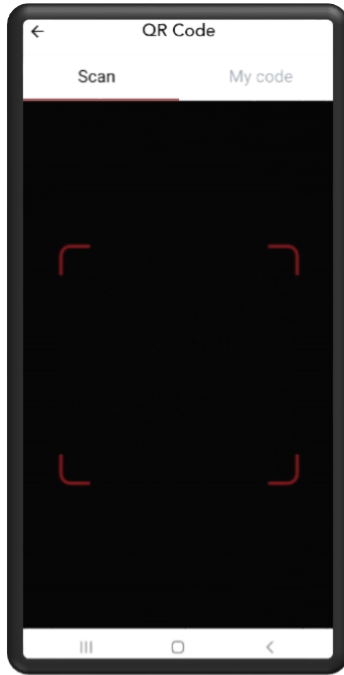
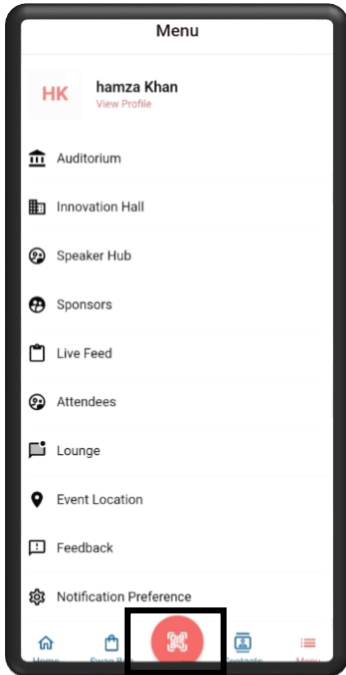
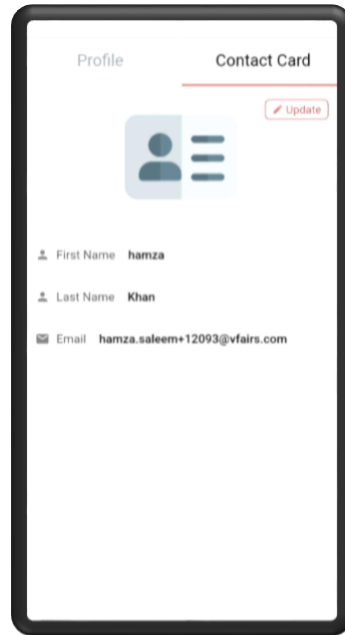
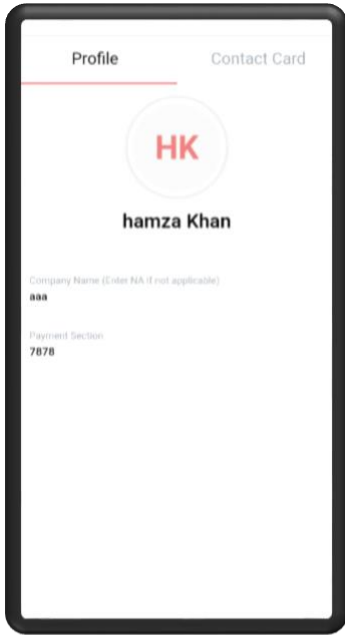
**Menu:** Using the menu, you can do the following:

- View your profile (Edit profile, profile picture, and contact card)
- Navigate to other areas of the event (Exhibitor Booths, Auditorium, contacts, attendees, etc.)
- Find the location of the event
- Scan QR Code
- Live Feed
- Share Feedback
- Swag Bag
- Logout



## View, Update & Share Your Profile & Contact Card

To view and update your profile details and your contact card information, tap on the Menu and click on “View Profile”. By clicking on the QR scan button on the bottom menu bar, you can scan and share contact information.





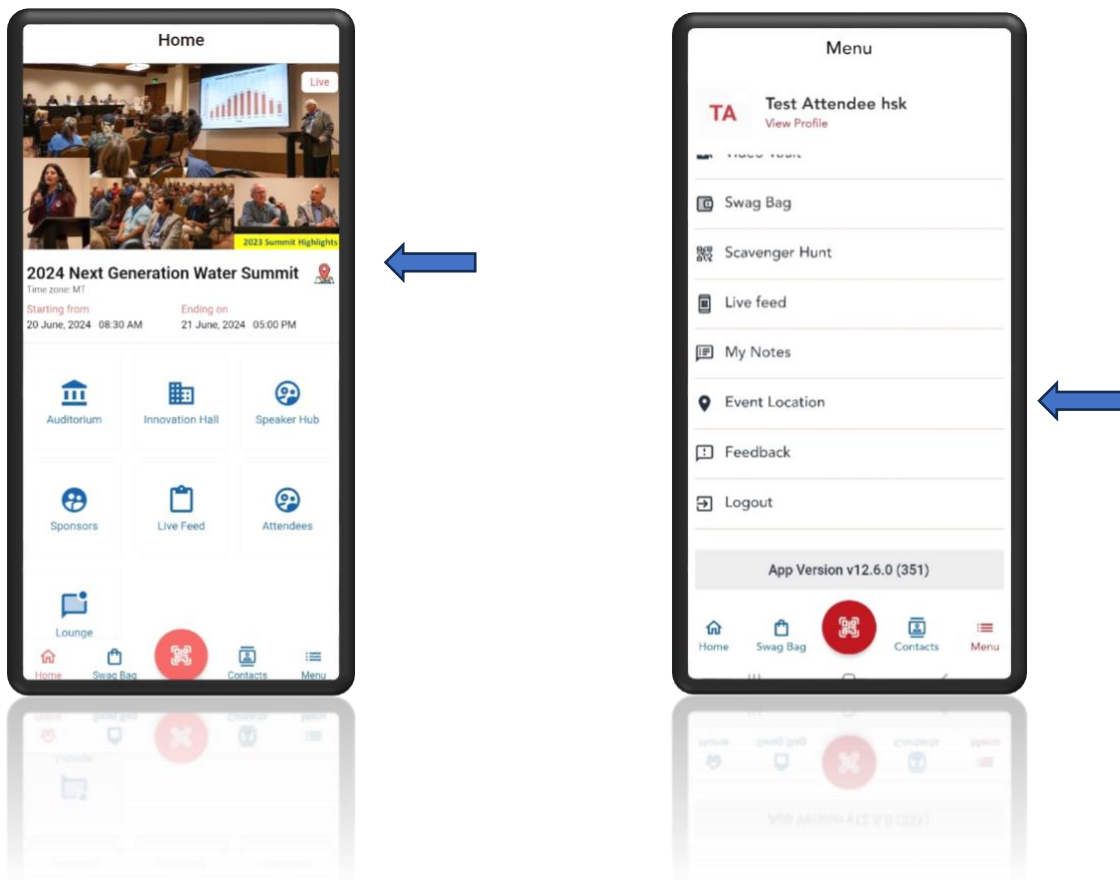
# Event Location

Event location is the address of the place where the event is happening. If you are attending a Hybrid event, then you can also find the event location in real time through the mobile application and use it for navigation on your maps.

To find the event location/address:

- Either click on the map icon on the event home page (lobby), or
- Go to the Menu and click on the Event Location.

In both cases, the event address will appear on Google maps or whichever maps you have on your phone.



# Find Booths & Exhibitors (Innovation Hall)

If you click on Exhibitors, you can view the list of all the exhibitors in the event.

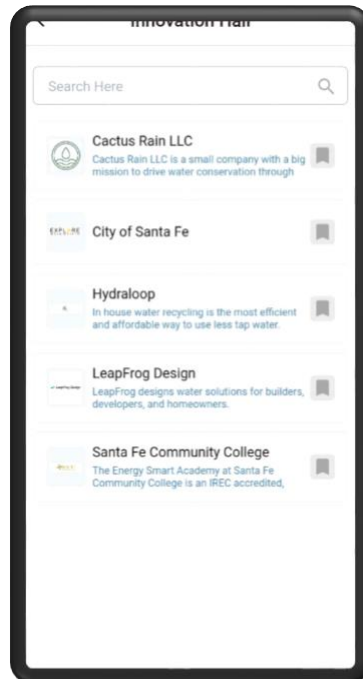
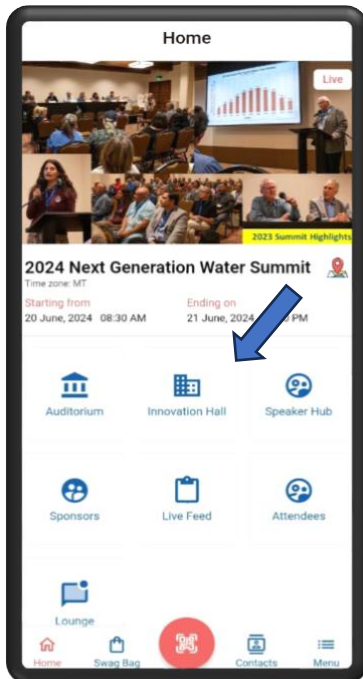
Click on an exhibitor to visit their booth.

On the next screen, the booth details will be displayed. You can navigate through the booth tabs to:

- Read the booth description.
- Watch their videos (if any)
- View their documents (if any)

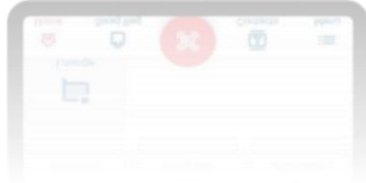
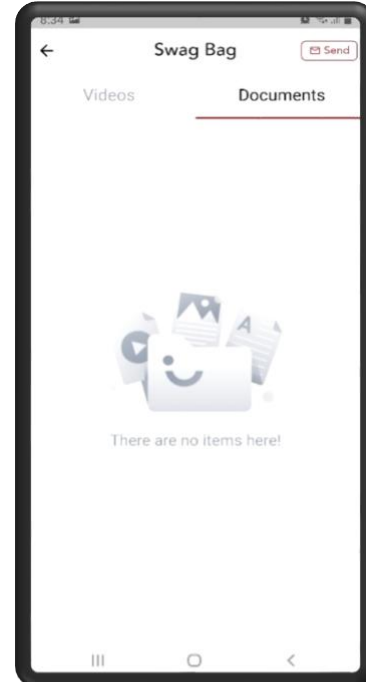
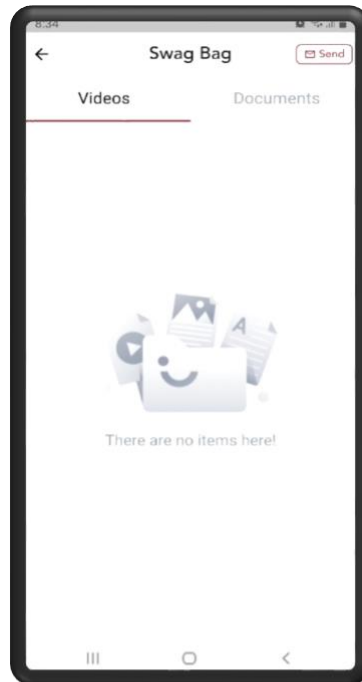
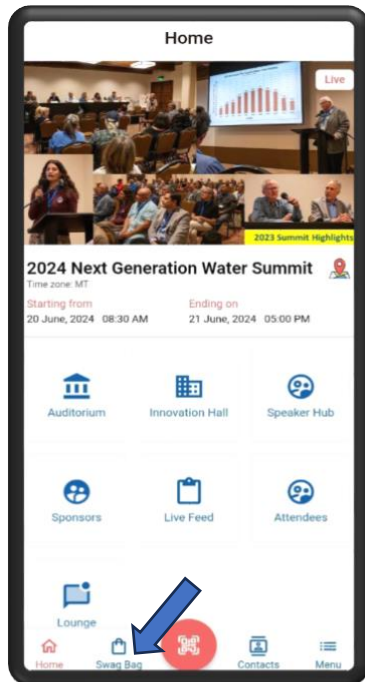
There might be other tabs or content links on the booth for additional information.

You can also add videos and documents to your favorites (swag bag) to watch later or email to yourself.



# Swag Bag

You can add documents, videos, and any additional content to your Swag Bag and refer to each later at your convenience. Any item uploaded in Resources, the Video Vault, or hosted through exhibit booths can be added to the Swag Bag so that you don't miss out on a thing. These Items can be emailed to yourself for later viewing.



# Feedback & Issue Reporting

If you want to leave feedback about the event or report any technical/event related issue, you can easily do so using the mobile app.

Here is how to go about it:

1. Navigate to Menu > Feedback.
2. On the Give us Feedback form, provide the following.
  - a. Select the type of message you want to send:
    - i. Feedback
    - ii. Bug
  - b. Write the description in the text box.
  - c. Upload an image/screenshot if there is any.
  - d. Click on the Submit Feedback button.

Note: The form will generate an error if you try to send an empty message i.e., without any description in the text box.

