

## Make the most of the AzPA Annual Convention with our Virtual Event Platform-Attendify!

### [FOLLOW THESE EASY STEPS!](#)

- **Step 1:** Download the app or open the web browser (*see links below*).
- **Step 2:** Login or create an account using your name and email. We recommend using the email address you used to register for the event.
- **Step 3:** If downloading the app, you will need to search for "**2020 AzPA Virtual Annual Convention**". If opening the web browser this is not necessary.
- **Step 4:** Enter the event code: **azpavirtual20** (*case sensitive*)
- **Step 5:** When you tap on the event icon, you'll see the event card that shows event date, location, and description. Tap "Join" to access the event.
- **Step 5:** Build your profile. (*Add your picture, contact information, social media links, bio, and more so you can connect live with speakers, attendees, and exhibitors throughout the event*)
- **Step 6:** Look around. Mark the sessions you want to attend and set up notifications to remind you when they will start.

**NEED MORE HELP? [CLICK HERE TO VIEW THE ATTENDIFY USER GUIDE](#)**

**Note:** For convention attendees who don't have, or don't want to use, an iOS or Android phone or tablet you can access the event through the web app.



⚠ Please note, **Do NOT go to attendify.com** and sign up to join the event — this website is strictly for the event organizers. This is a common confusion that happens among attendees.

**Use Hyperlink Buttons above!**



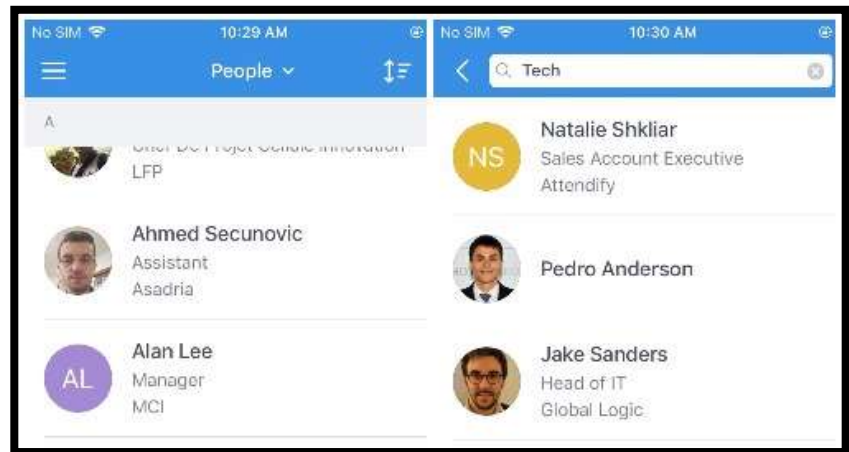
## NETWORKING TOOLS

### ATTENDEE PROFILE:

Creating a profile is a key to unlocking access to other networking functionalities (e.g. posting to the activity stream, sending private messages, voting on polls etc.)

### SEARCH BY KEYWORDS:

Use the search option in the upper right corner of the People section to filter the attendee list by keywords. You can use a name, occupation, website, and virtually any keyword to search by.

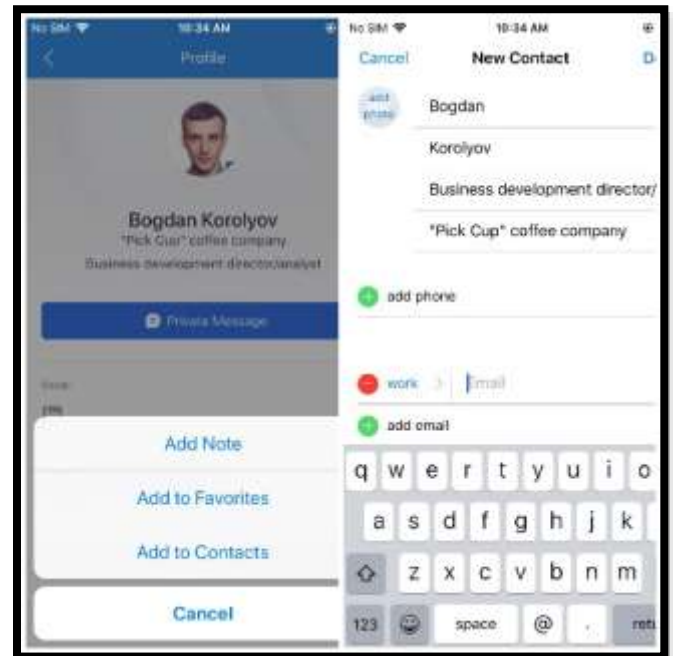
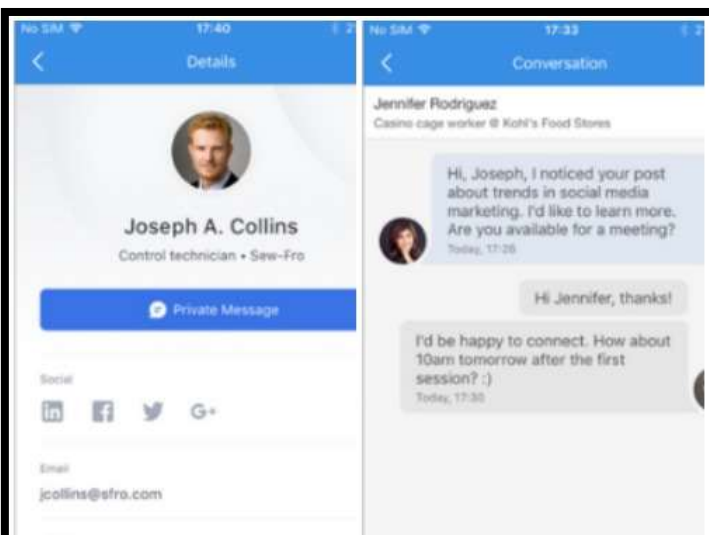


### SAVE ATTENDEES TO YOUR LIST OF CONTACTS:

Use the built-in "Add to Contacts" functionality to save app participants to your phone's contact list. Just tap on any attendee to enter his/her profile details, select the ellipsis icon in the upper-right corner, and hit "Add to Contacts".

### BOOKMARK ATTENDEES:

[Bookmark other attendees](#) to save their profiles to your personal list of bookmarked attendees inside the app and be able to easily access the info later.



### PRIVATE MESSAGING:

[Send private messages](#) to other attendees from within the app using the in-app feature or [create group messages](#) with others.

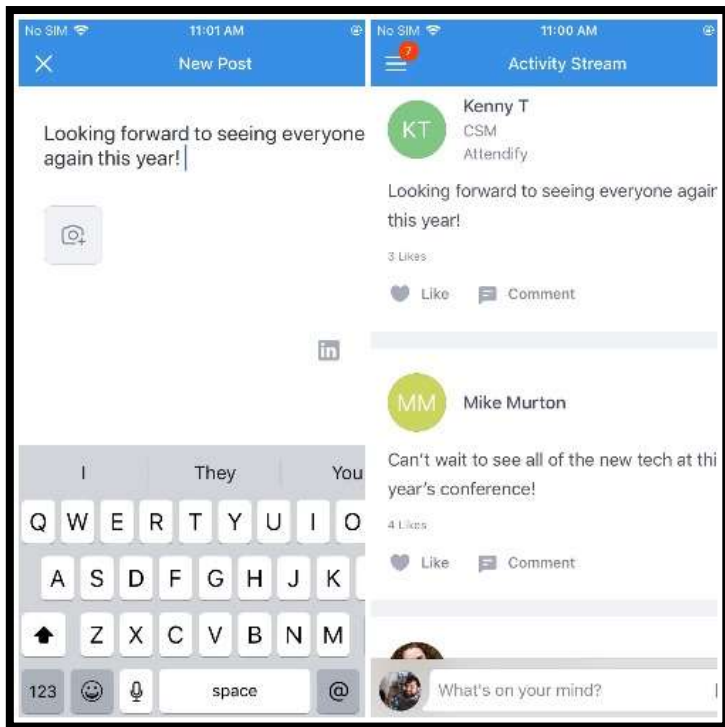
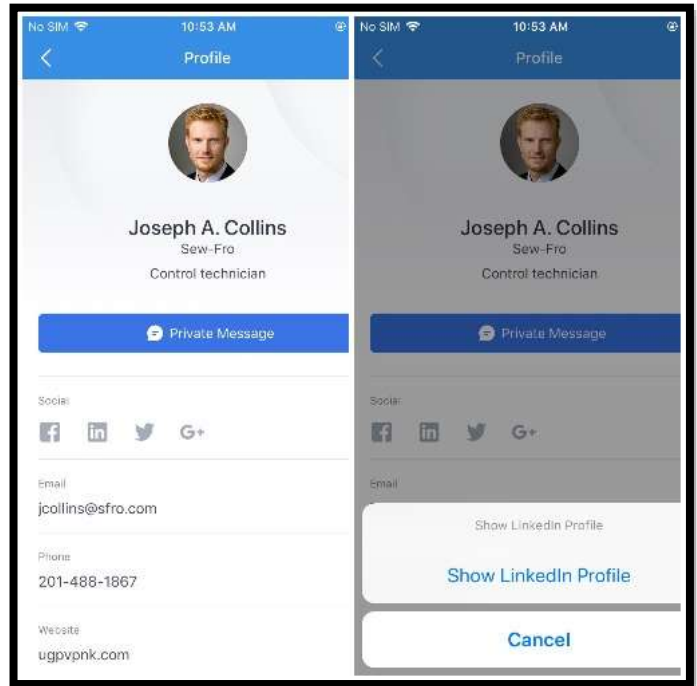


### CONNECTING THROUGH SOCIAL NETWORKS:

By entering the profile details of an attendee, you can see the list of connected social networks underneath the "Private Message" button. Tap on the icon of any available network and select to view the connected profile or send a connection request from within the app - connection requests are supported only for LinkedIn and Twitter.

### MENTION OTHER ATTENDEES IN YOUR POSTS ON THE ACTIVITY STREAM:

Ask questions, share ideas and comments addressing them to specific individuals in your activity stream posts. Just put the @ symbol and start typing a username to have the user notified when the post is created.



### GAMIFICATION:

Play with us to earn points. Attendees with the highest number of points at the end of the conference will be eligible for prizes such as a FREE 2021 Annual Convention Registration, \$50 Amazon Gift Card, FREE membership and more!

WHEN AN ATTENDEE	POINTS
Posts a photo	6 points
Posts a message on the Activity Stream	4 points
Adds a comment	2 points
Adds a like	2 points
Votes on a poll	6 points