



What can you do with Guidebook?

We are using the Guidebook app as a new interactive tool to impart and exchange information about Face to Face. In addition to checking the schedule and finding out about speakers and sessions, you can upload your conference photos, take session notes that you can keep forever, Tweet using the conference hashtags, and complete your conference evaluation forms.

Here are some step-by-step tips to get started and some information about what you can do and how:



Step 1. Download the free Guidebook application onto your device, available on iOS or Android. On your phone, go to your app store, search "Guidebook" and install.

Step 2. After opening Guidebook, type "Face to Face" in the search bar and download it. The Face to Face guide is also available through Guidebook.com, so you can view it on a computer through your internet browser.



Step 3. To view the menu, tap the icon on the top left (the 3 blue lines).

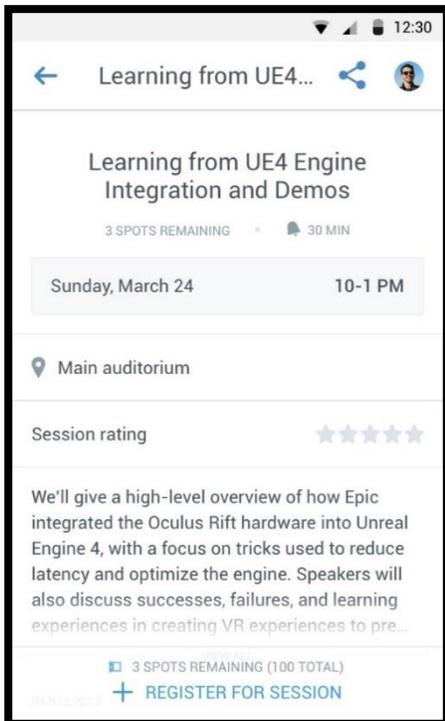
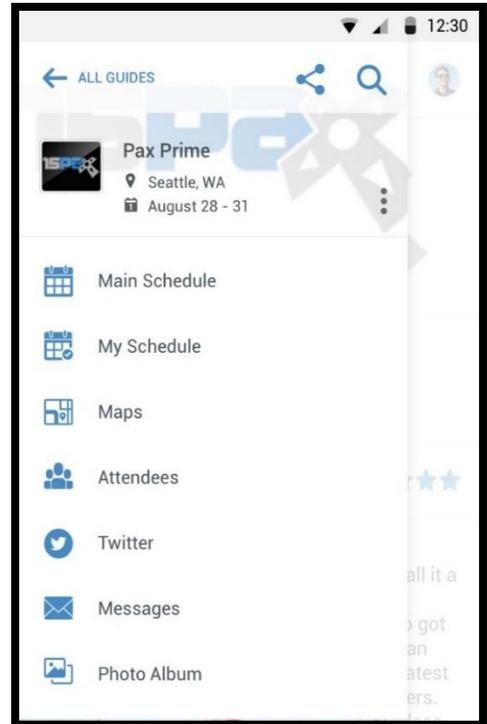


Step 4. Sign in to use the communication tools: tap the icon on the top (the face in a circle).



Step 5. After you sign in, you can fill out your profile by tapping the letter icon on the top and then tapping the gears symbol on the top (left or right).

This is where you can add contact details so they show up in your profile when you connect with another person, including your photo.



Social Media

Guidebook syncs with Twitter and Facebook, located on the main menu. Take and upload photos through the app by tapping on "Photo Album" and then Add photos at the bottom of the screen.



Presenters

Speakers will be listed with their photo and bio so you can see who's who. Tap on the "Speakers" icon on the menu and then tap on each speaker's name to learn more about them.



Take notes

You can take notes for each session right in the app by tapping the "Notes" tab. Save your note, then e-mail it to yourself or someone else by tapping the arrow icon on the top right corner.





Up-to-date agenda

You can browse around or search for sessions by keyword. Personal to-do lists and schedules keep you on track. Under “Schedule”, tap on the “plus” icon to add a session to your personal schedule. You can also set a reminder so you don’t miss out on anything!



Get Networking

You will be able to check in, see who else is there, and have private conversations with each other. To check in and search for others, tap the “Attendees” tab. Once you are connected to someone, send them a message through the “Messaging” feature.



Surveys

For each session you will fill out an evaluation through Guidebook. Select the session you are attending, then tap on “Session Evaluation,” at the bottom, answer each question, and submit. There is also an overall “Conference Survey” listed on the main menu.

