

Events by Pershing Mobile App

Installing the App

Download the App

1. Find your invitation Check for the “**Download the INSITE 2016 App**” email from INSITE. You should have received this email about five days before the conference starts.

2. Download the app. Tap **Download Now** inside that email. Once the app is installed, move to the second step—verifying your account.

Verify Your Account

1. Return to your email invitation. Once the app has finished installing, return to your email invitation and tap **Verify Account** before opening the INSITE 2016 event.

2. Confirm your verification. Tap **Open App** to complete the verification.

On the next page, you will see that your registration confirmation code has been pre-filled. All you have to do is tap **Finish** to complete the installation of the Events by Pershing mobile app.



Networking and Contacts

How to Exchange Contact Information

1. Access the attendee list. Tap the **Attendees** icon.
Note that the list may take 5-10 seconds to fully load due to the number of attendees.

2. Send a request. Find the person you want to share your contact information with by either scrolling through the list or using the search bar at the top of the screen.

Tap the individual's name, then the plus icon to send a contact request. If they accept, the two of you will exchange information.

How to View Your Contacts

1. Access My Items. Tap the menu icon at the top left.

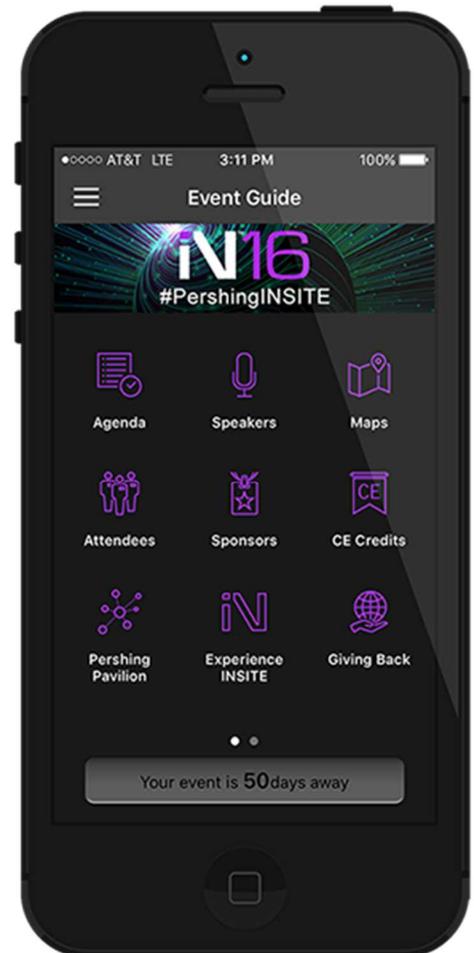
2. Open contacts. Tap the **My Contacts** menu item to view your contacts.

How to Export Your Contacts

1. Open contacts. Tap the **My Contacts** menu item to view your contacts.

2. Export contacts. Tap the icon in the upper-right that is shaped like a box with a down arrow. Tap **Export All**.

Contacts will be saved to your device as part of an INSITE 2016 group in your device's default calendar.



Marketing Yourself

How to Complete Your Profile

1. Access your profile settings. Tap the menu icon in the top left. Then tap your name at the top of the screen.

2. Add a photo. Tap the **Choose Files** button to either take a photo of yourself or choose an existing one from your device's library.

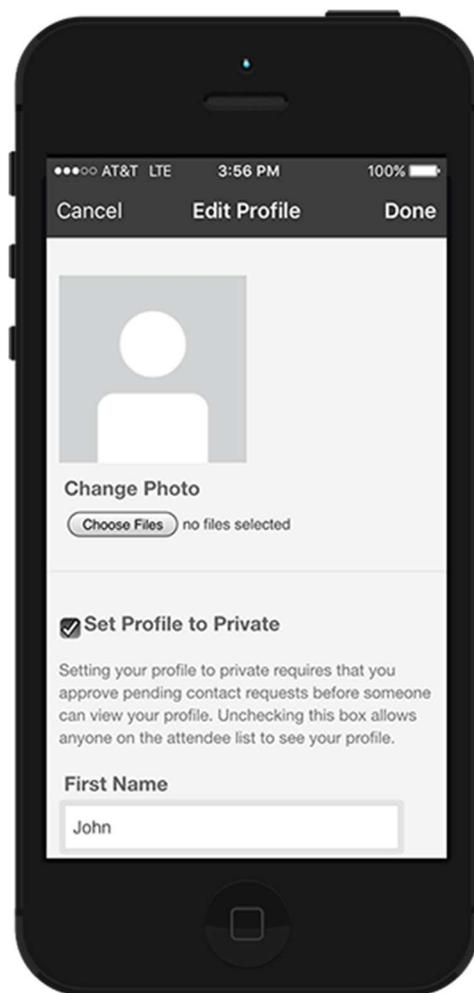
3. Fill out your profile. Fill out the text fields to give other attendees a sense of who you are. You can write a short bio, provide your contact information or direct people to your website or social media accounts.

How to Allow All Attendees to View Your Profile

By default, attendee profiles are set to private. This means that to see an individual's contact information, you must first send a contact request. If you would prefer that all attendees can view your profile, follow the steps below.

1. Access your profile settings. Tap the menu icon in the top left. Then tap your name at the top of the screen.

2. Set your profile to public. At the top of your Profile Settings, make sure that the box marked **Set Profile to Private** is unchecked.



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The Agenda

Conference Agenda

1. Browse the agenda. Switch days by using the date selector at the top of the screen. Scroll up and down to see the sessions for that day.

2. Filter the agenda. Pick and choose which items to view on the agenda by tapping **Filter** in the upper right corner of the agenda screen.

From the filter screen you can choose to view agenda items by **Speakers** or by **Tracks** (themes).

3. Add a session to your personal schedule. Tap the plus icon next to any session to add it to **My Schedule**.

In addition to any manually added items, your personal schedule should be pre-populated with the sessions you signed up for while registering for the conference.

Exporting Your Schedule

1. Access your schedule. Tap **My Schedule** on the bottom of the agenda page.

2. Export. Tap the icon in the upper right that is shaped like a box with a down arrow to export your schedule.

Your schedule will be exported into your device's default calendar.

