



## Conference App Guide

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### **Why an app?**

This year we will be using the app extensively for information, feedback, voting for people's choice awards and networking, along with the opportunity to connect directly with our sponsors and enter competitions.

WACSSO are trying to minimise waste by not producing as many hard copies of documents.

It is a condition of use that confidential or personal information of other users is not shared without permission or misused in any way. WACSSO will not share personal information without permission.

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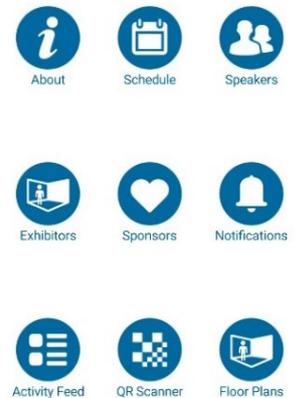
### **Download the app**

For Android: <https://play.google.com/store/apps/details?id=au.com.entegy.igniteportal>

For Apple: <https://apps.apple.com/app/id1226288856>

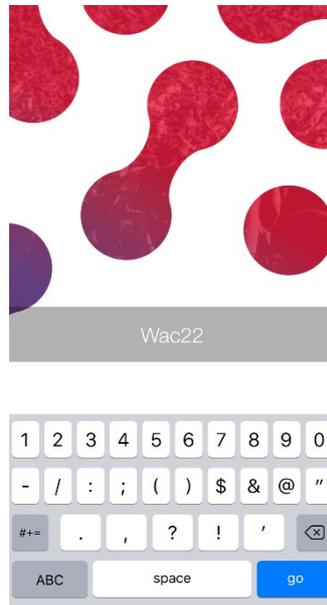
Or search your app store for 'Ignite Event Launcher' (not "WACSSO")

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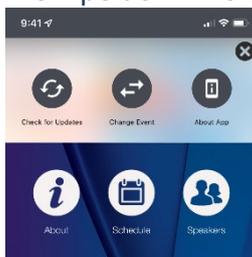
## Choose event

Once downloaded, enter the event code WAC22 – ensure the app has the layout and logo as per the top of the page, if not you may be using the 2021 version.



**Note:** if you downloaded the app last year it might default to the previous version (showing the 100 year logo), please try the following options, if unsuccessful please [contact us](#).

1. Press back arrow top left to go back to choosing the event, select WAC22
2. Swipe down from the top and tap 'change event', select WAC22



3. Click the settings cog at top right and change event. This one can be hard to see because it is white on a predominantly white background. In some cases you may not be able to see the cog at all, you may need to tap in the vicinity. In the case of the screenshot below you can see half the cog on the final zero.



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### **Enter your user details**

You will have received your username and password by email from Debbie Booth, [finance@wacssso.wa.edu](mailto:finance@wacssso.wa.edu) with the first bulk email being sent Friday 26<sup>th</sup> August. You can reset your password via the app or [contact us](#).

You can add your own photo to your profile so fellow delegates can recognise you, access via [settings](#).

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### **Choose options to allow messaging, visibility etc**

All of these options can be changed once you are logged on if you change your mind!

1. Visibility allows other delegates to see that you are in attendance
2. Allowing messaging means other delegates can send you messages via the app
3. Show email and show contact number have the following options:
  - Always
  - To connections – only where you have connected to a person by QR scanning
  - Never

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### **Navigate through the app by swiping**

Navigate through the app by swiping. There are multiple screens with various icons and links to documents. Feedback forms are also available.

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**Register for workshops** – please note you can only register for one workshop on each day. We encourage you to discuss your choice of workshop with other delegates from your P&C, perhaps attending different sessions to enable broader information gathering opportunities to share with your P&C on your return.

1. The front page includes the schedule, opening will display Saturday's timetable, scroll to the 4pm-5:30pm timeslot and click each to view the workshop information.
2. Tap 'Sunday' and scroll to 9am-10:30am timeslot to view workshop information.
3. Exit the schedule and swipe to the last page, tap the icon 'Saturday Workshop' and select your preferred session, then tap "Sunday Workshop' and select your preferred session. Tap 'Submit'.
4. We recommend returning to the schedule and tapping the bookmark icon to the right of your chosen sessions as a reminder.

If you are unable to register for workshops via the app please [contact us](#) for further assistance. Please note that these icons will be removed a few days before Conference, and you will need to [contact us](#) to register.

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## Using the app:

1. Changing settings  
Tap 'My event', Account Settings
2. Accessing Interactive Sessions  
Once the administrator has opened the session go to the schedule and tap the session. Tap the Interactive session box
3. Sending messages  
Tap 'Event Users', search then tap on the person, 'send a message'
4. Receiving messages  
Tap the notification, tap 'messages' or tap 'my event', 'messaging'. Please note that you can't start a new conversation from here, use [Sending Messages](#).
5. Giving feedback on Workshops  
Go to the schedule, open the session, tap the workshop feedback box
6. Voting for your favourite exhibitor  
Swipe to find the icon "Exhibitor of Excellence Award" and tap  
**Please note:** To be in the prize draw you need to have scanned QR codes at all the exhibitor's booths and remember you can only submit once! Submissions must be made by the end of lunch on Sunday.
7. Voting for your favourite student artwork  
Swipe to find the icon 'Student Art Choice' and select your preferred school. You can only submit once and submissions must be made by the end of lunch on Sunday.
8. Giving final Conference Feedback  
Swipe to 'Conference Feedback' and complete the form. You can submit more than once if you have further comments and to be entered in the draw submissions must be made by the end of lunch on Sunday. Each person will only have one entry in the draw regardless of how many times the form is completed. This will be left open for a week so if on reflection you have more information, please feel free to complete again.  
**Please note:** Submission of this form can be anonymous however if you wish to be entered in the draw please do not select 'submit anonymously'.
9. Why scan QR codes?  
QR codes are a way of sending your contact information to others. You can choose to just include your name, or allow your email address and/or phone number to be shared. You can change your choice in [settings](#).
10. Why should I allow sponsors to scan my QR code?  
Sponsors have contributed to the cost of Conference to reduce the cost to delegates and provide you with information. When you chat to our sponsors they may ask to scan your QR code and will be able to note what you have discussed to better service your needs post Conference. If you scan the QR code at their booth then you will have their information but they won't have yours. To qualify for the Exhibitor of Excellence draw you must have scanned the QR code at each sponsor's booth.
11. Why can't I scan QR codes?  
You may need to change the permissions on your phone to allow the app to access the camera. Please [contact us](#) if you need assistance to do so.
12. Why aren't I getting notifications?  
You may need to change the permissions on your phone to allow the app to send notifications. Please [contact us](#) if you need assistance to do so.
13. How do I know where a sponsor is located?

Swipe to 'Exhibitors' and select the exhibitor you would like to visit, tap 'show on map' for the pin. You can also swipe to 'Floor Plans' and choose Exhibitor Layout.

14. My app isn't up to date, how do I refresh?

As we add content your app may need to update, it should do this automatically when you open the app. You may need to 'refresh' or 'update' depending on your phone. Some phones you swipe down from the top to get to the settings, some you select the cog at the top right. Please [contact us](#) if you need assistance to do so.

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### **Contact for more information**

For more assistance using the app please contact Debbie Booth, Finance Officer on 6210 0103 Monday to Thursday or email [finance@wacssso.wa.edu.au](mailto:finance@wacssso.wa.edu.au) or Richard Brand on 6210 0101 or email [training@wacssso.wa.edu.au](mailto:training@wacssso.wa.edu.au).

You can also contact us via messaging through the app, assistance can be provided by:

Debbie Booth (WACSSO)

Richard Brand (WACSSO)

Justin Meharry (The App Guy)

Noting that outside of Conference we may not receive these messages in a timely manner