



Whova App User Guide

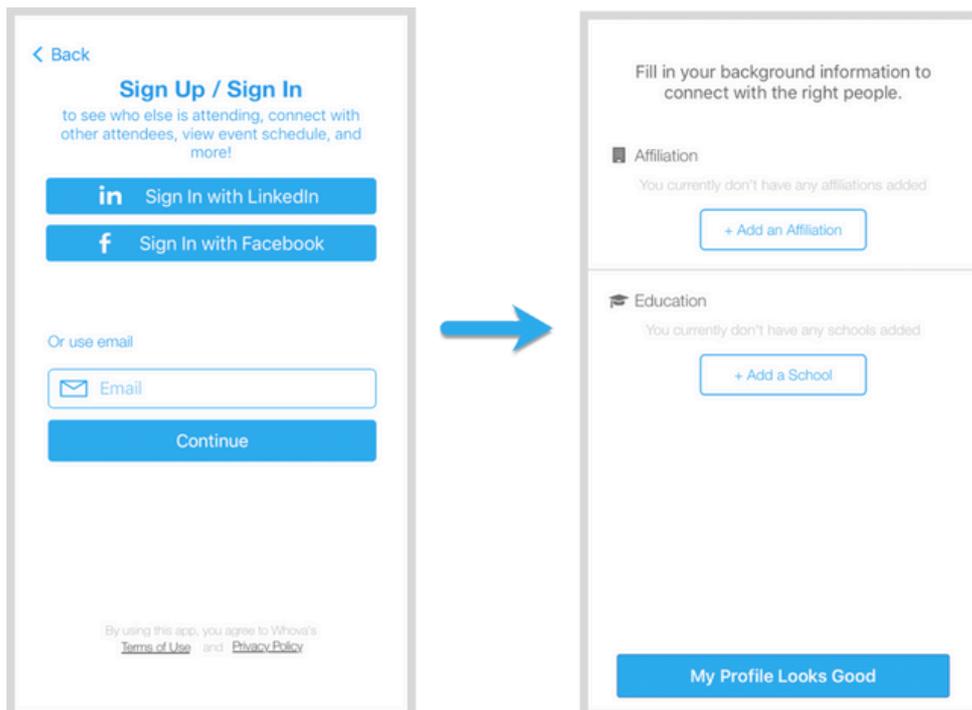
How to Log In

1

Enter the email address you used for event registration or use your social media account. To automatically log in to your event, please make sure to use the email address you used when registering for the event.

2

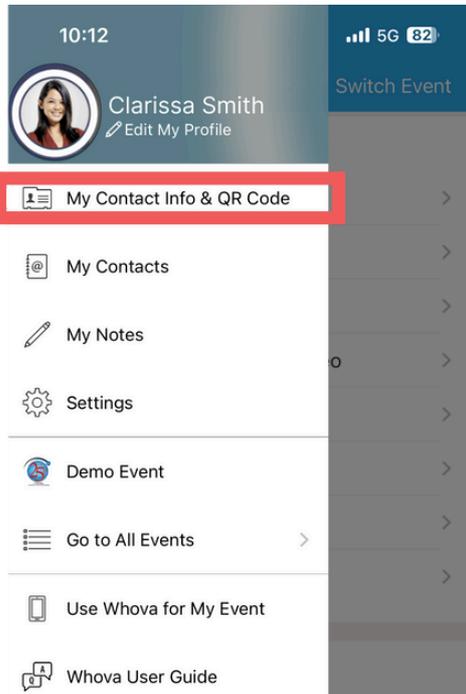
Create a password and type in your name. Edit your profile. Other attendees will use this to network with you.



How to Access the QR Code

1

The QR code will be received on the Whova app after registration. To access the QR code, click your profile icon on the left-top corner of the event “Home” screen and go to “My Contact Info & QR Code.”



Use your QR code to:

- Check in to your event if your event is using Whova's check-in service
- Give exhibitors and vendors your contact info (if your event has exhibitors)

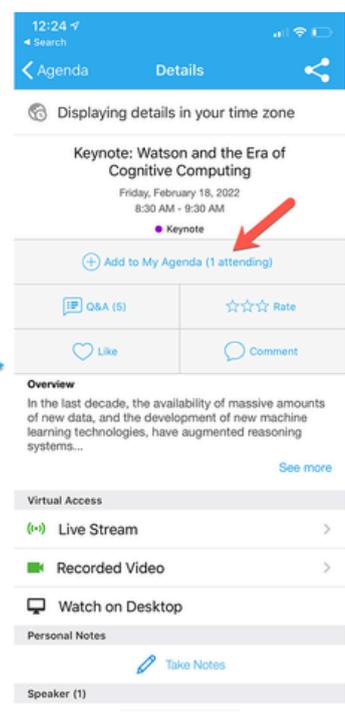
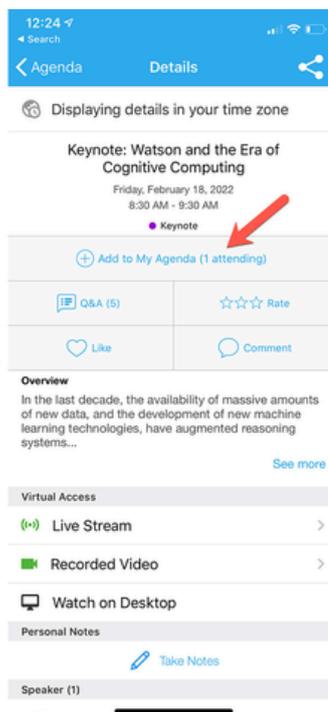
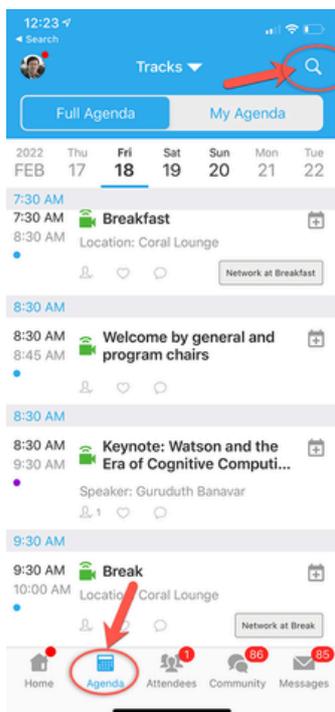


At check-in, you can either provide your name or show the QR code received after registration, and the staff will check you in. Ushers will scan your QR code when you enter the session rooms at ACEF, so please keep it easily accessible.

View the Agenda and Plan Your Schedule



Find the Agenda tab at the bottom of the screen. You should see a list of sessions for that day. You can move through different days by selecting the date on the calendar at the top of the agenda. Browse or search for sessions on the top bar.



2

- If the session is live, it will begin playing immediately upon entering. Otherwise, a message will indicate the scheduled start time.
- If the session hasn't occurred yet, you can click Add to My Agenda to put the session on your own personal agenda and set a reminder.

Use Session Q&A

1

Option 1: On the session detail page, tap the “Q&A” button; on the next page, view the existing questions, vote on the questions you are interested in, or click “Ask a Question” to ask a new one.

2

Option 2: On the event main page, tap “Session Q&A” button; find the session you want to ask questions in, and tap on it.

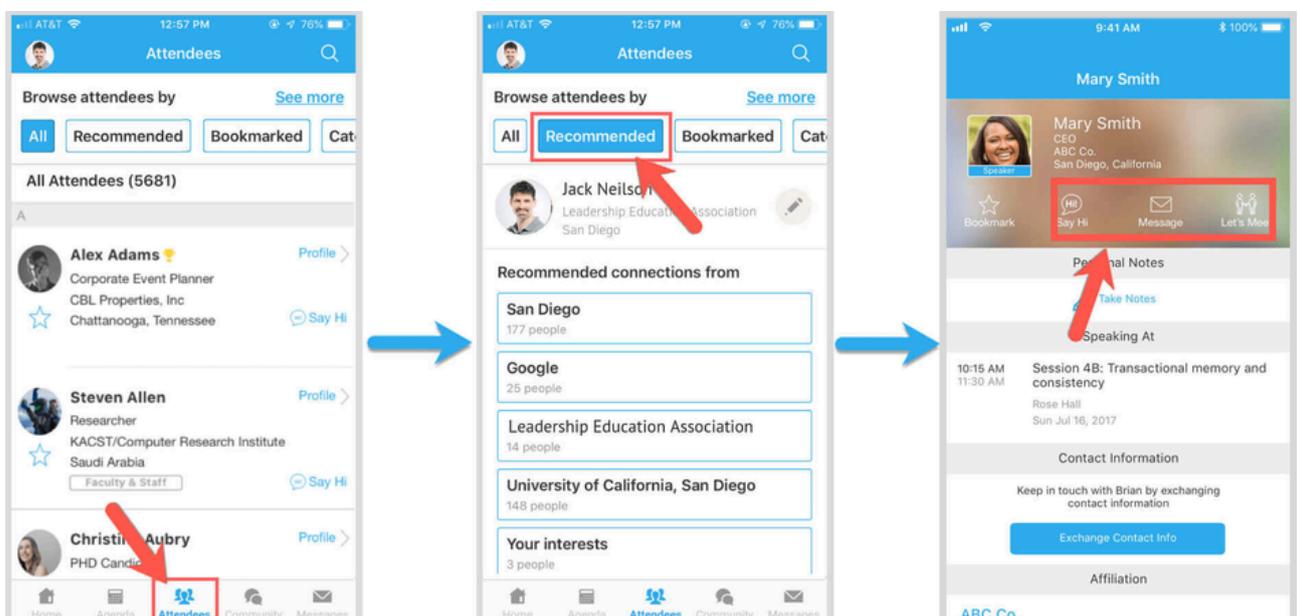
How to Message Other Attendees

1

Click the “Attendees” tab on the bottom of the screen to browse the attendee list. At the top of the page, you can search attendees by keywords such as company name or title. In their professional profiles, you can take notes or request contact information.

2

Say Hi with one click or start a private chat by clicking the Message button. You can convert it to a private group chat by inviting more people.



Join Discussions on the Community Board

1

Click the Community tab (on the bottom of the screen and on the left hand side on desktop). Create a new conversation topic, or tap the topic to join existing topics like “Meet-ups.”

2

Click Follow directly next to the topics on the Community Board that you want to stay up to date with. To find the topics you’re following, choose between three tabs near the top of the page: All Topics, Followed, and New Topics.

