

Welcome to AFAC26!

This App Function Cheatsheet will provide you with all the information to help you access and use the event app at this year's event. If you have any questions about the event app that aren't answered below, please email info@afaconference.com.au or visit one of the onsite registration desks and we'll be happy to assist.

Downloading and Logging in to the Event App

You can download the “**Entegy Events**” app through one of the two links below.



Once you have the app downloaded, follow the below instructions to log in to the app:

1. Click on the “**Tap to Launch**” button.
2. Enter “**AFAC26**” as the event code.
3. Locate your **username and password** in the email you found this document in titled “**One Week to Go!**” and enter them into the app.

Refreshing the Event App

During the event, app information such as agenda sessions will be updated. You will need to refresh the app from time to time.

To refresh the app, follow the below instructions:

1. Click on the “**Profile**” button on the bottom right of the app screen.
2. Scroll down and click on the “**Updates**” button.

If you use a keyboard or assistive device instead of touch/tap, go to the “**Profile**” tab and select “**Updates**” from the menu.

MESSAGES AND MEETINGS

You can send messages and book meetings with other attendees and exhibitors directly through the app.

To **send a message** or **book a meeting**, follow the below instructions:

1. Click on the **“Home”** button on the bottom left of the app screen.
2. Click on the **“Attendee List”** button.
3. Click on the **“Filter”** button to search for an attendee’s name, position, or company.
4. Select an **attendee's name** to open their profile.
5. Tap the **“Send a Message”** or **“Book a Meeting”** button at the bottom of the screen.

To **view your messages**, follow the below instructions:

1. Click on the **“My Event”** button on the bottom of the app screen.
2. Click on the **“My Inbox”** button.

To **view your meetings**, follow the below instructions:

1. Click on the **“My Event”** button on the bottom of the app screen.
2. Click on the **“Meetings”** button in the centre of the app screen. Here you will be able to see meetings you have requested, meetings requested of you by other attendees, and confirmed meetings.

CONNECTIONS

The Connections feature helps you keep track of other attendees you have met at AFAC26.

To **make a connection**, follow the below instructions:

1. Click on the **“Scan”** button on the bottom of the app screen.
2. **Scan the QR code** on the attendee’s badge.
3. Click on the **“Add Notes”** button on the bottom right of the app screen to add any notes you would like to make about your new contact.

To **view your existing connections**, follow the below instructions:

1. Click on the **“My Event”** button on the bottom of the app screen.
2. Click on the **“View My Connections”** button.
3. To download a spreadsheet of your connections, click on the **“Export My Connections & Notes”** button.

AGENDA AND SESSIONS

The complete conference agenda can be found within the event app. To **view a program's agenda**, follow the below instructions:

1. Click on the **"Home"** button on the bottom left of the app screen.
2. Click on the **"Conference"** button if you would like to view the **AFAC, IFE, ADRC, or WAFA** programs. Click on the **"Solutions Theatre"**, **"Resource Rescue Theatre"**, **"Live Demos"**, or **"PDPs & Field Trips"** buttons if you would like to view their respective programs.
3. Click on the program that you would like to view.
4. You can click on the arrow buttons near the top of the screen to change which day of the event you wish to view.

When viewing a program, the bookmark button will appear at the top right of each session. You can also find this button at the bottom left of the screen when viewing an individual session. To **view your bookmarked sessions**, follow the below instructions:

1. Click on the **"Home"** button on the bottom left of the app screen.
2. Click on the **"My Agenda"** button.

VOTING FOR POSTERS

You can vote for your favourite poster from the AIDR Knowledge Centre through the event app by following the below instructions:

1. Click on the **"Home"** button on the bottom left of the app screen.
2. Click on the **"Poster Voting"** button.

The **People's Choice Awards** will be announced at the **Closing Ceremony on Thursday, 20 August**.

EXHIBITORS

You can use the event app to browse exhibitors and learn more about their products and team members by following the below instructions:

1. Click on the **“Home”** button on the bottom left of the app screen.
2. Click on the **“Exhibitors”** button.
3. Click on the **“Filter”** button to search for an exhibitor’s name or stand number.
4. **Select an exhibitor** to open their profile. Here, you will be able to find their bio, contact information, website, social media links, and onsite team members.
5. You can click on the buttons on the bottom of the app screen for more options:
 - a. **“Bookmark”** allows you to save the exhibitor for quick access later. You can access your bookmarked exhibitors from the exhibitor list by clicking on the **“Bookmarks”** button near the top of the screen.
 - b. **“Add Notes”** allows you add notes about the exhibitor. To view your notes, click on the **“Add Notes”** button again.
 - c. **“View Map”** allows you to see the exhibitor’s stand location on the floorplan.
6. To **contact an exhibitor’s team member**, click on their **name** to open up their profile and then click the **“Send a Message”** button.

EXHIBITOR VOUCHERS

Exhibitors may have vouchers available for use at AFAC26. To access these vouchers, follow the below instructions:

1. Click on the **“Home”** button on the bottom left of the app screen.
2. Click on the **“Exhibitor Vouchers”** button.

VENUE INFORMATION

If you require information about the MCEC, including general information, how to get to the venue, and Wi-Fi available for attendees at the venue, you can find it in the app by following the below instructions:

1. Click on the **“Home”** button on the bottom left of the app screen.
2. Click on the **“Venue”** button.

CONFERENCE AND EXHIBITION GUIDES

The **AFAC26 Digital Conference Guide** includes the full conference program, networking function information, and key exhibition information.

The **AFAC26 Digital Exhibition Guide** includes exhibition information, Professional Development Program information, and schedules for the Solutions Theatre, Resource Rescue Theatre, and Live Demonstrations.

You can access the Digital Conference Guide and Digital Exhibition Guide from the event app by following the below instructions:

1. Click on the **“Home”** button on the bottom left of the app screen.
2. Click on the **“Digital Guide”** button.

ACCESSIBILITY

You can find out about the accessibility services available at AFAC26 by following the below instructions:

1. Click on the **“Home”** button on the bottom left of the app screen.
2. Click on the **“Accessibility”** button.

You can also visit the [Melbourne Convention and Exhibition Centre](#) website for detailed accessibility information, including accessible entrances, restrooms, and support services.

If you need information in an alternative format (such as large text or plain text), please contact info@afacconference.com.au.

HAVE OTHER QUESTIONS?

If you have any questions about the event app or the event in general that aren't answered above, please email info@afacconference.com.au or visit one of the onsite registration desks and we'll be happy to assist.