Login

To login to the GCSAA Conference App you will use the **email address used to register and your first name**. <mark>First name is case sensitive for example Becky = correct, becky = incorrect.</mark>

- *If you have log in issues, please contact member services or visit registration on site.*

Some iPhone users may see login and password labels instead of email address and first name.

Login = Email address
Password = First Name
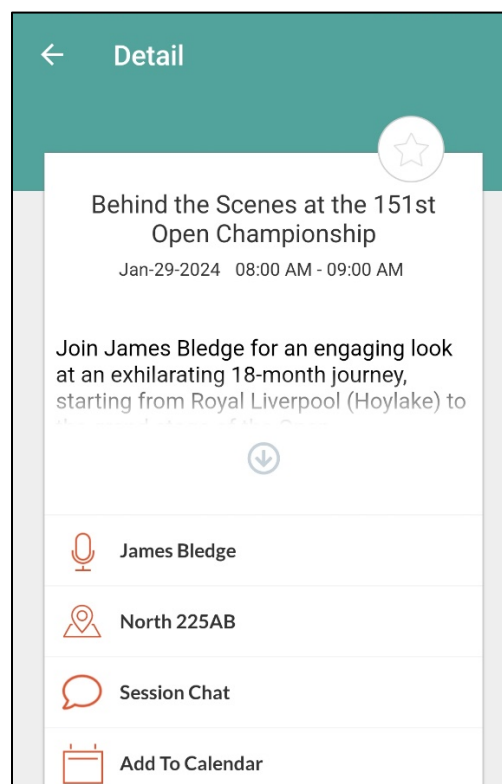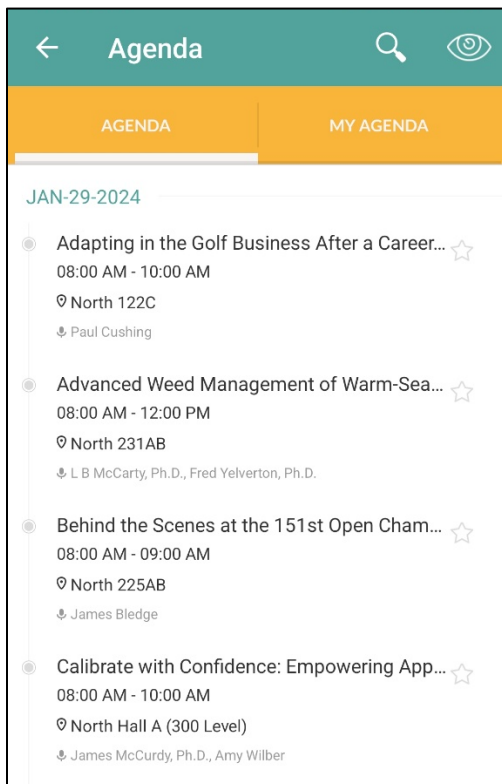
Agenda

The complete conference schedule can be found under "Agenda". To add events to your personal calendar, click on "Add to Calendar".

If you have registered for a seminar, that information will appear in "My Agenda".

My Profile

The "Discoverable" option allows you to decide if registrants can find you using "Chat". Switch to the left to turn off the "Discoverable" option.

Edits can be made to My Profile including adding a photo. Once an edit has been made updates from our database will stop and you will be in control of the information.
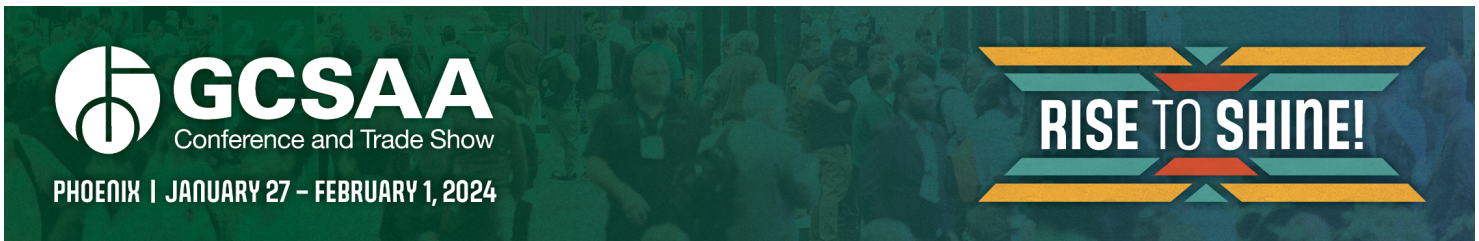
Chat

This is an in app messaging option.
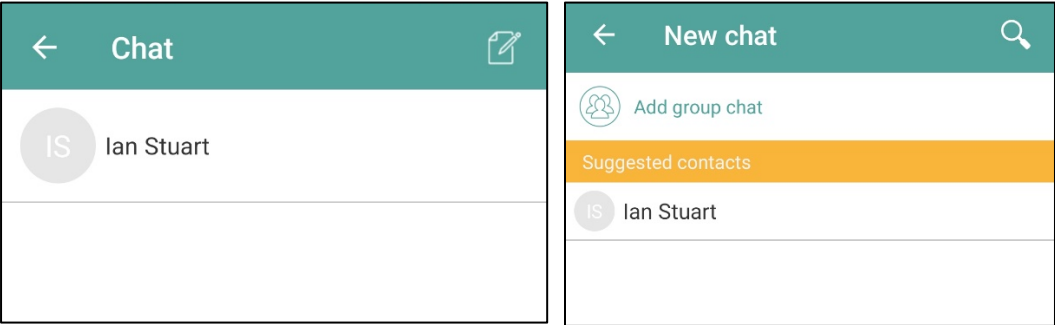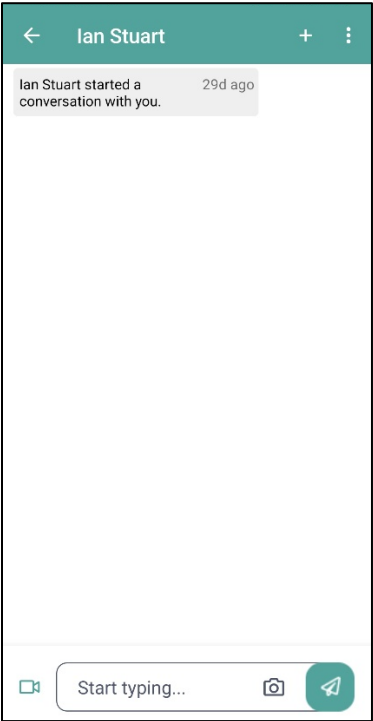
To start "Chat", select the pencil/paper icon. Registrants you have already connected with will be listed. Select the search icon to find a new registrant.

Video call and picture sharing in Chat

To start a video call, click on the video icon bottom left. To share a photo, click on the camera icon in the bottom right.
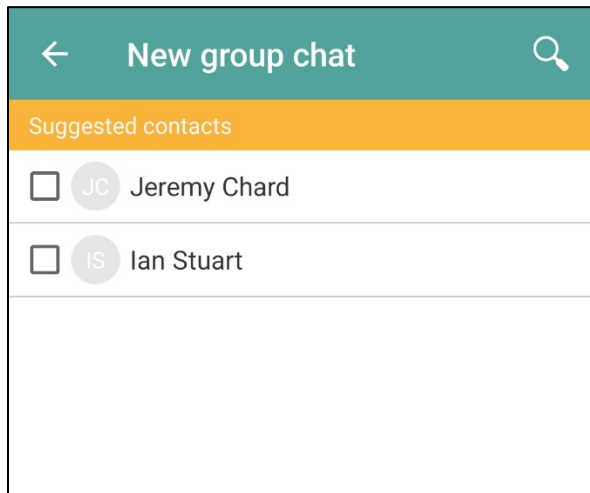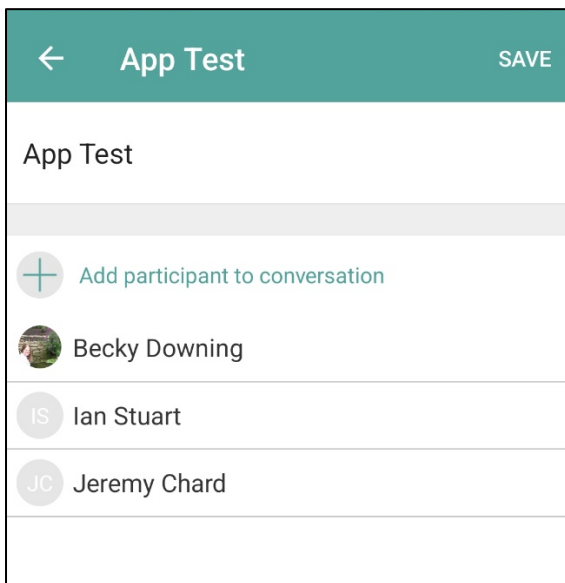
Group Chat

For group chat select the "Add Group" chat icon.

Registrants you have already connected with will appear. The search icon will allow you to find new registrant.
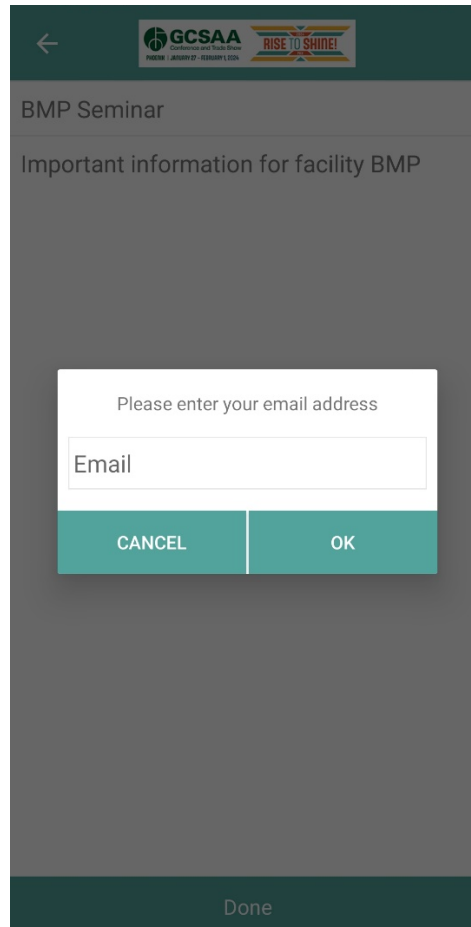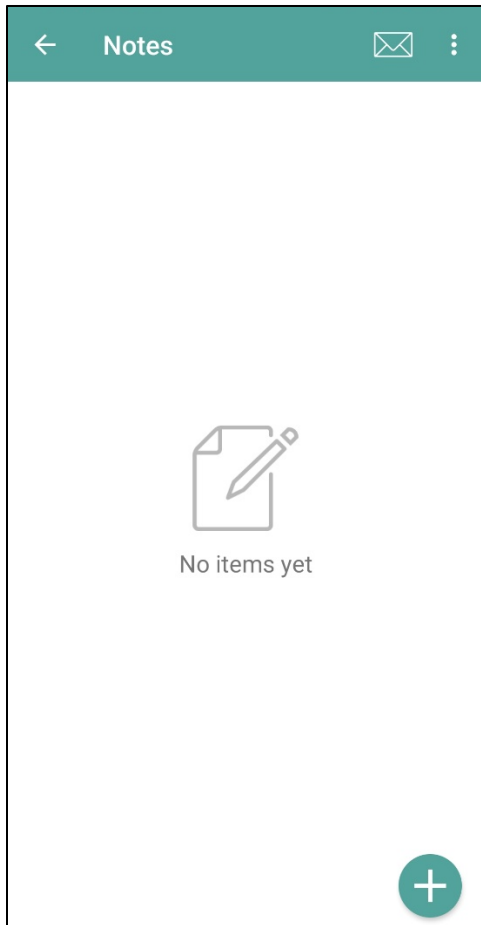
Select at least one registrant to start group chat. Add a name for group and then select "Save".

Once the group has been saved, select the plus icon to add other registrants and search for names.
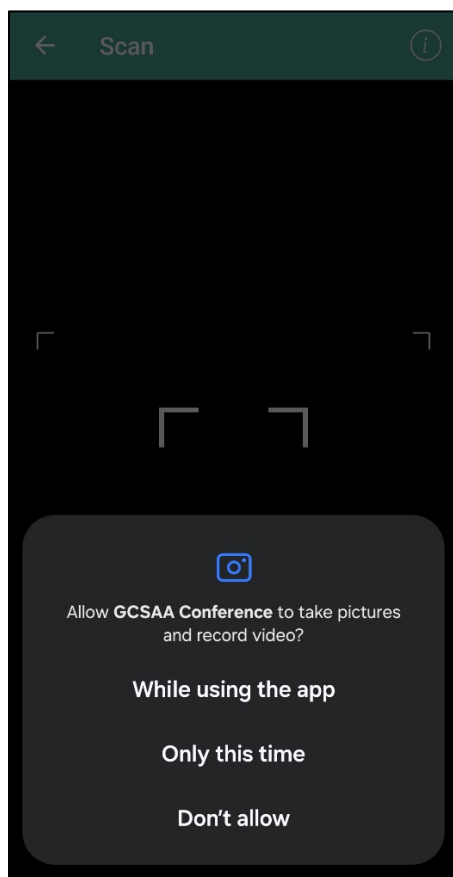
Notes

Select the plus icon to add a note. Once you are finished with your note, you will be prompted to enter an email address.

Camera Permission to Scan Barcodes

If you camera is not scanning the QR codes in the Scan2Win section, you may need to allow the application access to the camera. When accessing the QR Code for the first time, a message will display that will say something like "Allow GCSAA Conference to take pictures and record video?" Select the option "While using the app".

Android Example   **iPhone Example**