



2015 FMI Energy & Store Development Mobile App FAQs

DOWNLOADING

1) How do I download the app?

- iPhone and iPad users—search “**2015 FMI ESD**” on the Apple App Store.
- Android users—search “**2015 FMI ESD**” on the Google Play Store.
- Blackberry, Windows, laptop users—go to this address:
<https://fmiesd15.gatherdigital.com>

Or, download the app by scanning one of the QR codes on the on-site materials. You will need a QR reader to do this (different versions are available in most phones’ app stores).



APP FEATURES

2) Menu

The main sections of the app can be accessed from any page within the app by clicking the **menu icon** in the upper left-hand corner (looks like three horizontal lines on top of each other).

3) Program

In the **Program** section you will be able to access session times, room locations, speaker information, session descriptions, and links to presentations. You can **Filter** the sessions by track by clicking on the **funnel icon** and selecting a specific track to see its relevant sessions.

4) My Schedule

You may add sessions and other conference activities to the **My Schedule** section by viewing the activity on the program section and then clicking on the “**My Sched**” button at the top of the screen. To view your selected activities view the **My Schedule** section. You may also set up personal events by selecting the **pencil icon**.

5) Speakers

For speaker information visit the **Speakers** section in the Menu. Alternatively, if you select a certain session from the program, you can click on the speaker to pull up their detail page.

6) Attendees

View the full list of conference attendees here. Please note, we only include names, job titles, organizations, city and state. Additional information is added by the attendee at their discretion. Use the **magnifying glass** icon at the top right to search for a particular person. Use the panel at the top to sort attendees by **Name**, **Org**, or **State**.

7) Info

Find helpful information about FMI, the mobile app, specific conference events, and hotel and travel details.

8) Messages

We will periodically send you messages throughout the event. View these messages by clicking **Messages** from the Menu. A red flag will appear next to the icon when there is a new message.

If you are logged in (see #13) you can message other logged in attendees through the app. From the messages page, click the **pen and paper** icon on the top right, select the attendee, and write your message. Note, only attendees who have logged in will display. You can also message an attendee directly from the attendee list. Select the attendee, click the pen and paper icon on the top right, and write your message.

9) Photos

Use the **Photos** tab to post photos and comment on other attendees' photos (you must be logged-in to do this, see #13). **To share a photo:** click the "plus" icon on the top right, select "use last taken photo" "take photo" or "choose from library", add an optional caption, and click "save". **To comment on someone else's photo:** click on the image, add comment in the "new comment" box, and click send.

10) Map

If you select a certain session, you can click on the **map icon** (looks like a drop pin) to pull up the floorplan map and see a drop pin on the room location for that session. Alternatively, you can access the floorplan maps from the **Map** section in the Menu.

11) MRE/Sponsor

View the **MRE/Sponsor** page for a list of sponsors as well as all companies participating in the Manufacturer Retailer Exchange (MRE) including key contacts, websites and company descriptions. Use the **magnifying glass** icon at the top right to search for a company. Use the panel at the top to sort companies by **Level** or **Name**.

12) Presentations

Use the **Presentations** tab to access slides for sessions in which speakers allowed their presentation to be posted. Sessions will be listed in chronological order by day. Toggle through the different days using the panel at the top. Alternatively, if you select a certain session from the program, you can click on **View Presentation**.

LOGGING IN, PRIVACY & PROFILE

13) Where/how can I log in?

To participate in attendee messaging, photo sharing, and to edit your profile in the app, you must log in by selecting "Login" at the top of the side navigation bar and then "Request a Password." **You must use the email you used to register for the conference and then check your email inbox for the link to establish a password.**

If you are having problems logging in, check with the registration desk to see what email address you or your company contact used to register you, or find Christina Bittar of the FMI Staff, who can help you manually re-set your email address and/or password.

14) How do I create a profile?

Attendees can create a profile that other attendees can view as well as upload a photo into the app. Go to the **My Account** section to edit your profile or add a photo. Please note: you must be logged in to create a profile (see #13).

15) Is my information kept private?

Your name, organization, job title, and city/state will appear on the attendee list in the app. Please note: No other contact information will be shown, unless you've manually added it to your profile (see #14). Your email address will be stored securely on our mobile app partner's server, solely as a means of enabling you to use the mobile app.