

Mobile App User Guide

This document serves as a basic guide for attendees to sign into and navigate through the vFairs mobile app features while they are attending a virtual event or a hybrid event. Should you have any queries, reach out to the technical support team available in the event or find out 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.

Installation Requirements

- 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>

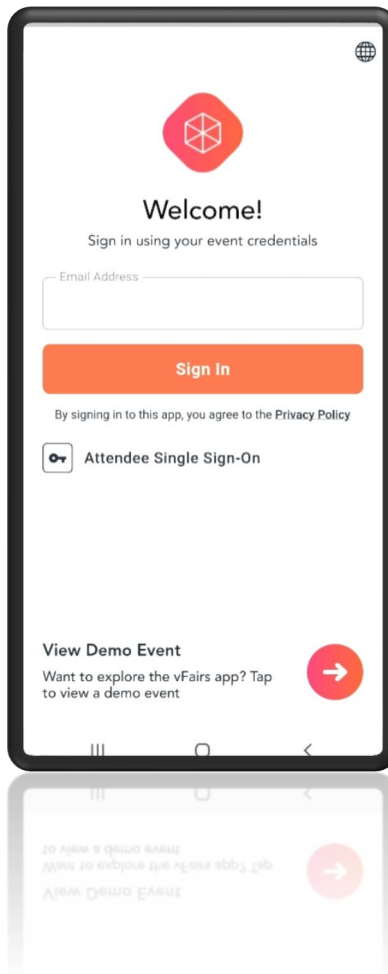
Log in

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

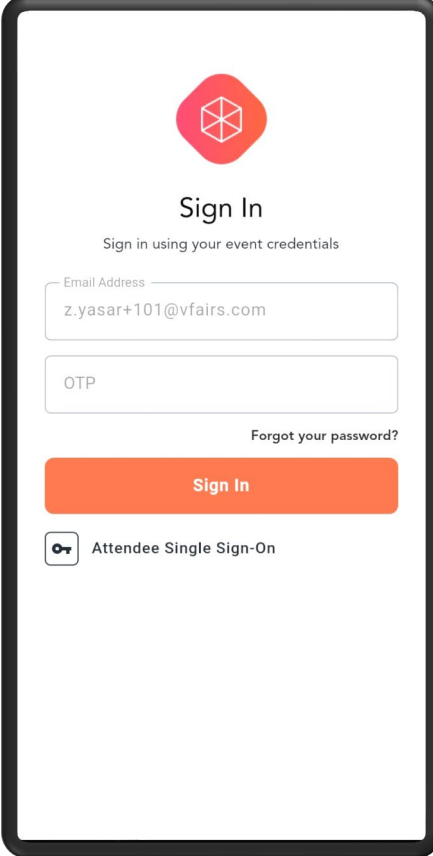
Event specific login

If you are registered to 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 OTP sent to you on your registered email address.



The image shows a mobile application sign-in screen. At the top center is a red hexagonal logo with a white geometric pattern. Below the logo is the text "Sign In" in a bold, black font. Underneath that is the subtitle "Sign in using your event credentials". There are two input fields: the first is labeled "Email Address" and contains the text "z.yasar+101@vfairs.com"; the second is labeled "OTP" and is currently empty. To the right of the OTP field is a link that says "Forgot your password?". Below the input fields is a large orange button with the text "Sign In" in white. At the bottom left, there is a small icon of a key and the text "Attendee Single Sign-On". The entire screen is framed by a thick black border and has a faint reflection below it.

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

Home Page/Screen

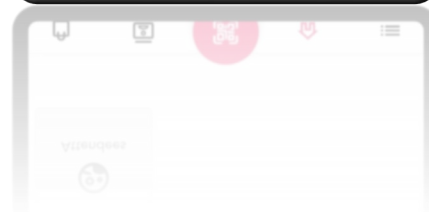
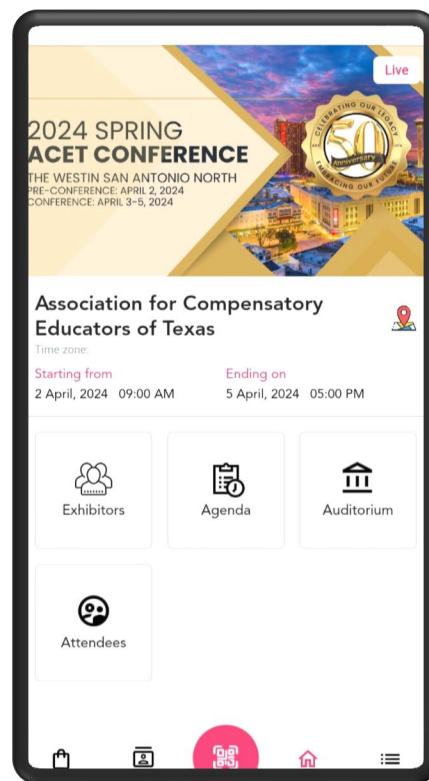
After you have logged in, you will be taken to the Lobby (home page/screen) of the event ACET Conference.

Here you can get a glance of all the features of the event:

- Exhibitors' booths
- Auditorium
- Resources
- Video vault
- Attendees
- Contacts
- Swag Bag
- Scan QR Code

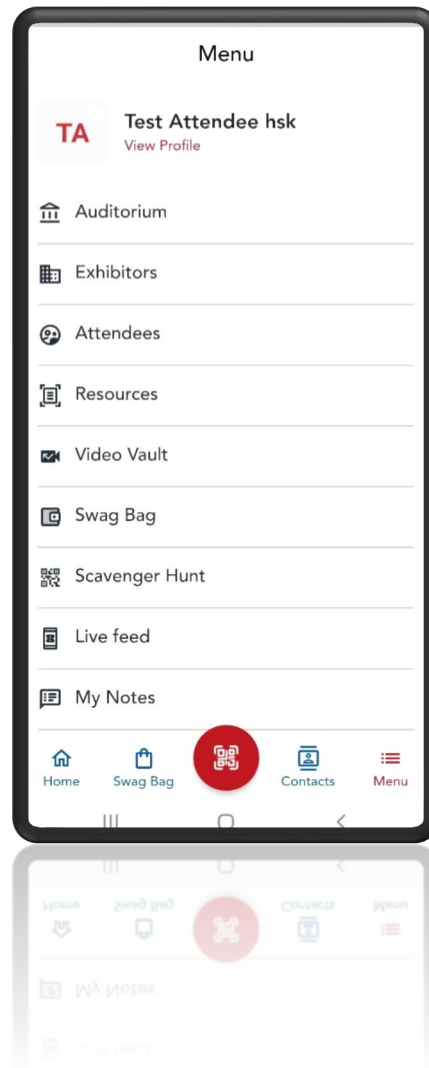
Other than the event features, the listed below event information is also visible on the home screen:

- **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 till when it will go on.
- **Location:** Where the event is happening



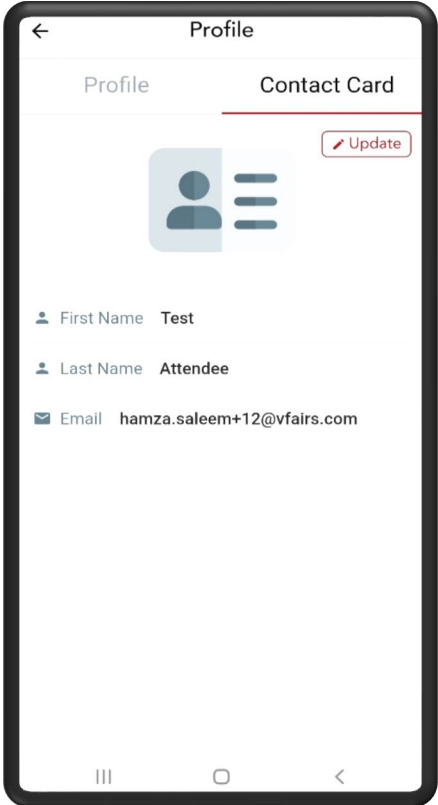
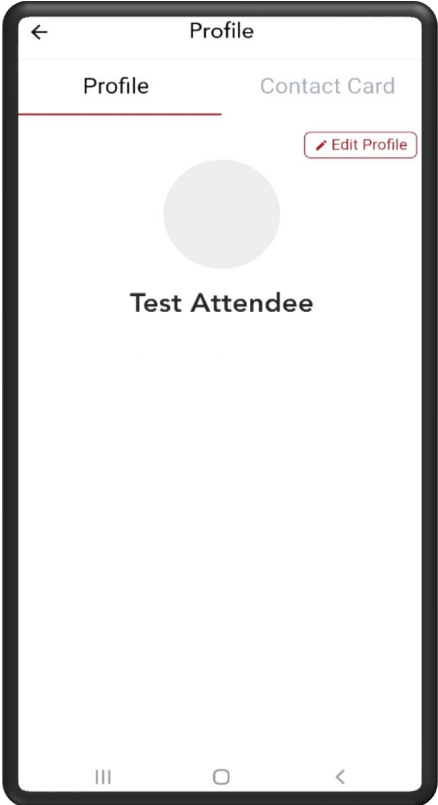
Menu: Using the menu you can do the following:

- 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 where it is happening!
- Scan QR Code
- Live Feed
- Share Feedback
- Swag Bag
- Logout



View & Update 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”.



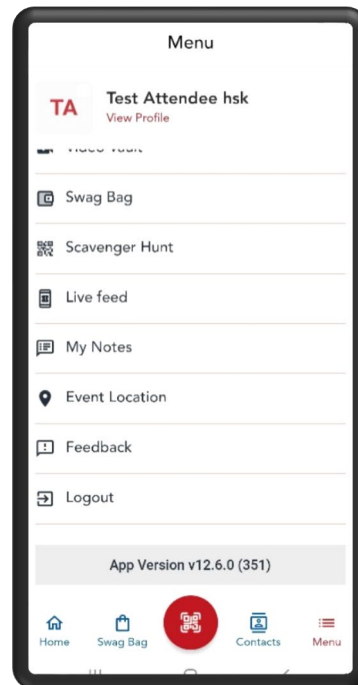
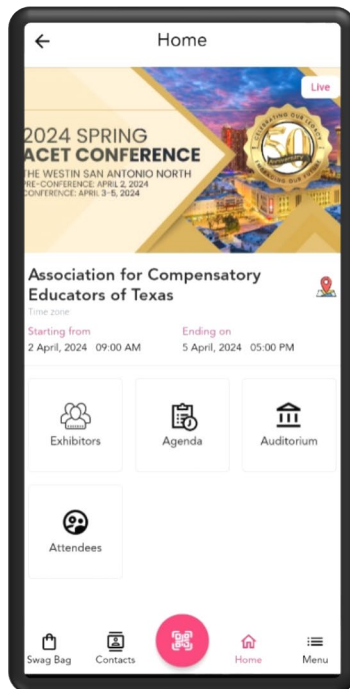
Event Location

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 out the event location in real time through mobile application and use it for navigations 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 the Google maps or whichever maps you have on your phone.



Find Booths & Exhibitors (Vendor Booths)

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

Click on the exhibitor of your interest to visit their booth.

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

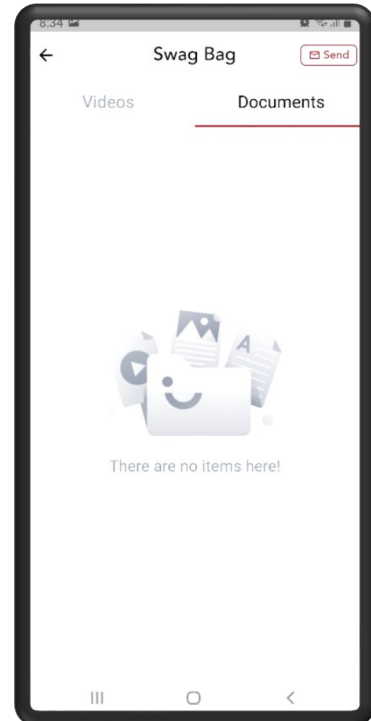
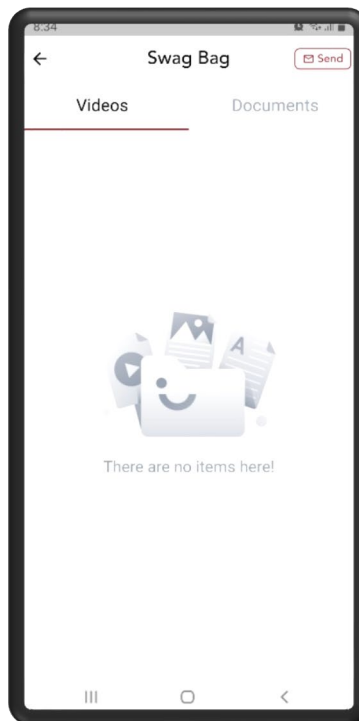
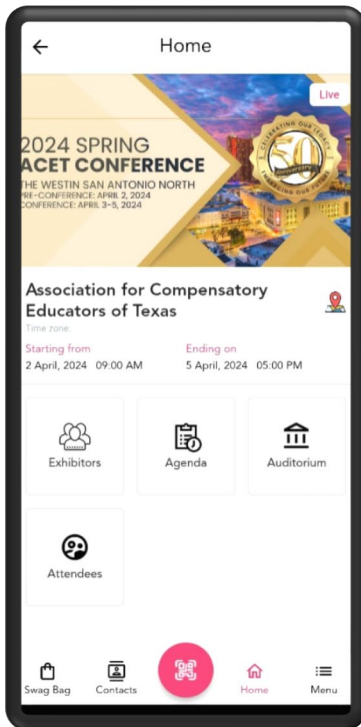
- Read the booth description.
- Watch the videos (if any)
- View the documents (if any)

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 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 it using the mobile app.

Here is how to go about it:

1. Navigate to Menu > Feedback.
2. On the Give us a Feedback form, provide the following.
 - I. Select the type of message you want to send:
 - Feedback
 - Bug
 - II. Write the description in the text box.
 - III. Upload an image/screenshot if there is any.
 - IV. 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.

