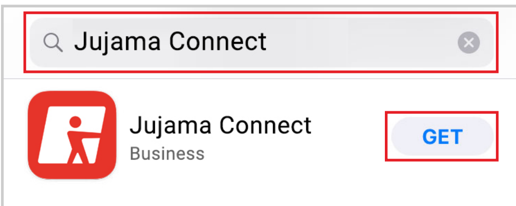
JUJAMA

A User Guide to the Jujama Networking & Event App

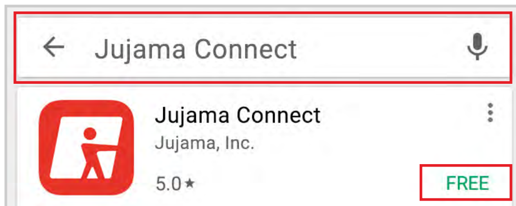
DOWNLOADING JUJAMA CONNECT & FINDING YOUR EVENT

All events powered by Jujama can be easily accessed through a single app — **Jujama Connect.**

From your App Store or Google Play Store, search for “Jujama Connect” to download the app.



iOS App Store



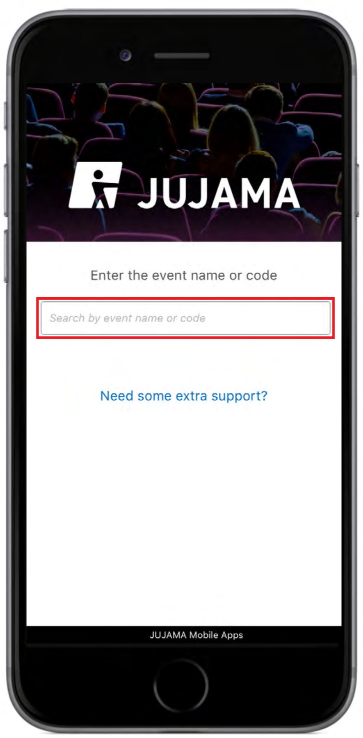
Android Google Play Store

Finding Your Event

To access your event, search or enter the event name or code that was provided by the conference organizer. When you find your event, tap the “GO” button. If you’re attending multiple events, you can manage them from the “My Events” screen.

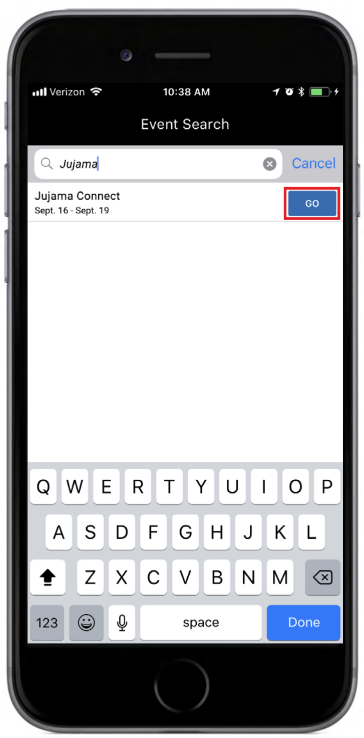
Please note: *Login details will be sent to the email address which was used to register for the event.*

APP ICON



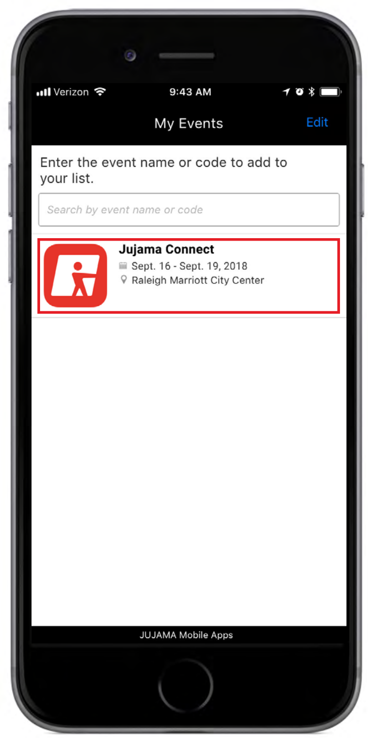
JUJAMA CONNECT

Once downloaded, enter the event name or code into the search bar.



EVENT SEARCH

After searching, tap the “GO” button next to the correct event in the list.



MY EVENTS

Access the event by tapping the correct event block from the My Events screen. Here, you can manage multiple events.

Welcome to **Jujama Connect**, a members only networking application.

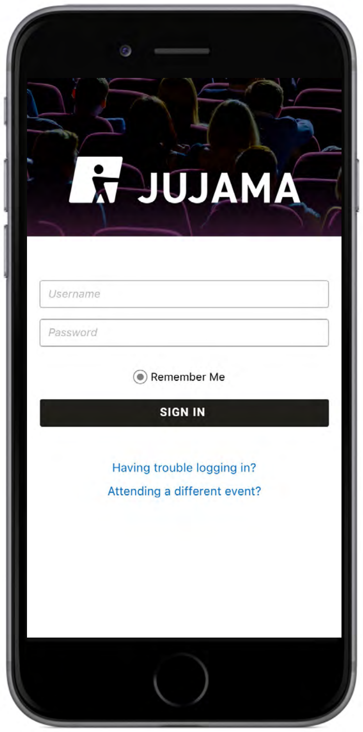
This powerful app brings the event to your mobile device and allows you to:

- Create and maintain a public profile
- Request meetings with other attendees
- Manage a personalized schedule of event sessions
- Send private in-app messages to other members
- Receive important updates and announcements from the conference organization team
- Access event documentation and content

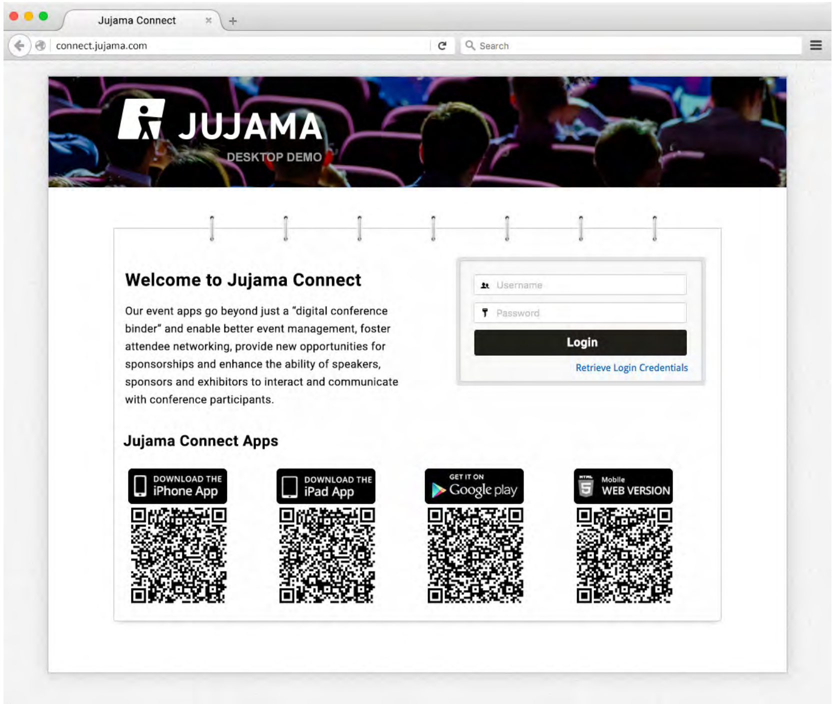
Please note: *Login details will be sent to the email address which was used to register for the event.*

There are two ways that you can access the event app:

1. Via your smartphone or tablet, referred to as the app
2. Online, via your laptop or desktop computer, referred to as the web desktop app



APP LOGIN



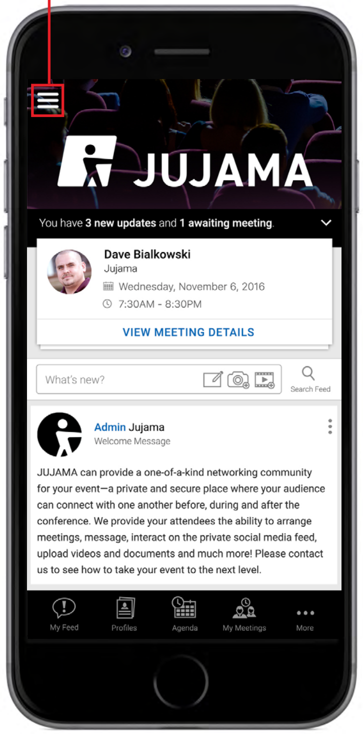
WEB DESKTOP APP

The app menu can be found from the “home” screen or any other screen of the app by selecting the three-line icon in the upper left corner. From this screen, you can see all of the features that are available within the app. When first visiting the app, the best place to start is updating your profile!

Editing Your Profile

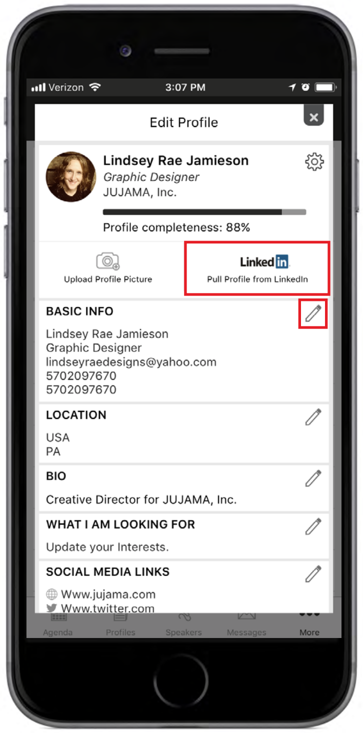
To view and make changes to your profile, select the My Account tab from the menu or access your own profile through the Participants screen. Here, you can change how your profile appears in the attendee list by adding a short biography, uploading a profile photo (file size for profile photos must be less than 4MB), or adding your social media links. To streamline the process, you can choose to import your profile from LinkedIn, as shown below.

Menu Icon



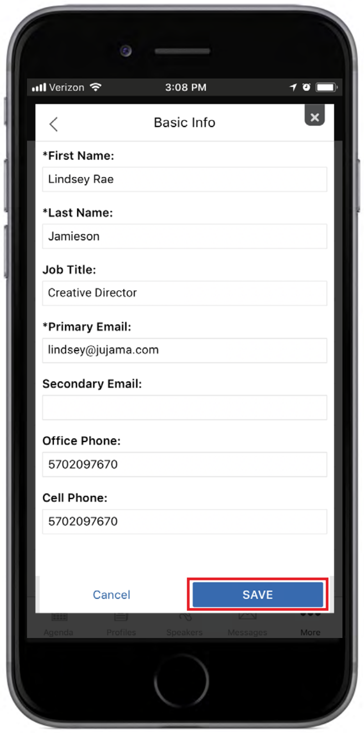
MENU ICON

The three-line menu icon can be found in the upper left corner of every app screen.



EDIT PROFILE

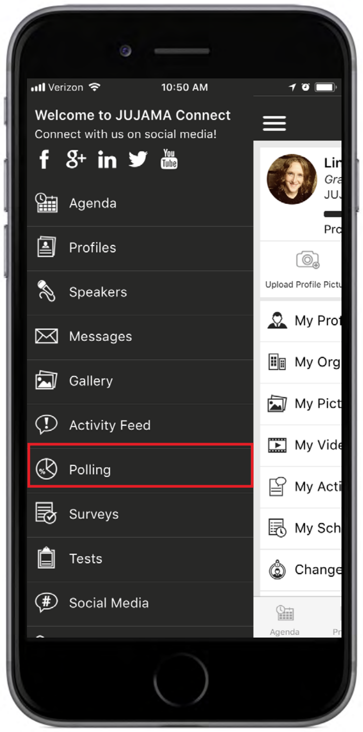
Click the pencil icons next to each block of information or you can pull information from your LinkedIn profile.



EDIT PROFILE

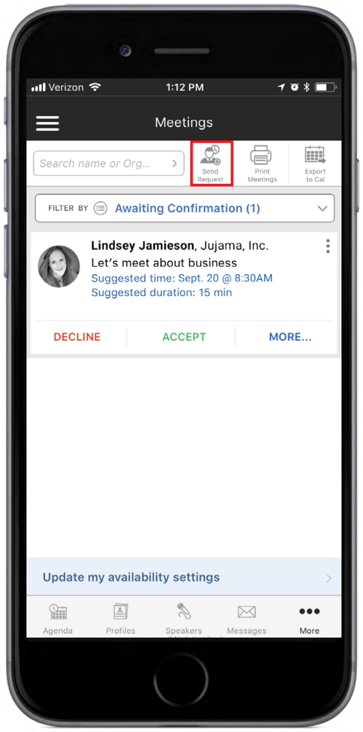
Information can be entered into the fields. Tap the save button after entering information.

To arrange a meeting, click on the Meetings tab from the menu. Click "Send Request". On the next screen, you will be able to select up to 10 people for a one-to-one meeting or group meeting. Once the participants are selected, click the "Add" button to add them to the invitation. You will then need to select and fill in all of the details about the meeting. ***Please note:*** *You will need to select the information in the order in which it appears.* Once the details have been filled in, click the "Invite" button at the bottom. At this time, the invitation will be sent and the recipient will receive an email with the meeting details and will be prompted to log in to respond.



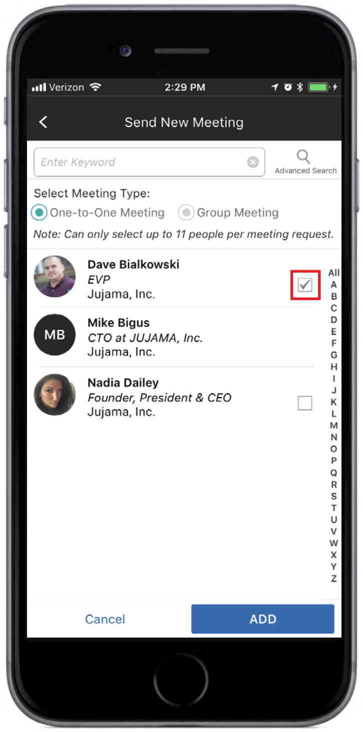
STEP 1

Select the meetings tab from the menu.



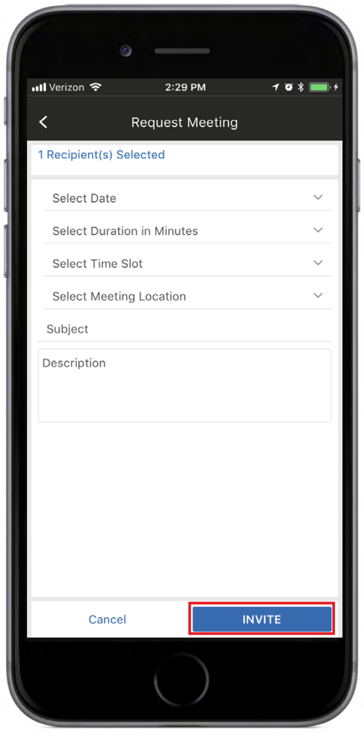
STEP 2

Select "Send Request" from the top menu bar.



STEP 3

Select the participants to add to the meeting request.

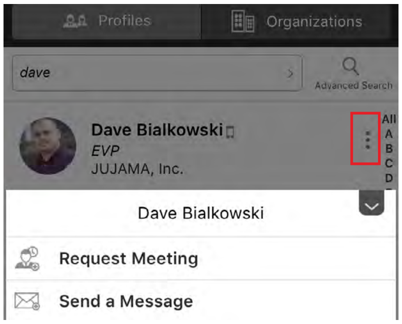


STEP 4

Fill out all meeting details, then click the "invite" button.

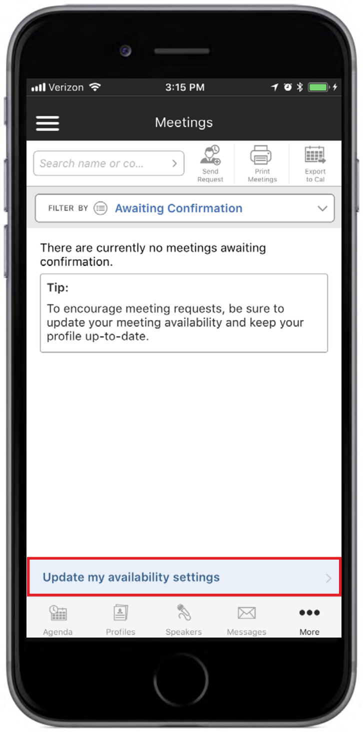
Meeting Tip

You can also request a meeting with a specific person when browsing the "Profiles" section of the app. For this method, while browsing, choose the triple-dot icon to the right of the person you wish to meet with. You will be presented with action items for that person. Select "Request Meeting" and fill out the meeting details as stated above.



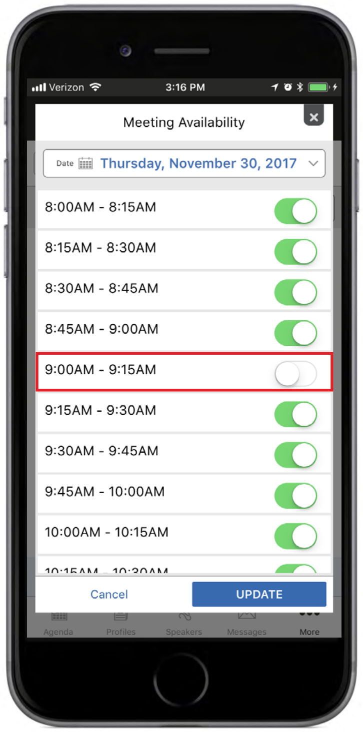
SETTING YOUR MEETING AVAILABILITY

You are able to indicate to other conference attendees what your availability at the event will be. Other attendees will be unable to arrange meetings with you at any times you have indicated yourself to be unavailable. From the meetings tab, choose "Update my availability settings" at the bottom. On the next screen, toggle your meeting availability for each day/time.



STEP 1

From within the meetings tab, select "Update my availability settings" at the bottom.



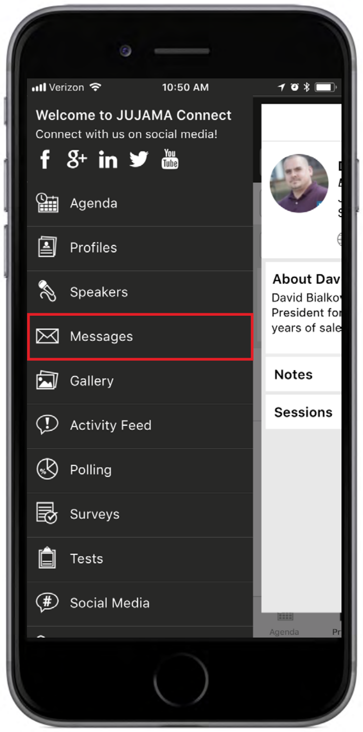
STEP 2

Toggle your meeting availability for each day and time. Please note that the days can be selected from the top.

SENDING A MESSAGE

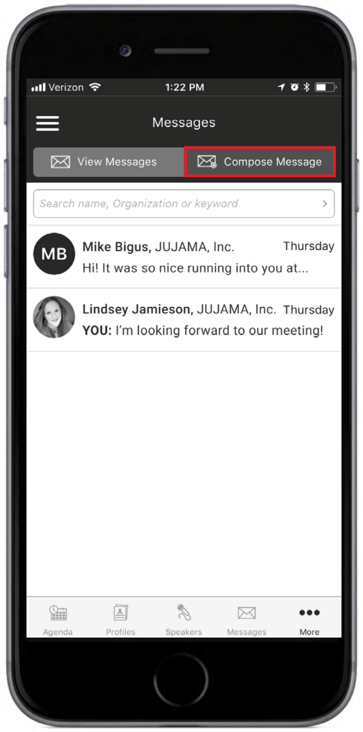
Messages from within the app and web desktop app act as a typical text message. In addition to being notified of a new message within the app, a recipient will also be notified via email that there is a message waiting for them. To send a message to another attendee, click on the Messages tab from the menu. From this screen you will be able to view all your messages and send messages to attendees. Select the “Compose Message” button from the top menu bar. Click the add attendee icon to select the attendee you would like to send the message to.

You can adjust your message settings by going to Notification Settings under the My Account tab.



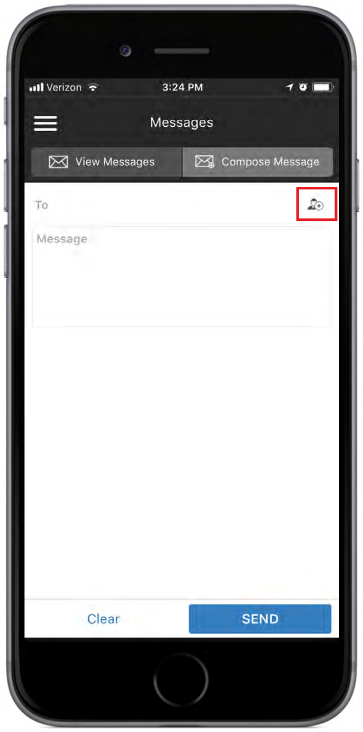
STEP 1

Select the messages tab from the menu.



STEP 2

Select “Compose Message” from the top menu bar.

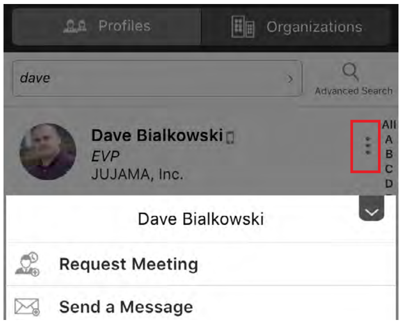


STEP 3

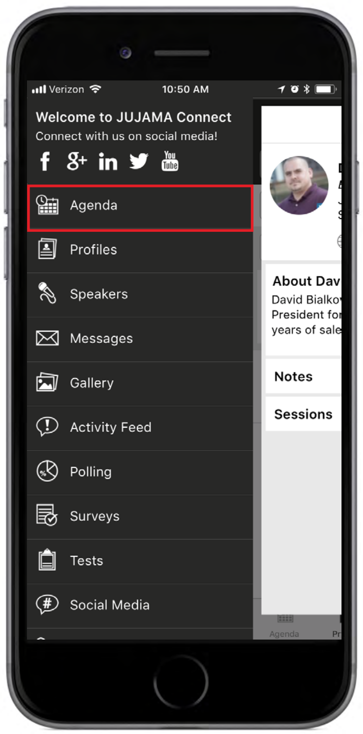
Tap the add participants icon to add the attendee you are messaging.

Messaging Tip

You can also send a message to a person when browsing the “Profiles” section of the app. For this method, while browsing, choose the three-dot icon to the right of the person you wish to message. You will be presented with action items for that person. Select “Send a Message” and compose the message.

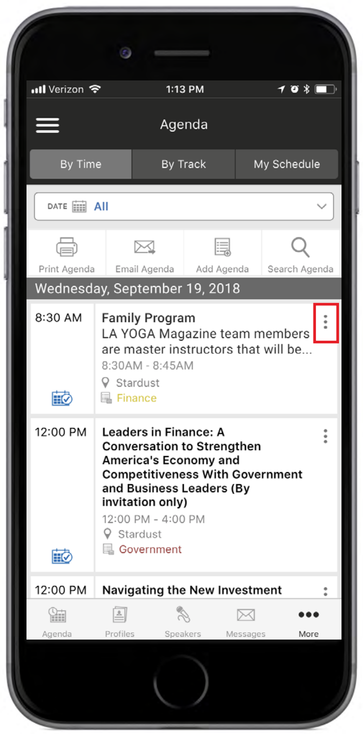


The full event agenda can be found within the app or on the web desktop app. To browse the agenda, you can select the agenda tab from the menu. This will give a complete one page agenda listing that you can browse, print, email, or search. Select from the dropdown to filter the agenda by day. You can select an agenda item for complete item details. Here, you can add it to your personal schedule, set a reminder, and more!



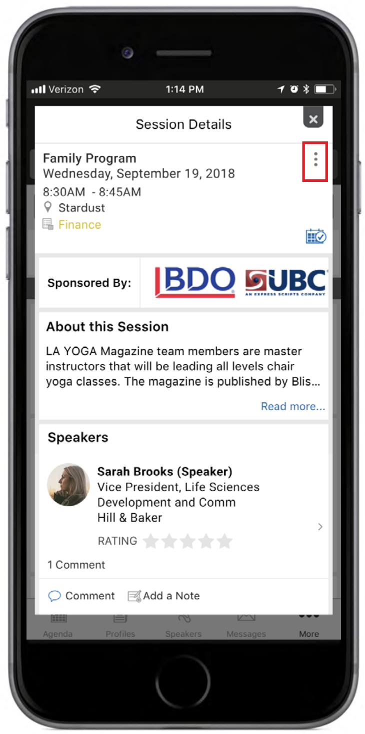
STEP 1

Select the agenda tab from the menu.



STEP 2

Browse the agenda by time, track, and day. You can also choose an action by selecting the triple-dot action icon to the right.

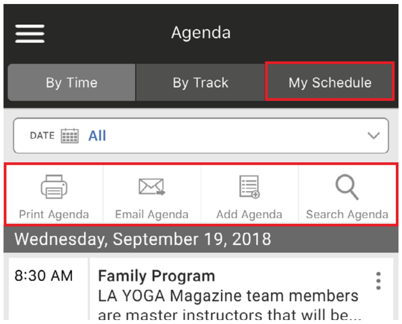


STEP 3

See the agenda item details and select actions around that specific item.

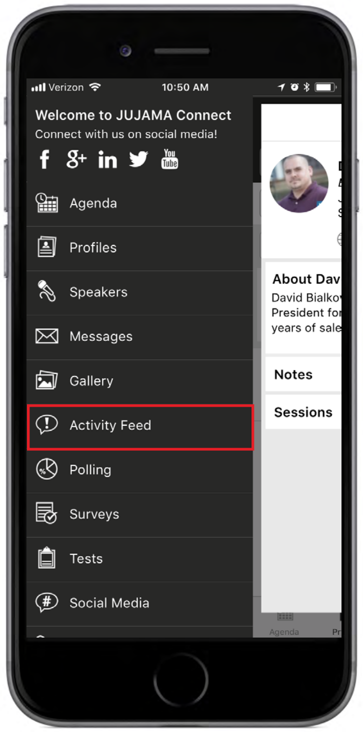
Creating Your Personal Schedule

You can create a personal schedule by adding both items from the agenda list (see above) and also personal items. From the agenda tab, select “My Schedule” from the top menu bar. Here, you can plan your day, then print, email, or export your personal schedule to your device calendar!



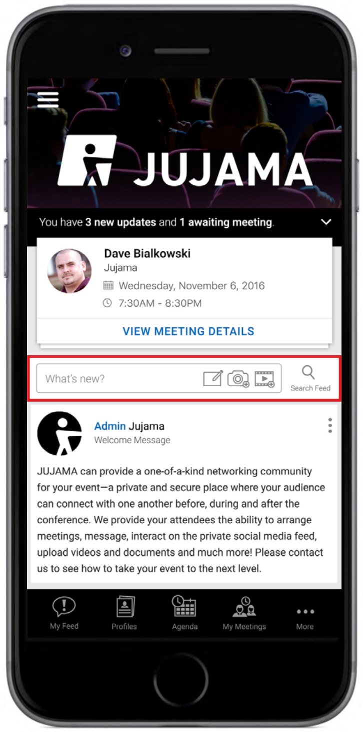
THE SOCIAL FEED

The social feed will have posts, photos, videos, and information from event administrators and other attendees. To get the latest updates and stay engaged, it's recommended that you are active on the social feed. You can choose to post a status update, upload a photo or document, or post a link to a YouTube or Vimeo video. You can also follow, like, and comment on other attendees' posts, which is another great way to network. Use the @ symbol to mention or tag a person or agenda item!



STEP 1

Select the social feed tab from the menu.



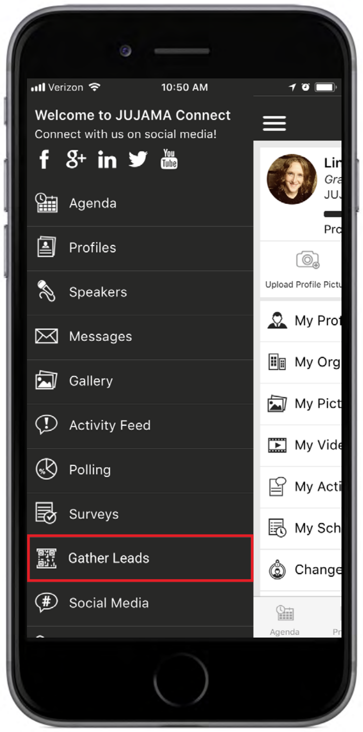
STEP 2

Tap the "What's New" box at the top to update your status, upload a photo, upload a video link, or search the social feed.

STEP 3

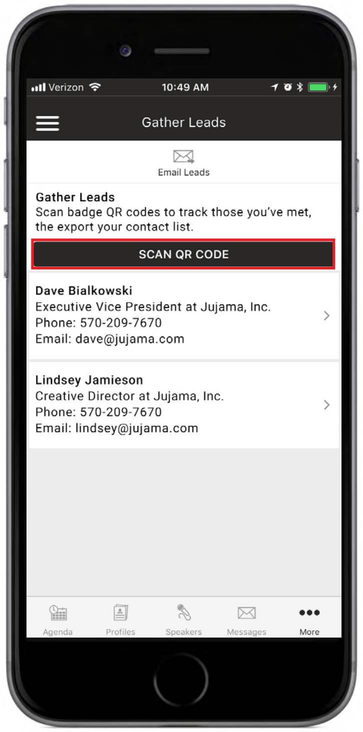
To post a photo or video, tap the appropriate icon on the bottom right corner.

Lead Scanning will allow you to collect leads by scanning another attendee's badge to store their contact information. Gathering a lead via this tool may provide personal contact information that is not available elsewhere on the app for privacy reasons. To collect leads, tap on the Gather Leads tab from the menu. From this screen, you will be able to view all your leads or scan a new one by selecting the "Scan QR Code" button. Your device may prompt for permissions to allow the app to use the camera. After allowing camera access, position the attendee's QR code located on their badge in the center of the phone screen. Once detected, the app will add this new lead to your collection. After the event, export your leads by tapping the "Email Leads" button at the top which will send a list of the leads to the email address on your account.



STEP 1

Select the gather leads tab from the menu.



STEP 2

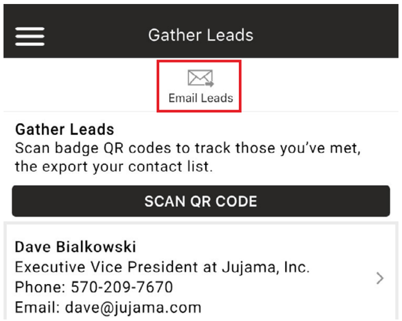
Select "Scan QR Code" from the top.

STEP 3

Allow camera access and center the QR code in the screen.

Exporting Your Leads

It's important to export your leads once you are done collecting. Tap the "Email Leads" button at the top of the screen to receive a list of the leads you have collected to the email address on your account.



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For more information, please email support@Jujama.com or call +1 (570) 209-7670.