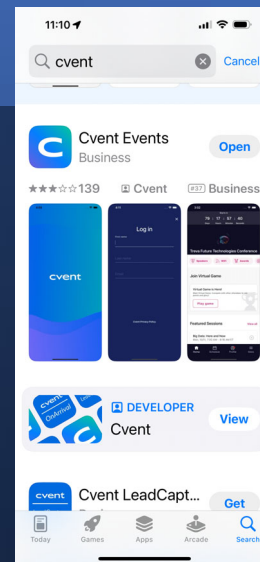
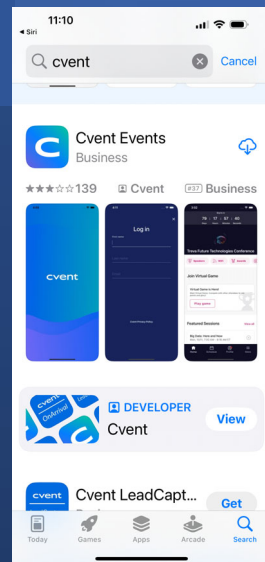


CVENT APP GUIDE



**WGMSO 2024**

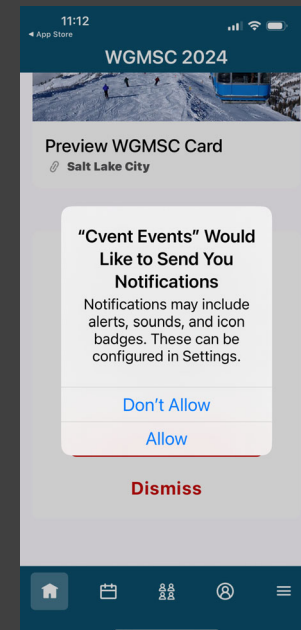
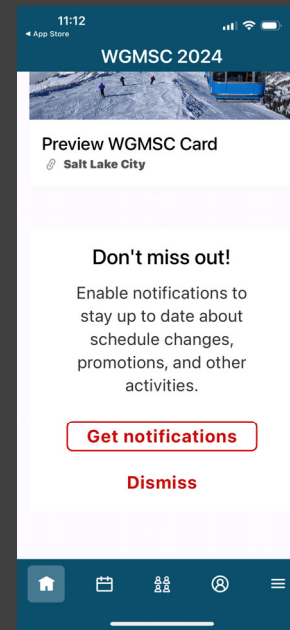
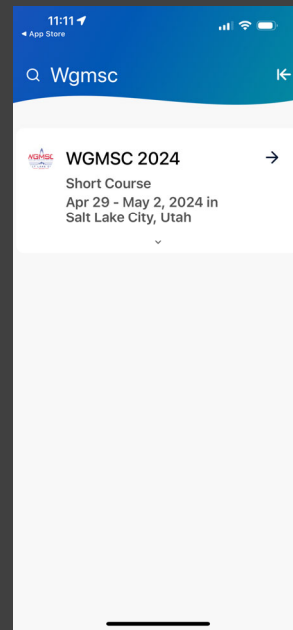
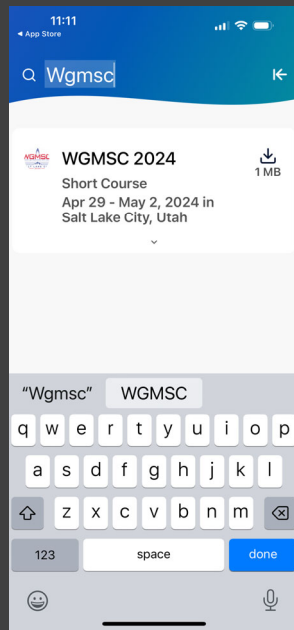
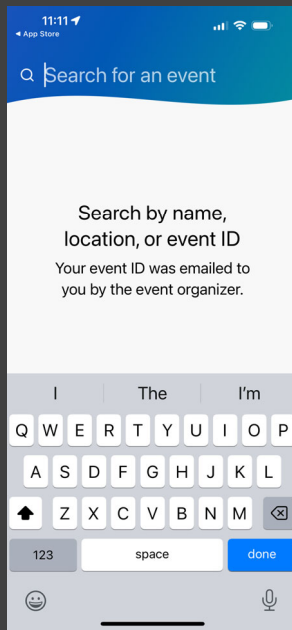
# Download the CVENT APP



Go to App or Google Play Store and search for Cvent – Select “Cvent Events”

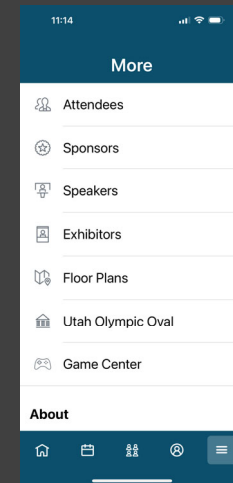
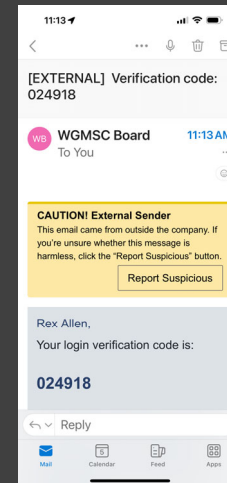
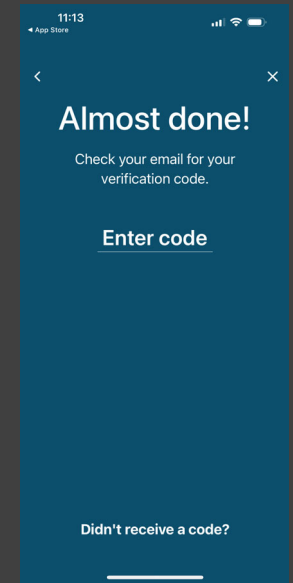
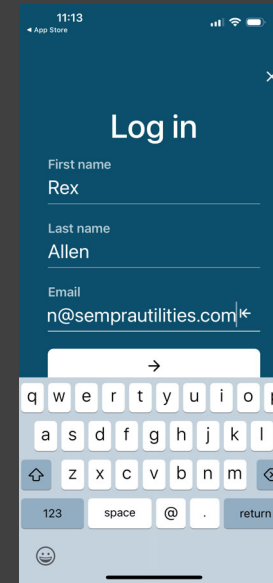
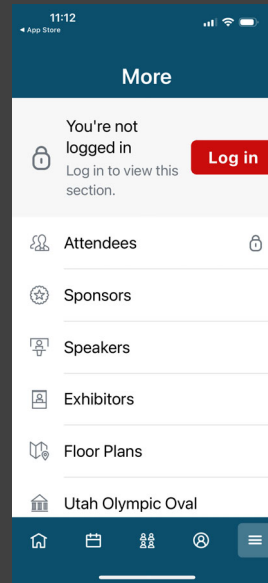
# Finding the WGMSC 2024 Event in the CVENT APP

- Search for WGMSC
- Click on the Download ICON on the right side of WGMSC Event.
- Click on Right Arrow appearing after Downloading.
- Select Get Notifications if you would like to receive Notifications from the APP and ALLOW the change.
  - Notifications will be sent to participants throughout show, so be sure to allow this



# Log Onto the App

- Click Log In.
- Enter your Name and the Email Address you used to register with and click the Right Arrow.
- Go to your email inbox or text messages and retrieve the Code.
- Enter the Code.
- Congratulations!! You are now Registered on the APP!



## WGMSC 2024



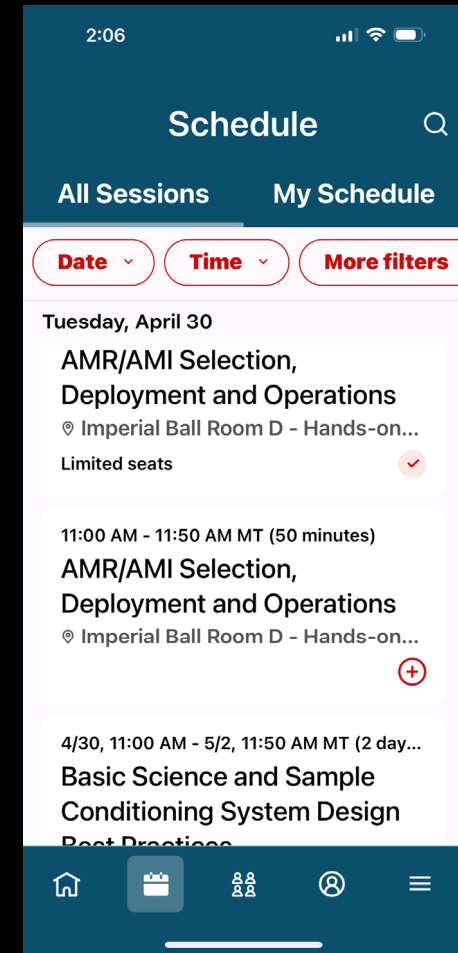
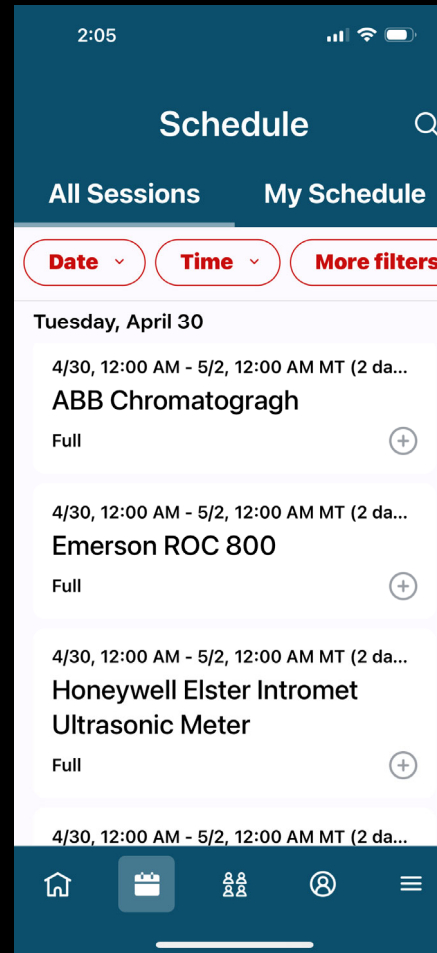
Preview WGMSC Card

## Menu Icons

- There are 5 Menu Categories on the Bottom Row of the APP.
- Home, Schedule, Community, Profile, and More
- HOME
  - Information on the WGMSC Short Course 2024

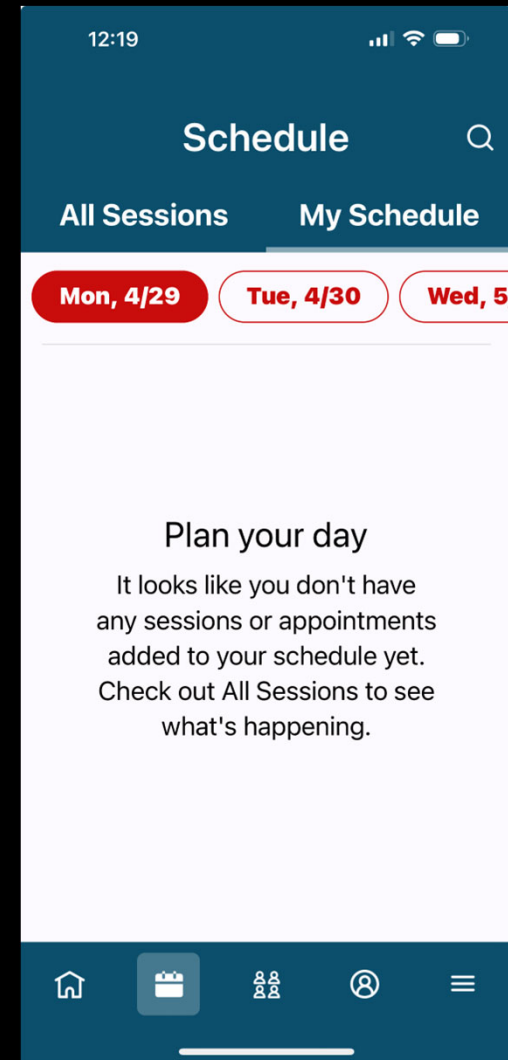
## Menu Icons - Schedule

- All available Classes and Events will show under the “All Sessions” tab of Schedule.
- To create your own schedule, click the plus sign next to the class or event.



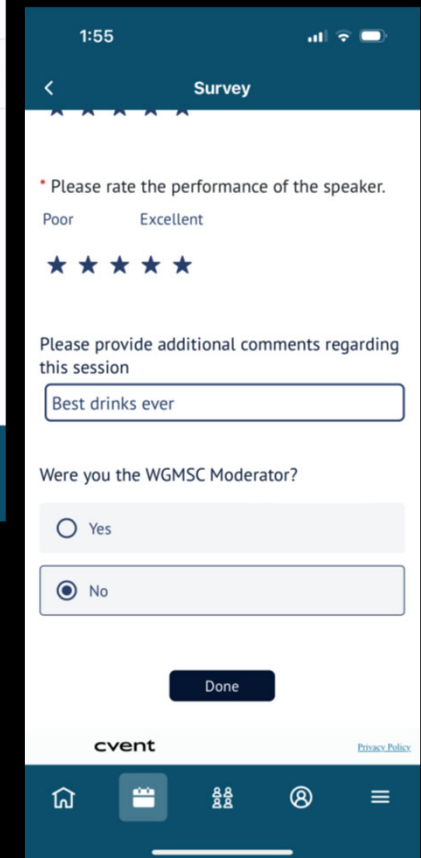
## Menu Icons - Schedule

- Classes or events you have added to your schedule will show under the “My Schedule” tab of Schedule.



# Course Evaluations

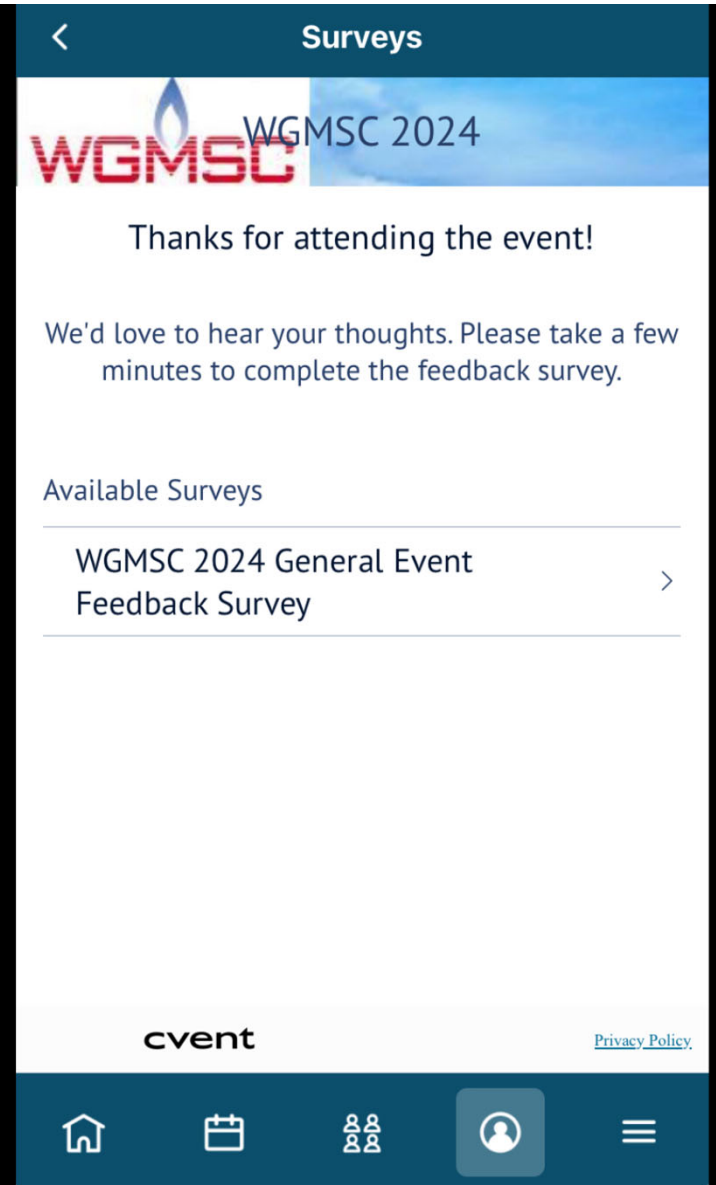
- 30 minutes prior to the end of the class you are attending, the course evaluation will open up within the app.
- You must have the class/session opened from your schedule to view the course evaluation.
- Complete the evaluation through the app and show the moderator to receive an extra raffle ticket!





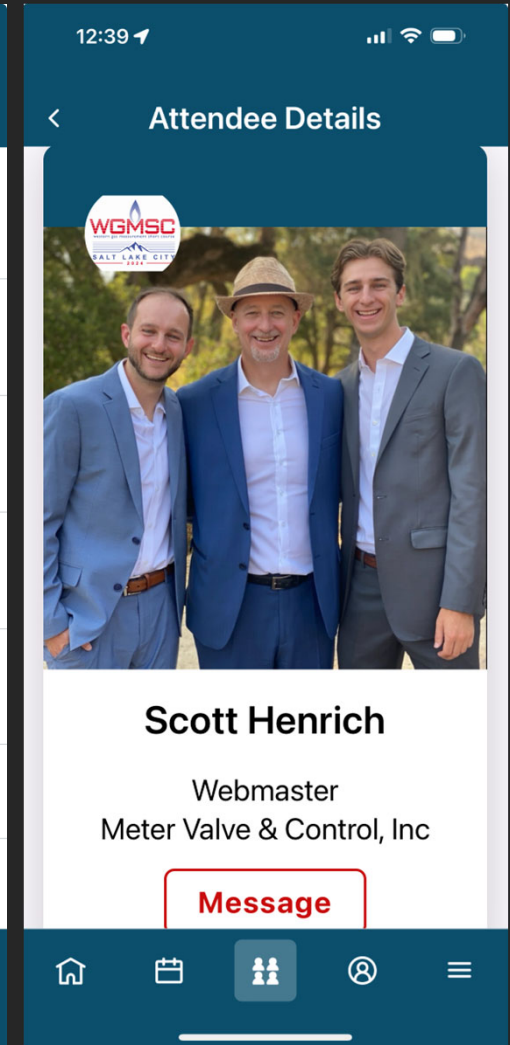
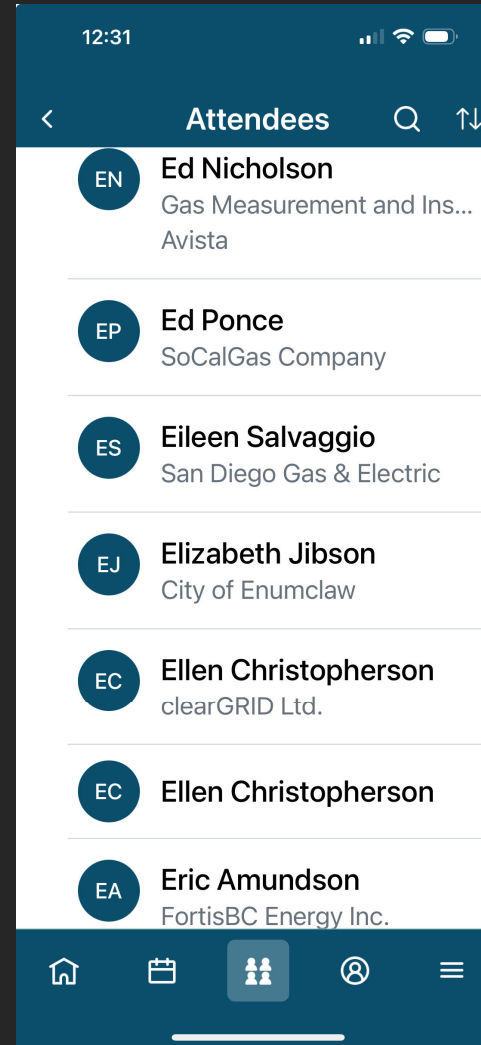
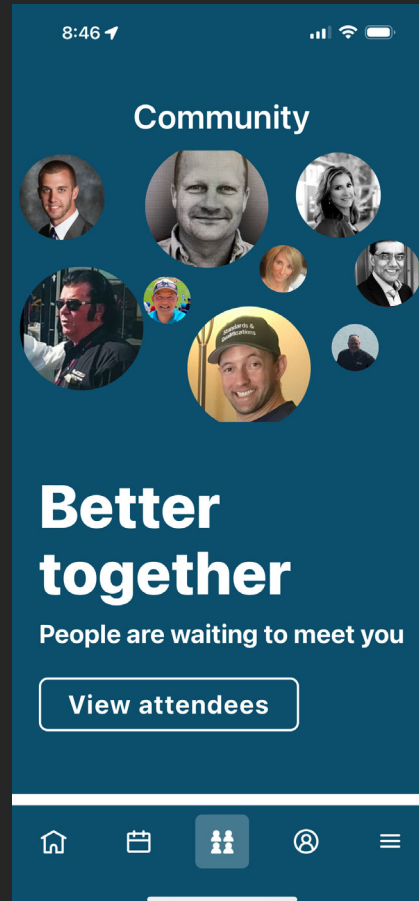
## End of Show Evaluation

- Be sure to complete the General Event Feedback Survey at the close of the show on Thursday, May 2.
- Access via your profile icon and then “Surveys.”
- Your feedback is invaluable to continually improving the show!



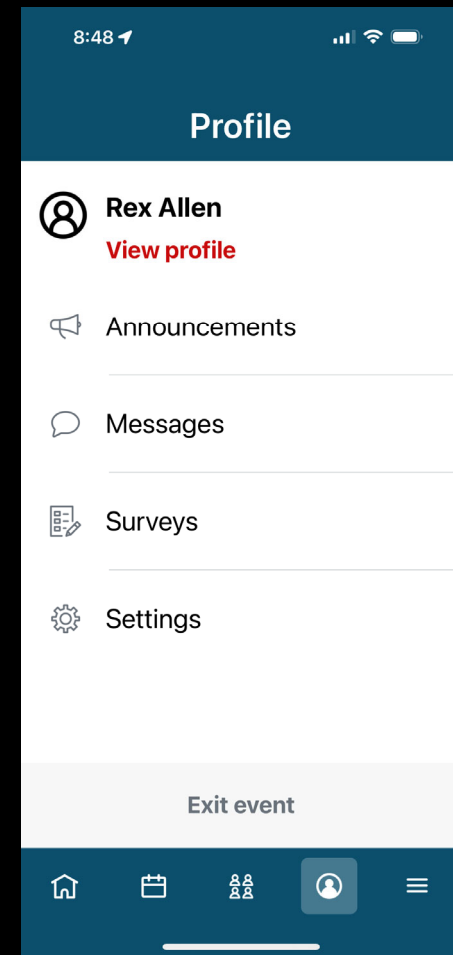
# Menu Icons - Community

- Click on View Attendees to see list of the WGMSC Attendees.
- Search Icon on Top to search by Name.
- Click on Attendee to see Profile and Message within APP!



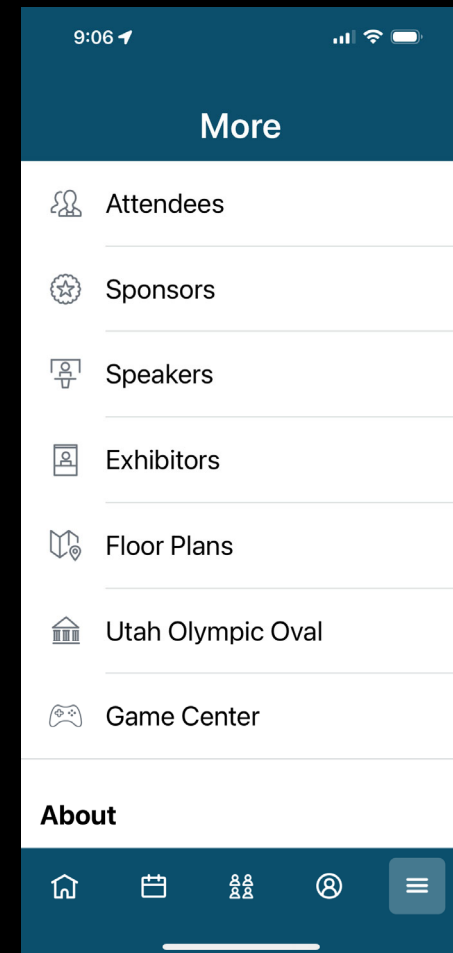
## Menu Icons - Profile

- Area in APP where you can view any Announcements, Messages sent in APP, Surveys, and your APP Settings (Privacy/Notifications/Time Zone).
- If you don't want to appear in Attendee List, you can change under Settings - Privacy.



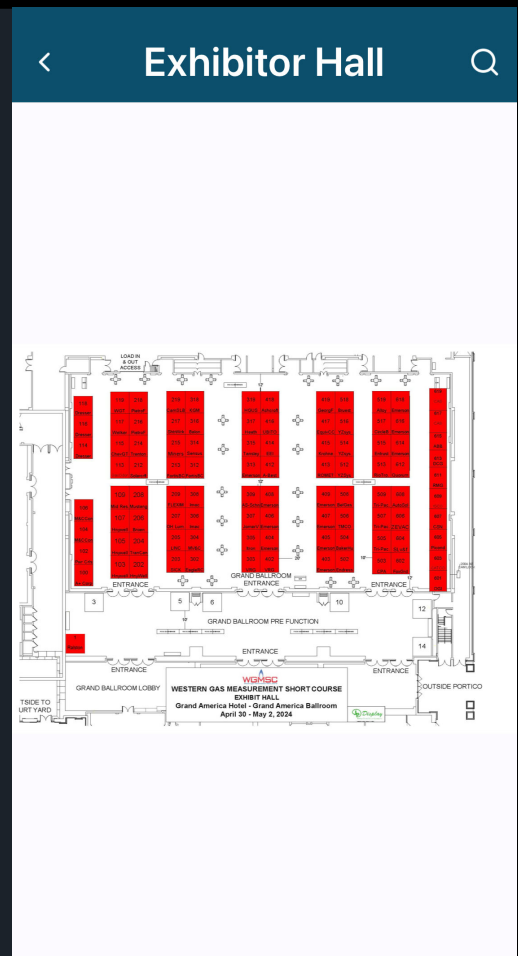
## Menu Icons - More

- List of Speakers.
- Menu in APP to see Extended Info on the WGMSC, including Sponsors who have made this event possible.
- Complete Floor Plan available so you can easily find your Classes.
- Info on the Utah Olympic Oval, the location of our Vendor Night Event!
- And, our FUN Game Center!





- Under the MORE Icon, Click on Floor Plans to view a Map of the Facility.



## Vendor Night - Utah Olympic Oval

- Under the MORE Icon, Click Utah Olympic Oval for Vendor Night Event Info.



# Game Center

- Be an active participant and earn points during the show by completing various activities.
- Participants earning the most points will be awarded additional raffle tickets!

