

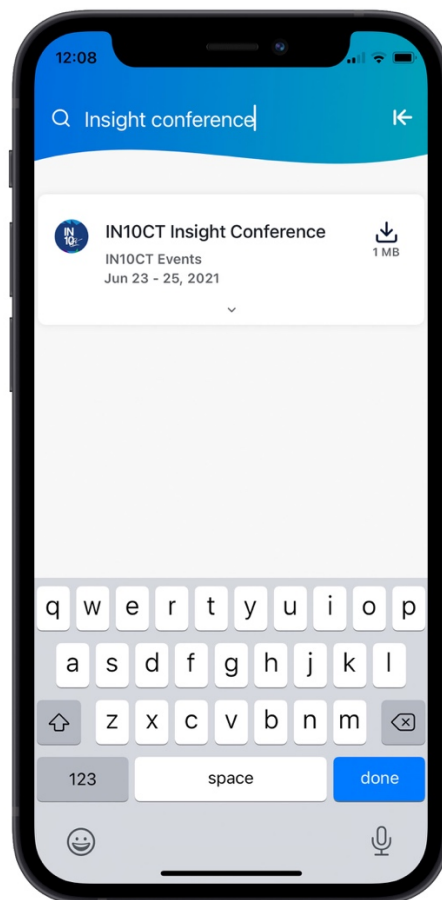
Logging In to the Event App

1 Download the app. On the device you're bringing to the event, access the App Store or Google Play Store and search for the "Cvent Events" app or the custom app for your event. Once you've found the app, download it.

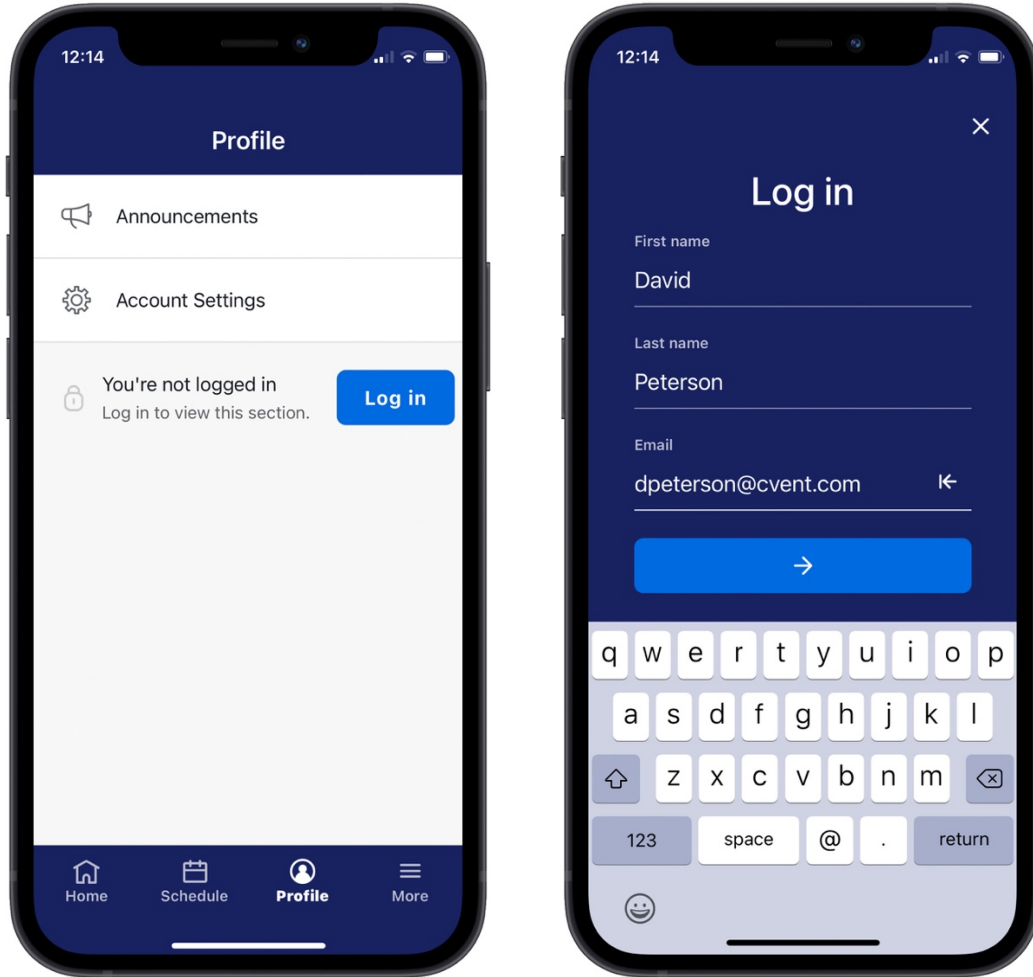
2 Search for the event. Return to your device's home screen and open the app. Enter the event name or event ID in the search bar.

NOTE: Already logged in to another event? To return to the event directory and search for the new event, tap the profile icon at the bottom of the screen to access the Profile tab, then tap **Exit event**.

3 Download the event. Tap the  icon to download the event.

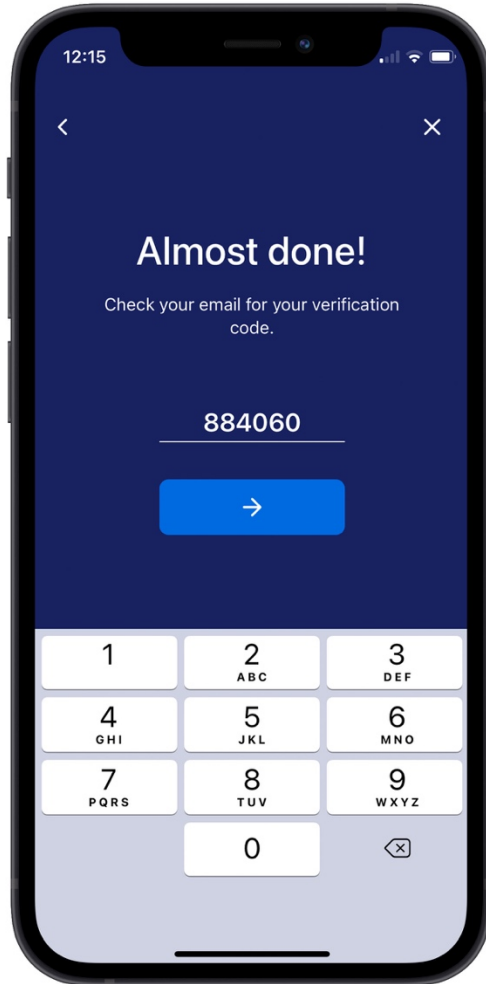


4 Enter your info. If you aren't automatically prompted to log in, tap the profile icon at the bottom of the screen to access the Profile tab, then tap **Log in**.



Enter your first name, last name, and email. Then tap the arrow.

5 Verify your account. You'll either receive an email and text message containing a verification code or just an email. Read it, then return to the app, enter the code, and tap the arrow.



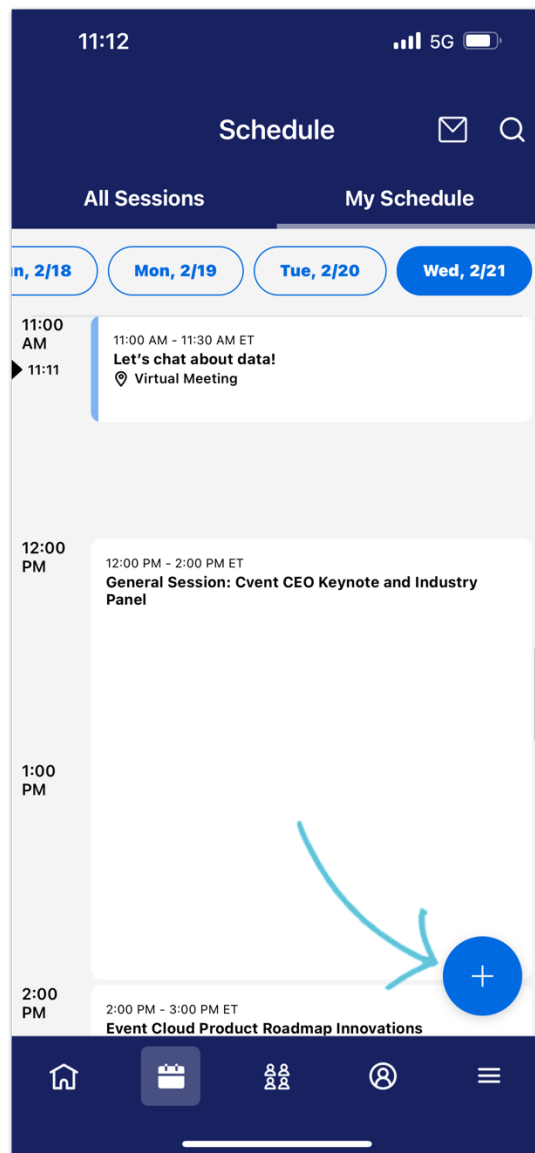
After entering the verification code, you'll be logged in and taken to [the event's Home page](#), or back to the Profile tab.

6 Choose your language, if desired. If applicable, you can change the Event App language. Access this setting by tapping the **Profile** icon, then **Settings**. Select **Language**, then select your preferred language from the list.

Scheduling Appointments from the Event App

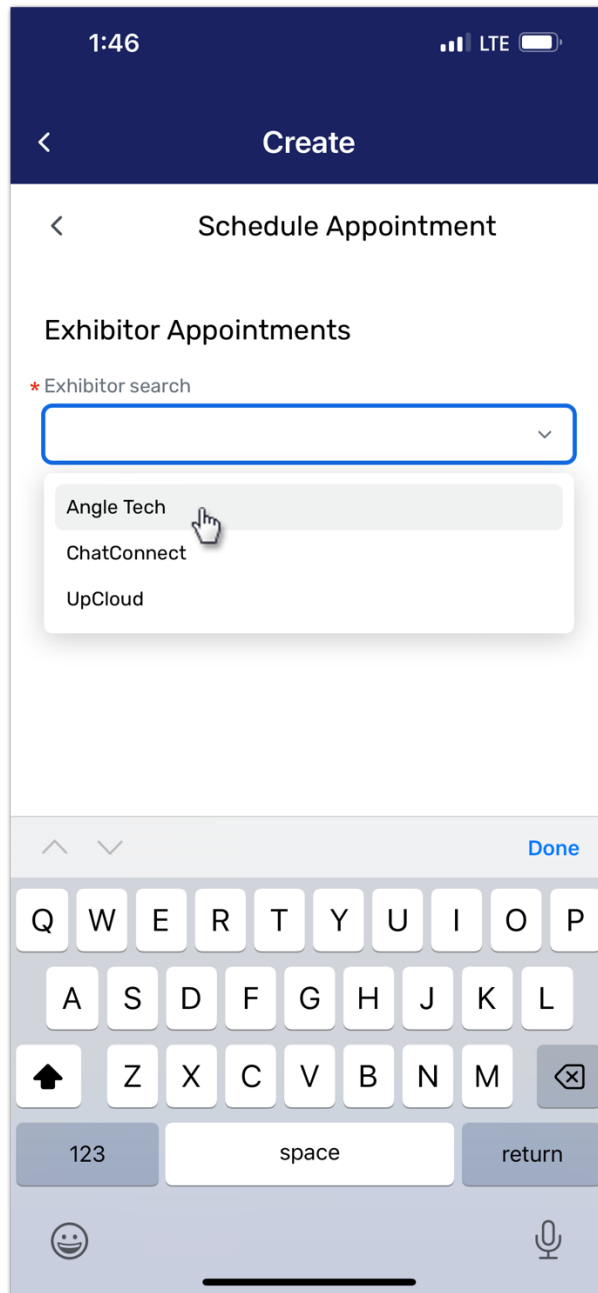
1 Log in to the Event App.

2 Schedule an appointment from your My Schedule. From the bottom navigation bar, tap the Schedule icon. Tap the + in the bottom right to create a new appointment.



3 Enter the details for an exhibitor appointment. Tap the **Exhibitor Appointment** appointment type.

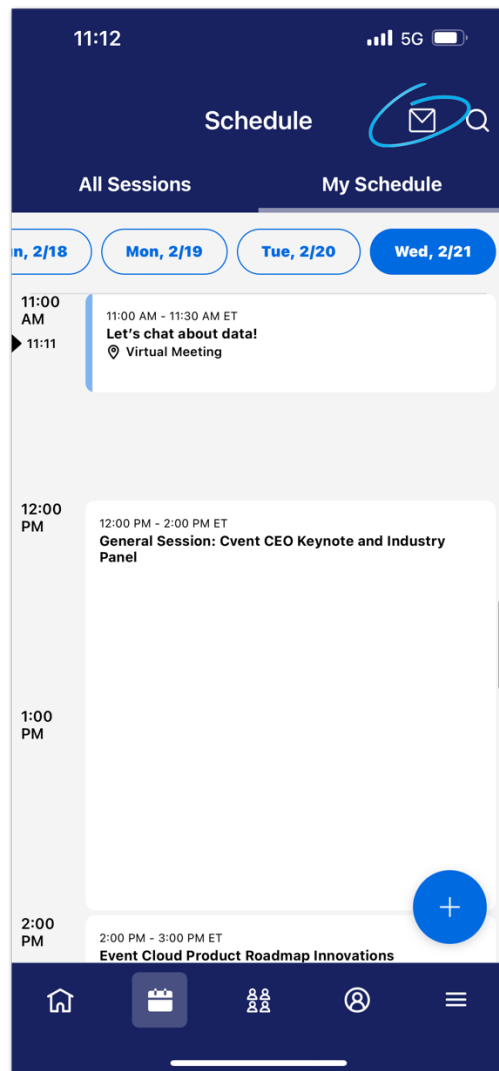
Type the exhibitor's name or use the Exhibitor search dropdown to find the exhibitor you want to meet with. Then tap their name.



Next, pick a time for your appointment. The next available times appear automatically. If you want to pick a different time slot, click **View all times**, then select the time you'd like to book.

Customize the Subject and Message, if desired, then tap **Book appointment**.

4 Accept or decline appointment invitations. From the bottom navigation bar, tap the Schedule icon, then tap the envelope icon in the top-right.



Your incoming appointment requests will appear here. Tap the arrow to the right of an appointment. Tap **Accept**, **Decline**, or **Propose New Time** to change the appointment status.

NOTE: You can also schedule an exhibitor appointment by visiting their profile from the EXHIBITOR LIST either via clicking on the **Exhibitor** button on the event app front page, or by clicking “Exhibitor” on the **More** page (last icon on the navigation bar).

1 Select the Exhibiting company you’d like to meet. Click their name to see their profile.

2 Schedule an appointment from Exhibitor’s Profile. In the profile, click on “Schedule Appointment” to create an appointment.

3 Enter the details for an exhibitor appointment. The next available booth staff will be automatically selected. If you wish to visit with another booth staff, click on the **Booth Staff** drop down menu to see available booth staff members.

Next, pick a time for your appointment. The next available times appear automatically. If you want to pick a different time slot, click **View all times**, then select the time you'd like to book.

Customize the Subject and Message, if desired, then tap **Book appointment**.