

Step 1: How to Download Guidebook

The steps below will give you access to **the Guidebook app**. *If you have received instructions to download a different app, please refer to those instructions!*

To download the Guidebook app, please follow ANY of the steps below:

- Visit <http://guidebook.com/getit> in a web browser.
- Guidebook is currently supported as an app on the devices listed in [this support article](#).

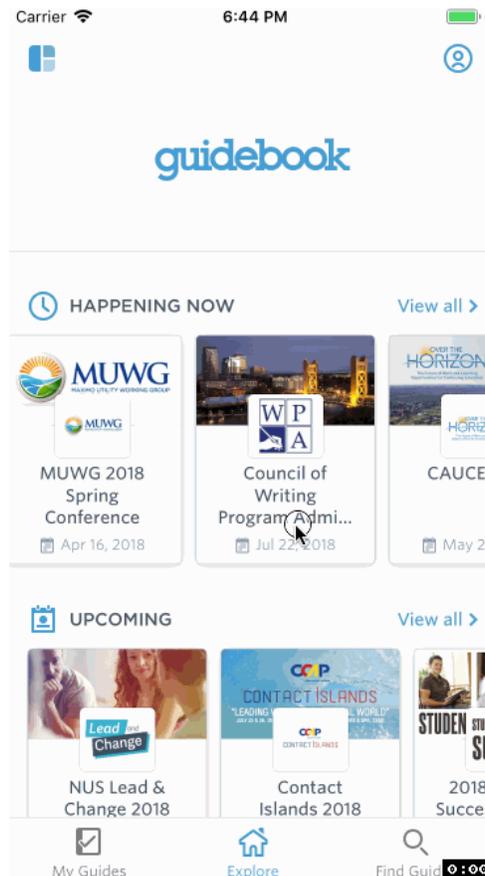


When you have found it, tap to download and install the Guidebook app!

Desktop, laptop, or Windows device users: Please visit <http://guidebook.com/browse> to access guides via web browser.

For information on supported devices, please [click here](#).

Step 2: To access a **public** guide, tap the "Find Guides" magnifying glass icon at the bottom of your screen. Type in the name of the guide in the search box.



Then tap to download and open the guide.

You may have received a QR code for both public or passphrase-protected guides.

Step 3: In-Guide Navigation and Features

1. Navigation Bar

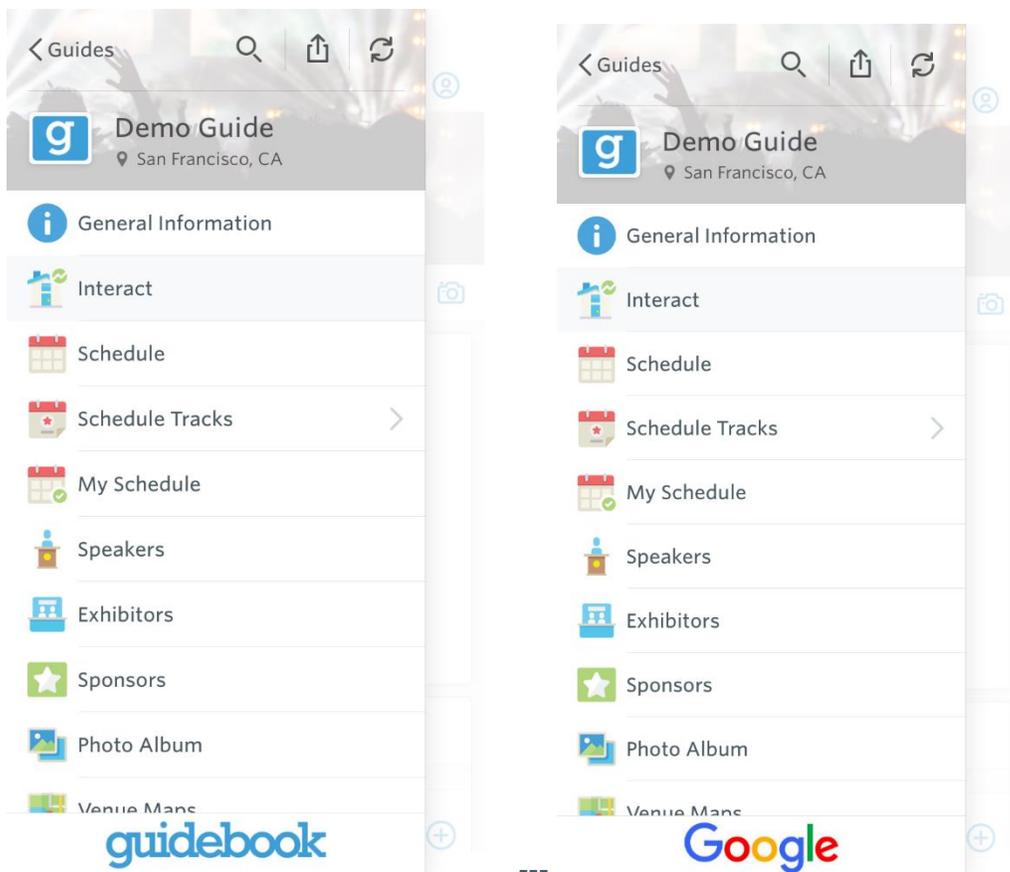
Login

Log in to the guide to access the best features, including Interact, Attendee Check-in, and Messaging. If you have a **Preset Schedule**, you will need to log in to see your assigned sessions in the "My Schedule" menu item.

Tap the  icon in the top-right corner of the app screen to sign up or log in to your account!

Navigation

Tap on the  icon in the top-left corner of the screen to access the navigation menu.



From this menu, you can access the various components of your guide!

Note: The guide-builder may have named the menu items differently or used different icons for your guide than what you see in these examples. Tap on the menu items to explore everything in the guide!

In-Guide Navigation and Features

Guidebook provides a few different tools to help you get the most out of your event experience!



Attendees

If you choose to log in, you can check in as an Attendee and see who else is there! You can add a picture and modify your profile, if you would like to share information with other attendees.



Interact

The Interact feed is a great place to see what's going on at your event! Read announcements, post pictures, find popular sessions, and have discussions with fellow attendees all in one place.



Messaging

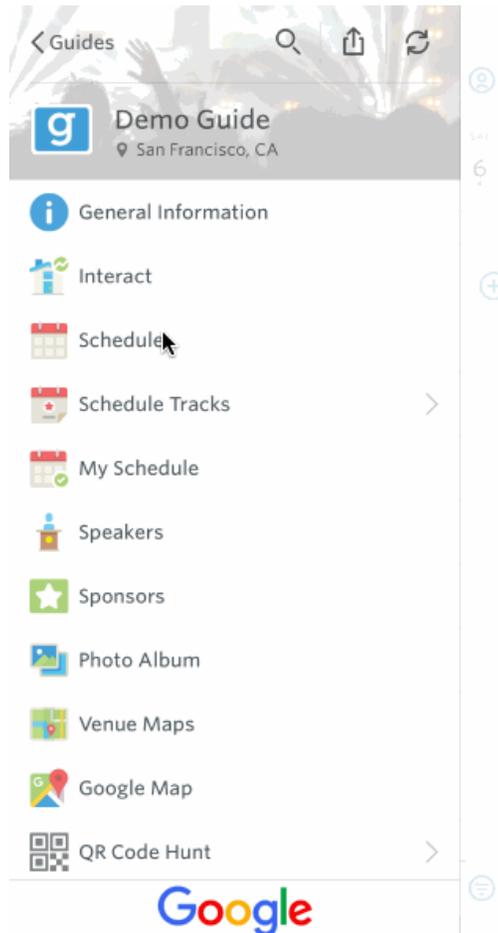
You can connect with colleagues without sharing phone numbers or email addresses with in-app Messaging.

Important Information



Schedule

You can find everything you need to know about sessions in the Schedule! Tap on the dates at the top of the screen to navigate through the schedule. Tap on a session name to get more details.



You may see colorful dots on some sessions. These indicate “schedule tracks”, which are tags for sessions according to topic, intended audience, etc.

Below the session description text, you may see links to other items in the guide, surveys, PDFs, and/or website as additional resources.



My Schedule

Create your own custom schedule by tapping “Add to my schedule” or the plus sign

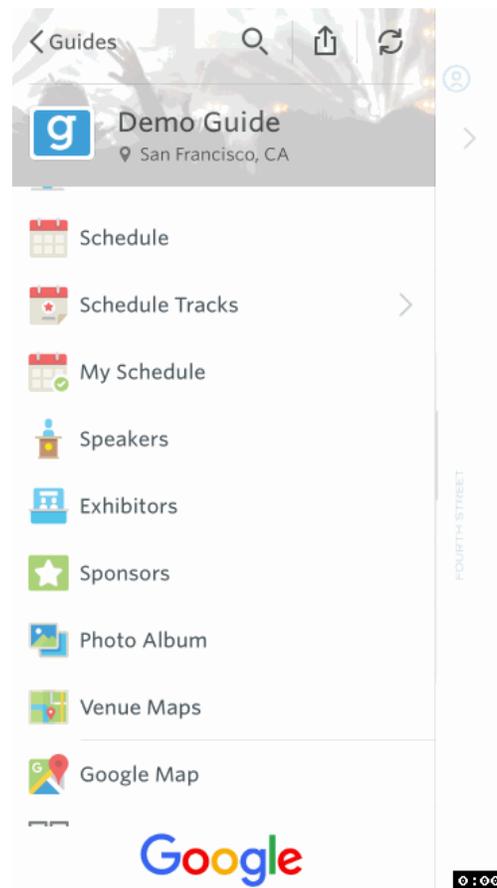


symbol from sessions in the Schedule.

If you have a Preset Schedule, **be sure to log in** to see your assigned sessions here!



Now that you know what's happening and when, we need to know where to go!



Lists

Outside of the Schedule, much of the guide content will live inside lists. Some common lists include:

- Speakers
- Sponsors
- Transportation
- Local Attractions
- Departments on Campus
- Staff Contacts List
- Resources / Handouts