UCAS
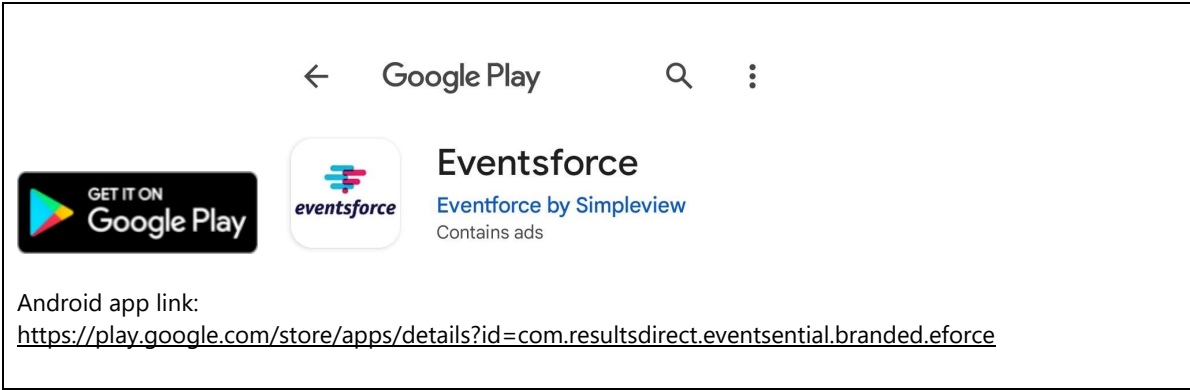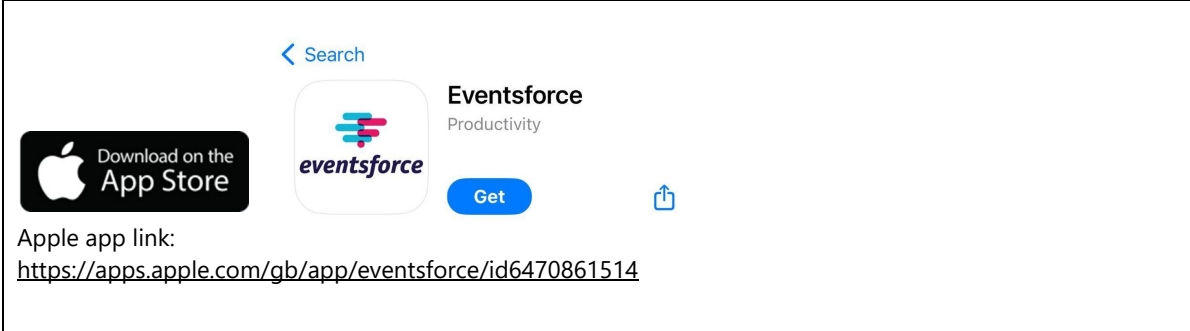
Conference app user guide

The conference app is available to download to your mobile phone or a desktop (website) app that you can use on your laptop. Below you will find a guide to using either version.

Download the mobile conference app

To access the event features and use the app you will need to download the **Eventsforce app** from either the app store (iPhone) or google play store (Android):

Android app link:
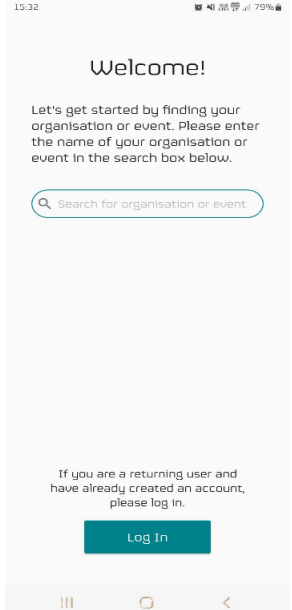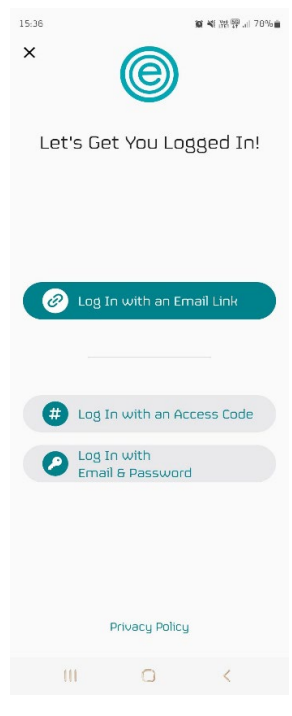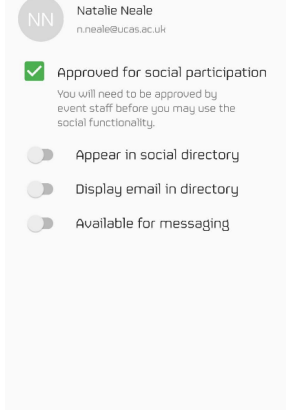https://play.google.com/store/apps/details?id=com.resultsdirect.eventsential.branded.eforce

Apple app link:
https://apps.apple.com/gb/app/eventsforce/id6470861514

Logging in
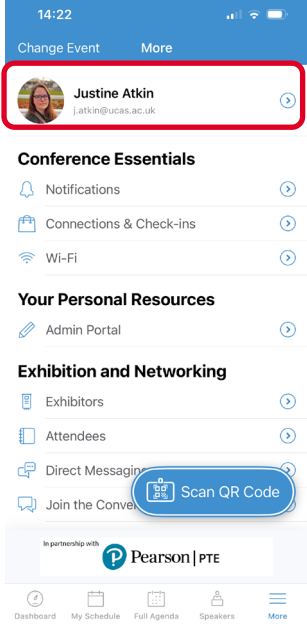
You will receive an invitation email from noreply@rdmobile.com containing your personal login link and instructions to download/access the app. Email events@ucas.ac.uk if you do not receive the email.

Alternatively, you can also follow the steps below

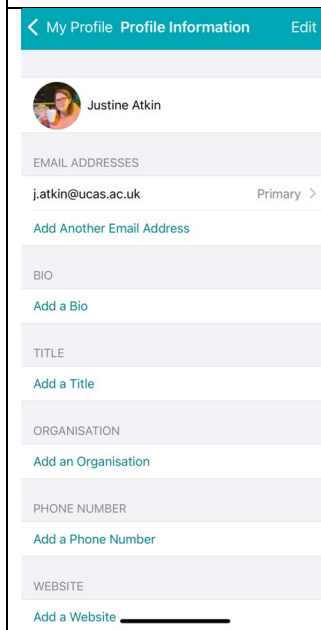|	
	• Open the app and click **Log In.**
	• Click **Log in with an Email Link**. • Enter your email address and click Send Link. Your link will be valid for 15 minutes. • Once logged in you shouldn't need to log in again unless you sign yourself out. • Click on UCAS Conference 2024 - Access All Areas. • Click Select Event at the bottom of the page to finish logging in. **Need help logging in?** Email events@ucas.ac.uk.

	• Set your preferences: Click the three sliders to change your selection. Click the **Continue** button at the bottom of the screen. • We have added your name, job title and organisation to the app. If you wish to share any other personal information, you can add to your profile. You are ready to go. Please note: the Eventsforce App icon can be changed to a UCAS logo once you are logged into the app.

Setting up your profile and managing preferences

	• In the app, click on more (iPhone) or the hamburger icon in the top left corner (Android) and select your name. • To setup/ edit your profile, click on your name in menu
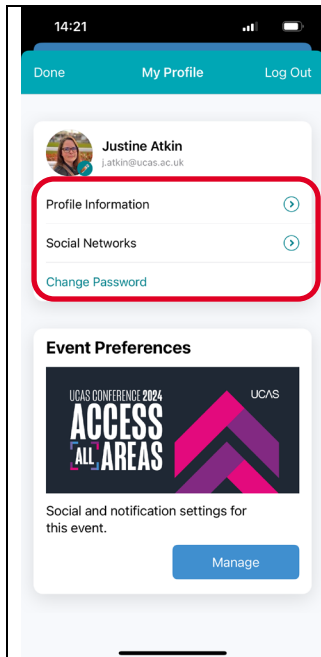
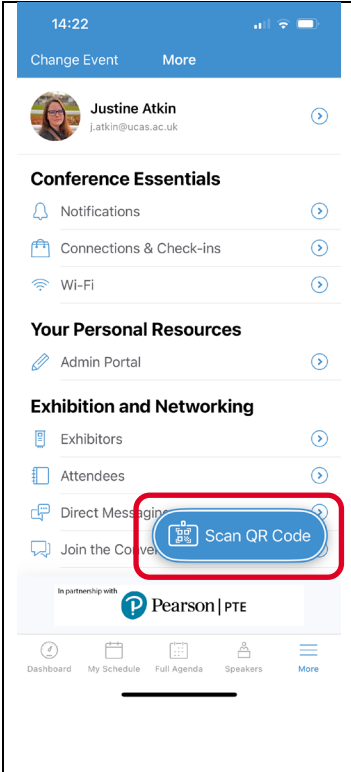|	• You will then see options to edit your profile/ password and your event preferences. • Click Profile Information
	• This will open up your profile menu and you can make changes/ add more information and a profile picture.

Connect with Exhibitors

Scan your QR code with exhibitors to share your details.

- Open the menu.
- At the bottom of the screen, you will see "Scan QR Code". This will enable you to share your details with exhibitors by scanning their QR code poster on their stand.

Contact exhibitors

- Click on "Exhibitors" in the menu.
- Select the organisation you would like to connect with.
- Click on 'Contact' and send your details.

Navigating the app

Menu

On **Android** mobile phones/ tablets, you can click on the hamburger icon ☰ in the top left of the screen to access the navigation menu for the features in the app.

On **iPhones/ iPads**, you will see a menu along the bottom. Click "**more**" to view the full menu.

Conference Essentials

- The first screen you see is your personal **"Dashboard".** This contains a reminder of the next session you are booked onto, event highlights and featured conversations you are having with exhibitors/ other attendees.
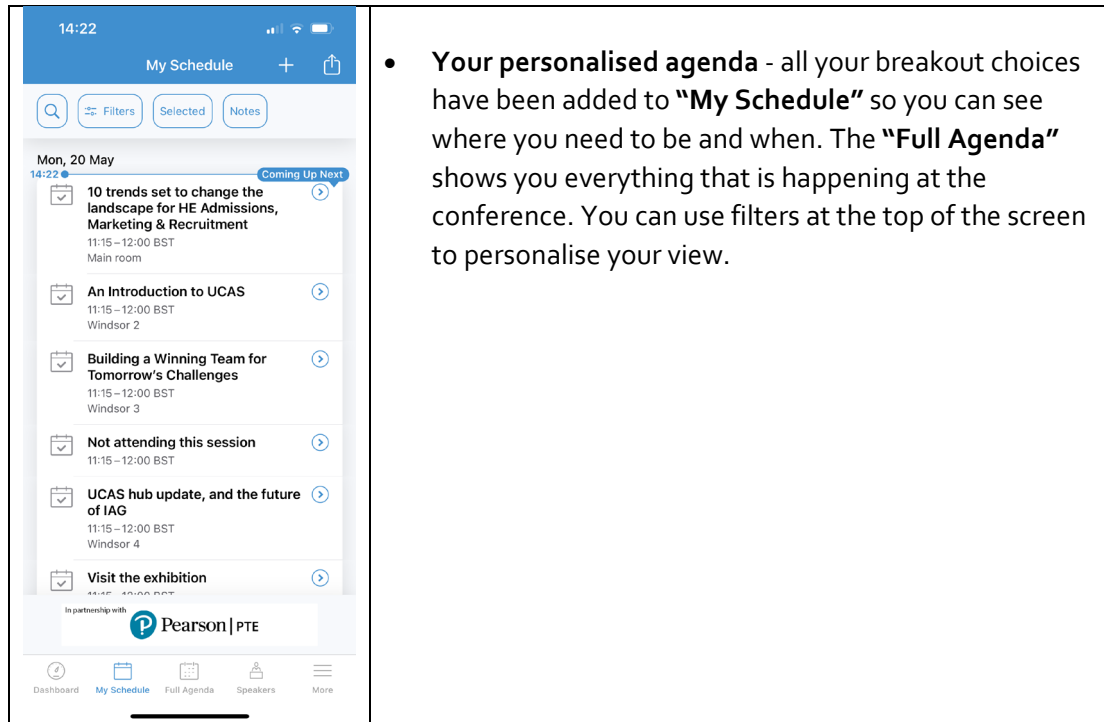
- **Your personalised agenda** - all your breakout choices have been added to **"My Schedule"** so you can see where you need to be and when. The **"Full Agenda"** shows you everything that is happening at the conference. You can use filters at the top of the screen to personalise your view.

- **Speakers** - view a list of speakers and biographies.
- **Notifications** – view notifications you receive throughout the event.
- **Connections and Check-ins** - view your connections and exhibitors you have checked in with. Click the "Scan QR Code" button appear at the bottom of your menu screen to share your QR code (and contact details) with others or to scan exhibitors.
- **Wi-Fi** (Wi-Fi information).

Exhibition and networking

- **Exhibitors** – view a list of exhibitors, find out more about each organisation, add notes and make contact. Scan with exhibitors to share your details with them. Go to

What Can I Scan?
• Other attendees to exchange digital business cards
• Session codes to check in
• Exhibitor codes to request more information

menu, click "Scan QR Code" appearing at the bottom of your menu screen to see

your QR code (example below) to share with others or scan exhibitors. (only available on mobile app)

- o **Attendees** – view a list of conference attendees including speakers, Exhibitors and UCAS Staff.
- o **Direct Messaging** – view a list of the messages you have sent/received.
- o **Join the Conversation** with slido, you can post your questions and make comments as part of sessions or respond to polls.

Conference Logistics

- o Event details.
- o Venue maps:
  - o Venue Location.
  - o Exhibition floorplan.
- o Travel Information – how to get to the conference.
- o Privacy policy.

Using the desktop conference app

To access the desktop conference app, you will need to click on your personal login link in the invitation email and you will be automatically logged in and taken to the event details page of the conference.

Setting up your profile and managing preferences

To setup/ edit your profile, click on your name in the top right-hand corner of the screen.

This will open your profile menu and you can make changes to your basic details:

- Email address
- Name
- Organisation
- Phone Number
- Website URL
- Bio
- Upload a photo
- Change your notification settings
- Change your password

To change any of the details, click the edit/ manage button next to each section

Need help?

You can contact us prior to the event by emailing eventstechnical@ucas.ac.uk or we will be on hand at the conference registration desk to support you with any queries.