

# guidebook

## - MOBILE APP INSTRUCTIONS -

1 Go to

<https://guidebook.com/g/2017uale>

There will be several download options for your specific platform.



2. YOU CAN DOWNLOAD IT IN YOUR APP STORE 3. YOU CAN DIRECTLY GO TO THE CONFERENCE APP IN YOUR WEB BROWSER

OR

2 Open up the Apple, Google, Amazon app store on your device and search for "Guidebook".



1. Once you have installed "Guidebook", open the app.
  - If using an iOS device (iPhone/iPad), it will prompt you to create a login immediately.
  - If using an Android device, you will be taken to the main page of the app first.

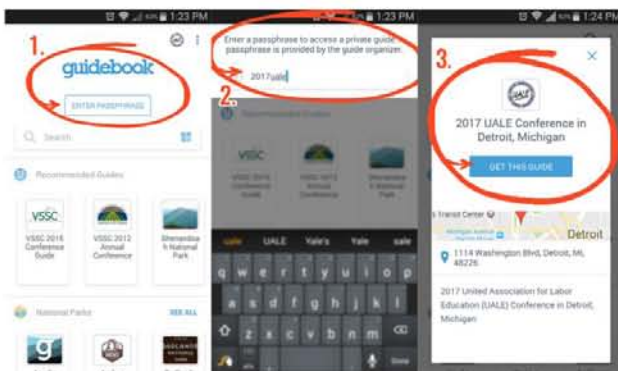
2. Click on Enter Passphrase, type in **2017uale**

3. When the 2017 UALE Detroit conference appears, select Get This Guide.


Once you have the 2017 UALE Conference in Detroit, Michigan selected

4. Login/Sign-up

- On an iOS device (iPhone/iPad), tap the icon in the top-right corner of the app screen.
- On an Android device, open the navigation menu by tapping the icon in the top-left corner. Then, tap on "Log in".
- Follow the on-screen instructions to sign up or log in.



# MOBILE APP MENU

Tap on the  icon in the top-left corner of the screen to access the navigation menu.

## 1. Refresh, Search, And Share -

- You must refresh the guide if there have been any changes made to the schedule.
- You can search the entire conference just by a name or keyword.
- You can share the app with colleagues or others at the conference.

**2. Conference Information -** This includes the hotel address, google map link, and the general conference information

**3. Floor plans of the hotel -** This will help you find the locations much easier

**4. Conference Schedule -** You can see the full schedule at the click of a button

- Each session has a description, including the time, date and the hotel location.
- For expanded info on a session, you just have to click on the title of that session.
- You can switch dates by swiping or selecting the date at the top. (Ex. 1)

**5. Working Groups -** Details of all of the Working Groups.

**6. My Schedule -** You can create your own schedule right here.

- You can add the sessions you would like to attend and build your schedule. (Ex. 2)
- You can setup timed reminders when you add a session to your schedule. (Ex. 3)
- You can also switch between Your schedule and the Conference schedule quickly by clicking on the blue caret by the schedule title (Ex. 4)

**7. Speakers -** You can see every speaker from the conference here, along with their title, affiliation and what sessions they are participating in as well.

**8. About UALE -** Information on UALE's purpose, activities & upcoming events.

**9. UALE Executive Board -** The full Executive Board and contact information

**10. UALE Award Winners -** They are so special that they get their own category.

**11. Upcoming UALE Events -** Information on UALE and its upcoming activities.

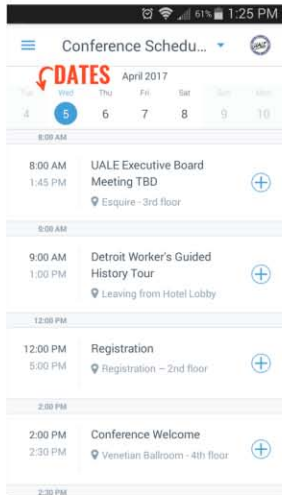
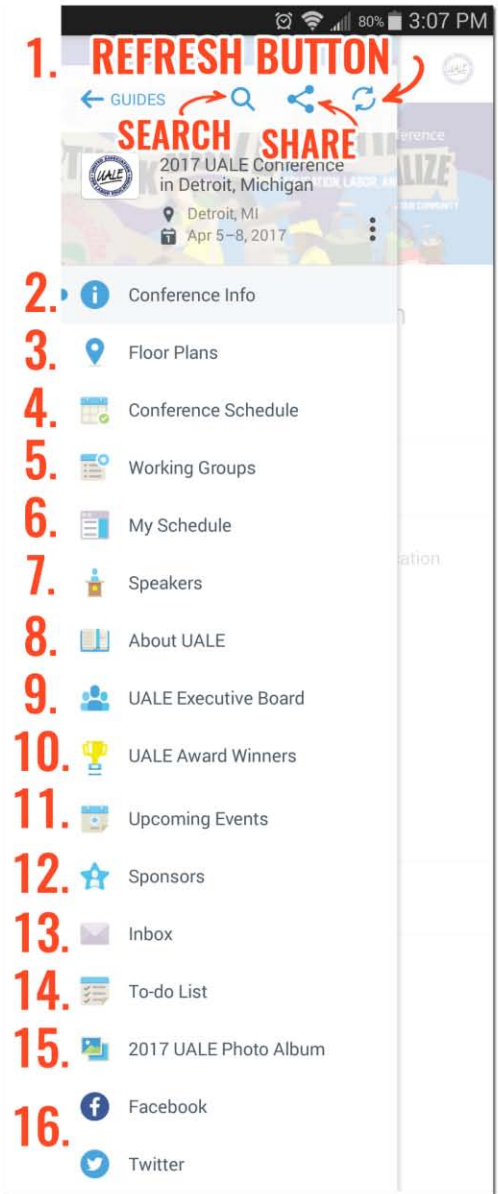
**12. Sponsors -** Special Recognition for UALE's Sponsors.

**13. Inbox -** This is where you will receive any announcements or changes to the schedule during the conference.

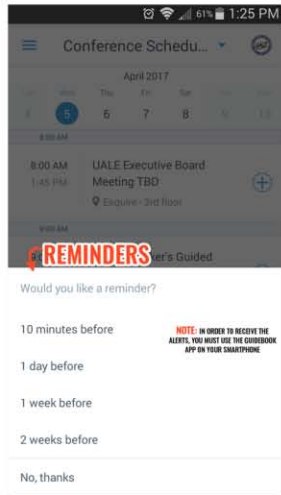
**14. To-Do List -** You have the ability to make your own To-Do List right here in the app. You can make notes; write down ideas, add speakers, etc.

**15. 2017 UALE Photo Album -** Here you can post photos from the conference, photos from the history tours, the various cultural events, etc.

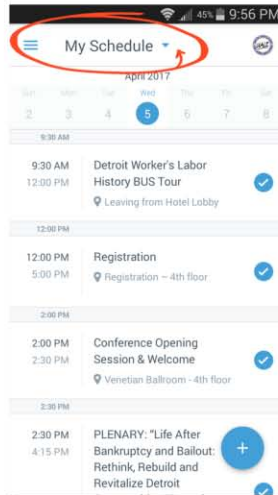
**16. Social Networks -** The app is tied to the UALE Facebook and Twitter accounts.



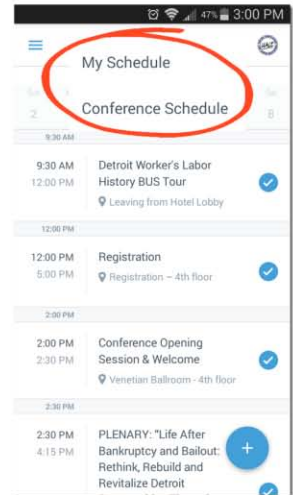
EX. 1



EX. 2



EX. 3



EX. 4



# guidebook

## - WEBSITE INSTRUCTIONS -


Don't have a Smartphone? Prefer to use a laptop?  
You can view the entire conference app on the web.

If you wish to view it on the web and not download the app, you can access the full app on the website instead.

<https://guidebook.com/guide/88088>



### Login/Sign-up

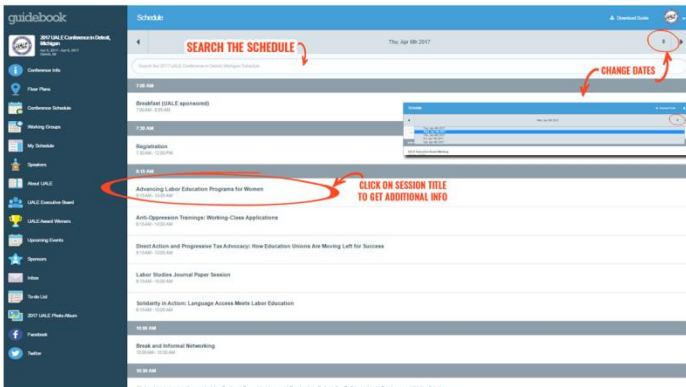
Tap on the  on the upper right-hand side to create an account or login if you already have one.

A screenshot of the Guidebook website interface for the 2017 UALE Conference in Detroit, Michigan. The page features a dark blue sidebar with navigation options like 'Conference Info', 'Floor Plans', and 'My Schedule'. The main content area has a banner for the conference with the text 'RETHINK REBUILD REVITALIZE' and 'EDUCATION, LABOR, AND OUR COMMUNITY'. A red callout box with the text 'CLICK ICON TO CREATE AN ACCOUNT OR LOG IN' points to a user icon in the top right corner. Below this, a 'POP-UP SCREEN WILL APPEAR' callout points to a login/sign-up form. The form includes fields for 'First name', 'Last name', 'Email', 'Password', and 'Confirm password', along with 'Create Account' and 'Already have an account? Log In' buttons.

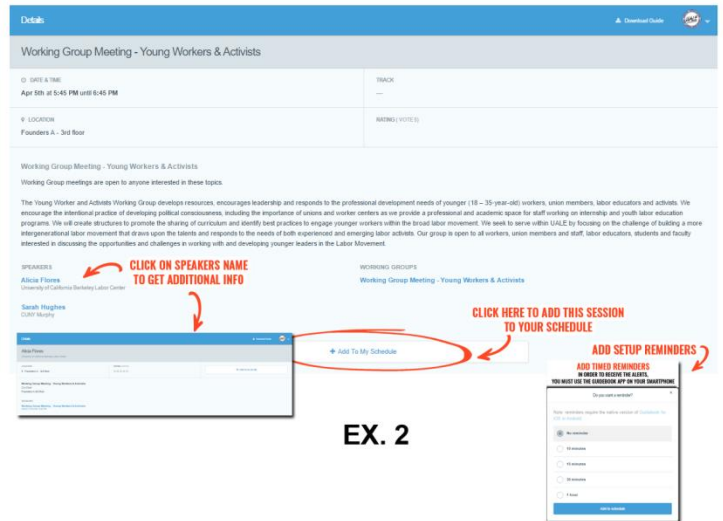
# WEBSITE MENU



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8. **UALE Executive Board** - The full Executive Board and contact information
9. **UALE Award Winners** - They are so special that they get their own category.
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EX. 1



EX. 2