shutterfest 19
MOBILE APP HOW-TO GUIDE

We're excited to announce our brand new app for ShutterFest 2019! We will NOT have an online platform for the schedule/class registration, so be sure to download the app for the most up-to-date schedule, register for classes, get information on Speakers and Exhibitors, and connect with fellow attendees.

TO DOWNLOAD THE APP, PLEASE FOLLOW THE STEPS BELOW.

1. Click the blue "Open the app" button in the invite email sent to you from ShutterFest2019. This email will be sent to the email address you used to sign up for ShutterFest 2019.

2. Enter your phone number to have the link to the app in the App Store / Google Play sent directly to your phone to download and install (or you can simply search ShutterFest2019 in the App Store/Google Play and download the app directly).

3. **If you did NOT use the app last year:** enter your email address and the temporary password provided in the invite email.Please note: your temporary password is CASE SENSITIVE. Make sure you enter it as it is displayed in your invite email.

   If you DID use the app last year, you won't receive a temporary password in your invitation email - your password will be the same as last year. If you don't remember it, use the "reset password" function in the app to get a new password.

4. If you want to stay up to date on all updates going out through the app throughout the event, make sure to select "Allow" when asked if you want to allow the app to send you notifications.

We will create a pinned post to the ShutterFest Facebook group dedicated to questions around the app.

VERY IMPORTANT: Make sure to add invitations@guidebook.com to your contacts so the invite email does not go to your Junk Mail. If you did not receive the invite email and do not remember what email address you used to sign up for ShutterFest 2019...

Step One: Check Junk Mail
Step Two: Check every possible email address you use and/or could have used to sign up for this year's event.
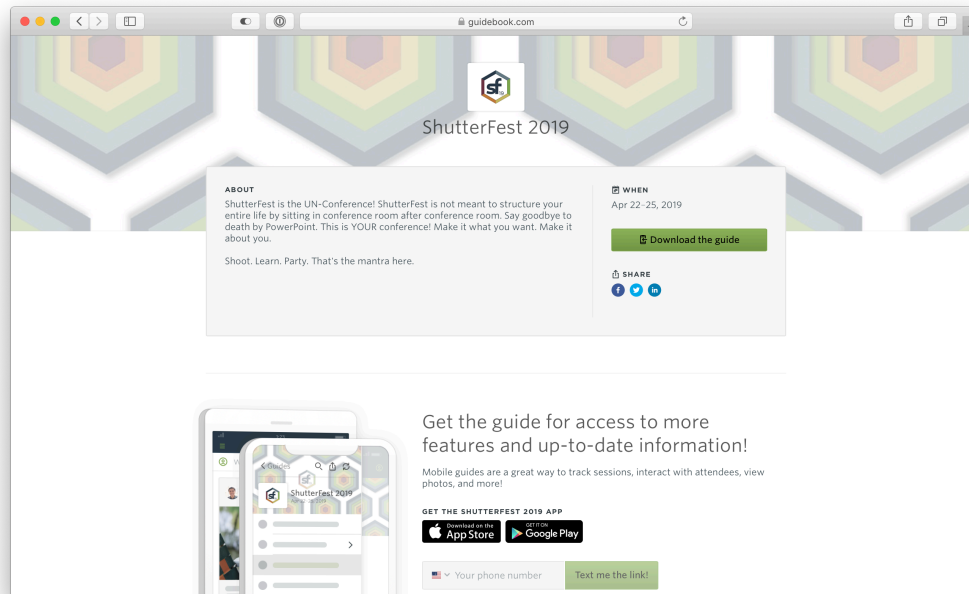**Step Three:** ONLY AFTER attempting Step One & Step Two, send an email to support@ guidebook.com

Registration will open at 12:00pm CST on April 8th. We suggest you download the app ASAP and write down a list of your first choice classes and backup options if the classes fill up.

If you haven't already, make sure you request access to the private ShutterFest Facebook group and turn on notifications leading up to the event. This is where we will post all updates and details.

https://www.facebook.com/groups/shutterfest

Download the ShutterFest App

Get the app for access to the most up-to-date schedule, speaker and exhibitor information. Connect and network with other attendees. Register for classes. Make it what you want. Have fun!

To get the app, head to **guidebook.com/g/sf19** on your mobile device. Tap the button to download the ShutterFest 2019 app from the App Store or Google Play.
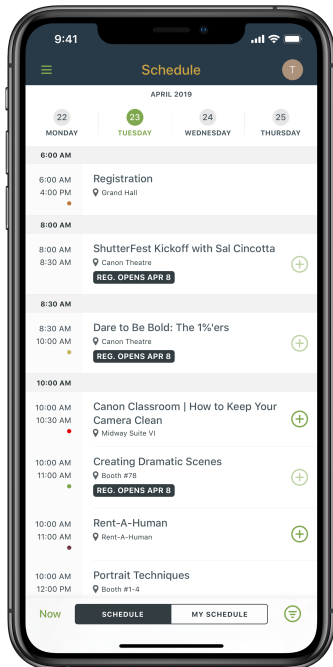
Log in to the App

After opening the app, you'll be presented with a login screen.

You will receive an invitation email with login instructions. The invite will be sent to the email address(es) used to register for ShutterFest—you *must* use that email address to log in.

If you have any difficulty logging in, reach out to the Guidebook support team by emailing support@guidebook.com.

Build Your Schedule

Open the menu by tapping the "hamburger button" in the upper left corner of the app. Tap on the different modules in the menu to navigate the guide.

When you're ready to start building your schedule, you can register by tapping on the "plus button" located next to most events. You can also set a reminder.

Want to learn more about something before committing? Tap it to see more details. You can also swipe to navigate between days.
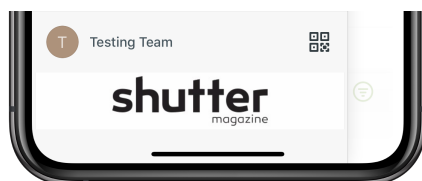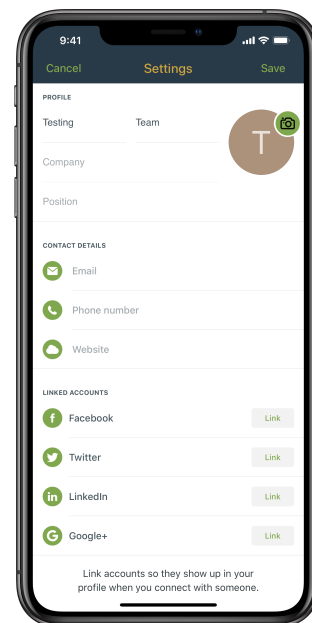
Switch to the "My Schedule" tab at the bottom of the schedule to see all of the events you've registered for.

Edit Your Profile

Part of ShutterFest is interacting with your fellow event-goers. Step one: update your app profile.

Tap on the upper right corner of the app to access your profile overview. Next, tap on the "settings gear" to edit your profile details. Add your name, a profile picture, and any additional contact details you'd like.

Once you've completed your profile, head to the Attendees module in the app menu and tap on "Check in to this guide". Your name, company, position, and profile picture will be visible to other ShutterFest attendees. Additional details will only be visible to people you connect with.

Connect with Others

Open the app menu. Tap on the QR Code. You can scan someone's code to send them a connection request or they can scan yours. Once the connection request has been accepted, you can chat through the app or view their full profile.