2017 FMI Energy & Store Development Mobile App FAQs

DOWNLOADING THE APP

1) **How do I download the app?**
- iPhone and iPad users—search "**FMI ESD**" in the Apple App Store.
- Android users—search "**FMI ESD**" in the Google Play Store.
- Blackberry, Windows, laptop users—go to this address:
  https://fmiesd17.gatherdigital.com

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) **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.

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

5) **My Schedule**
   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 Schedule**" button at the top of the screen. To view your selected activities, view the **My Schedule** section. Set up personal events by selecting the **pencil icon**. *This feature is only available to attendees that are logged into the app – see #14 below.*

6) **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 to the app (see #14) 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.

7) **Photos**
   Use the **Photos** tab to post photos and comment on other attendees' photos **(you must be logged-in to do this, see #14). 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.

8) **Sponsors & MRE**
   View the **Sponsors/MRE** 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**.

9) Attendees (name/title/company)

View the full list of conference attendees here. Please note, the unprotected attendee list just includes names, job titles, and organizations. Additional information is added by the attendee at their discretion (see #14). 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** or **Org**.

10) Attendees (complete with contact information)

To review the attendee list with contact information, go to the **Info** section; then click "Attendee List". You'll need to use a special password, which will be provided on-site, to access the attendee list.

11) 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.

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**.

13) Info

Find helpful information about FMI, the mobile app, attire, antitrust, and links to sponsor white papers.

LOGGING IN & CREATING A PROFILE

14) Where/how can I log in?

To participate in attendee messaging, photo sharing, and to set up a schedule and 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.

15) 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 #14).*

SOCIAL Q&A

You can ask questions through the mobile app or "up vote" questions from other attendees in all sessions. To participate in Social Q&A:

1. Click the session you are attending
2. Click the "Click here to participate" link
3. Click the "Ask" button to submit a question

Vote for questions you like by clicking the arrow next to the question.