



## 2024 NABIP CAPCON APP INSTRUCTIONS FOR ATTENDEES

Welcome to NABIP's annual conference in Washington, DC! We're pleased to offer a fun way to interact with your fellow CAPCON attendees and our wonderful sponsors. Once you have downloaded the CAPCON app to your phone, here are some instructions on how to navigate within the app.

### Login

When you first open the app, you will be asked to log in with your email and password. Please use the email address with which you registered for the conference. For the password, please use **capcon24**.

### My Profile

You can edit your information by going to My Profile. You will also see any photos you have shared in the app. You can upload a profile picture by tapping on the camera icon. Click the Pencil icon to edit your information. If you are trying to share your contact info with another attendee or exhibitor, tap on the QR code below your profile picture to open it. Your QR code can now be scanned by the app. Note that the attendee or exhibitor attempting to scan will need to use either the Scanner or Leads option to perform the scan.

### Activity Feed

The Activity Feed is where you can post comments and photos from your event. Be sure to visit here regularly to keep up on what is going on! Take a selfie with Alycia Riedl and post it for points! Post on your social media, take a snapshot and post it for points!

### Agenda

When you are ready to decide which sessions you want to attend, head over to the Agenda.

**Find Your Session** - There are several ways to find a session. The first is to simply browse the Agenda. Each day of the event will be broken out across the top. Scroll down the list to see all the sessions for the selected day. You can also find sessions by filtering the Agenda. Click the search icon in the page header. First, select your filter. Then, select the value to filter on. The session list will automatically update with sessions that match your filter. If you are not sure if a session is the one you want, you can tap on it to view the session's details.

- **Join a Session** - When you have found a session you want to join, tap the "plus" button on the right of the session. Alternatively, you can tap the "Join Session" button while viewing a session's details.
- **Track Your Attendance** - When you have joined a session, you will then be able to check in/out when the session is live. You can check in/out by viewing the session details and tapping on the "Check In" button at the very bottom. If the button is not enabled, this is either because the session is not open yet or you

have not joined the session. When it is time to check in, your speaker will provide the audience with a code. Tap the “Check In” button and enter the code. Most events will use a 10 minute check in/out window, which means you can check in up to five minutes before the scheduled start of the session and up to five minutes after the scheduled start of the session. Your “Check In” button will now change to “Checked In”, and the session on the Agenda will show a grey checkmark instead of the + sign or join icon.

The same process will apply to checking out of the session. Once you check out, the “Check Out” button will change to “Checked Out”, and the session on the Agenda will show a green checkmark. If you did not check in to the session, you will not be able to check out. If you do not check out of the session, the Agenda will show a red exclamation icon next to the session.

If you are unsure of how long the timeframe to check in/out of a session is, please verify this information with your event organizer. If you have already checked in or out of a session, tapping the menu again will show that you are “Checked In.” Because checking in is used for verifying attendance and granting educational credits, checking in or out after the expiration of the window is not possible. Please see event staff for assistance if you are not able to check in or out of your session.

- **Take a Survey** - After checking out of a session, you will be able to take a survey about the session by tapping on the Feedback option in the session details.

## **My Timeline**

When you need to see what you have planned next, go to My Timeline. You will be able to find all of the sessions you have joined as well as any training or custom appointments. Tap on a session or appointment to view its details. Your event may include a direct link to My Timeline. If you do not see one, you can also access My Timeline by going to the Agenda and tapping on the “clock” icon in the top right corner.

## **Attendees**

Trying to reach out to a colleague at your event? Use the Attendees option to look them up! You can use the mail icon in the top right of an attendee’s profile to send them a message in the app. All of the attendee’s photos which have been shared through the app will be available below their profile picture.

- **Search Attendees** - You can scroll through the entire list of attendees to find the colleague you are looking for, or you can search for them by using the Search bar at the top.
- **Scanner** - When you want to exchange contact info or scan a Golden QR Code for points, use the Scanner.
- **Scan a QR Code** - Use the QR option and tap “Scan QR Code.” Your camera will be activated, and you will be able to scan another attendee’s QR code. If they are having trouble finding their QR code, they can find it in My Profile. Once they tap on it in the top right corner of their profile picture, their code can be scanned. Their information will be saved in the app’s Contacts.

When you find a Golden QR Code, use the Scanner to collect the points. If you have already scanned it or are scanning a code with limited winners, you will be prompted with a brief on-screen notification.