



“Eventleaf Guide” APP Tutorial

(ICGFM’s New Conference APP)

1. Download the “Eventleaf **Guide**” APP on your mobile device(s).
 - a. You can do so using the information in your confirmation email for registering for the ICGFM Winter Training Conference. Within that email there is an option to download the Eventleaf Guide APP.
 - b. You can also visit the Google Play Store, the Apple iTunes Store or the Microsoft APP Store for Windows to download the Eventleaf Guide APP for your mobile devices.
2. Once you have downloaded and installed the Eventleaf Guide APP click **OPEN**.
3. When the APP opens, go to the bottom of the screen and click **SIGN IN**.
4. Click **REGISTER HERE**.
5. Input the email you used to register for the conference, your first name, last name, and password then confirm your password and click **REGISTER**.
6. You will receive an Activation Email sent to the email address you input – sample below...

Hello,
Click on the link below to verify your Eventleaf account.
<https://www.eventleaf.com/Account/SignUp/VerifyAccount?token=LnrZsmgkznhdOJ5LN02qHA2>
Verifying your email address will allow you to use all the features of your Eventleaf account. Email verification will also add an additional layer of security to this account. Thank you for using Eventleaf and please contact us at support@eventleaf.com should you have further questions.
Sincerely,
The Eventleaf Team

7. Click on the link provided in the email to verify your account.
8. Return to your Eventleaf Guide APP and **SIGN IN** again using your email and password.
9. Welcome to the ICGFM Conference APP. You will be able to access any event you have registered for. You will be able to navigate the app which will be used for the following:
 - Polling (instead of previously used Turning Point)
 - The Conference Program
 - Notifications
 - Attendees who chose to be public
 - Session Information
 - Sponsor Information
 - Event and Venue Information
 - Connect with other attendees