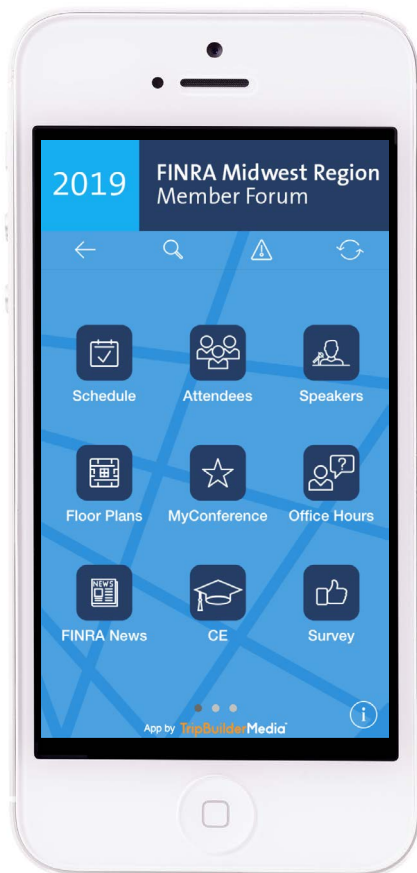


## App Tip Sheet

### Midwest Region Member Forum

Registered attendees are granted access to the app. All materials—including session presentations, handouts and the forum schedule—are available through it.



## App | Log in:

1. Go to the App store on your mobile device (Google Play Store/iTunes App Store).
2. Search for “FINRA’s Events” and then download the app.
3. When the download is complete, open the app.
4. Enter your **user ID** (the email address you used to register for the forum) and **password** (finra1939). If you have previously logged into the app and changed your password, the same password will apply.
5. Click on the “Events” icon and then select “FINRA Midwest Region Member Forum.”

## App | Functionality

Within the app, you can navigate the forum venue, complete the survey and network with other forum attendees.



**Schedule:** See the full event schedule and browse sessions. Select a specific session to access the session description, speaker information and associated materials; ask session-specific questions; and take notes.

▶ **Polling:** To participate in polling, under the “Schedule” icon, select the session name, and then tap the “Polling” icon.

▶ **Session Questions:** To ask a question through the app, select the session name under the “Schedule” icon and click on the “Ask” icon. This will then prompt you to submit your question via email.



**Attendees:** Search for a specific person or sort the entire attendee list by name or company. Email other attendees using the “Let’s Meet” or “Email” icons on the attendee’s details page.



**Speakers:** See a list of the forum speakers. Search for a speaker or tap the speaker’s name to see his or her bio, photo and all of the sessions where the speaker is presenting.



**MyConference:** Mark sessions, attendees, exhibitors, etc., as favorites by tapping the “○” (iPhone) icon or “□” (Android) icon next to each name. From MyConference, you can view your personalized schedule, contacts and your notes.

▶ **Emailing Options:** You can email information to yourself—like notes and contact info—through the app from MyConference. Tap the “Export” button in the upper right corner, then select the items to export, next tap “Send,” and then enter your email address.



**MyProfile:** Enter your contact information through the “MyProfile” icon by clicking on the edit button in the upper right corner. You can choose the information you wish to make public to attendees or keep private and save.



**Floor Plans:** The “Floor Plans” section provides a hotel floor plan for the forum space—use this to easily find the locations of sessions and the exhibitors you want to visit.



**Survey:** Submit feedback on the overall forum experience via the “Survey” icon on the app home page. **Please note:** Once you start the survey, if you navigate away from the page, your answers will not be saved.



**Office Hours:** To schedule an appointment through the app, click on the “Office Hours” icon to see a listing of available appointments, and then tap the “○” icon (iPhone) or “□” (Android) icon next to the listing to schedule your appointment.



**CE:** Learn about continuing education credits offered at the Midwest Region Member Forum.



**FAQs:** Review the answers to the most frequently asked questions.

**HELP:** For assistance with the app, visit the App/CE help desk at the forum.

## Welcome to the 2019 FINRA Midwest Region Member Forum App

We hope you enjoy using our FINRA Midwest Region Member Forum app to help you get the most out of our event. Take a quick look at these helpful app tips.



**SKIP**

**NEXT**



## Personalize It

Mark sessions, attendees, exhibitors, etc., as a favorite by tapping the "O" icon (iPhone) or "□" (Android) next to their name. From MyConference, you can view your personalized schedule, contacts, exhibitors and your notes.



PREV

SKIP

NEXT



## Note It

Take notes on sessions, speakers, exhibitors, etc. Export your notes and lists by selecting "MyConference," tapping "Export" in the upper right, selecting the items to export, tapping "Send," and entering your email.



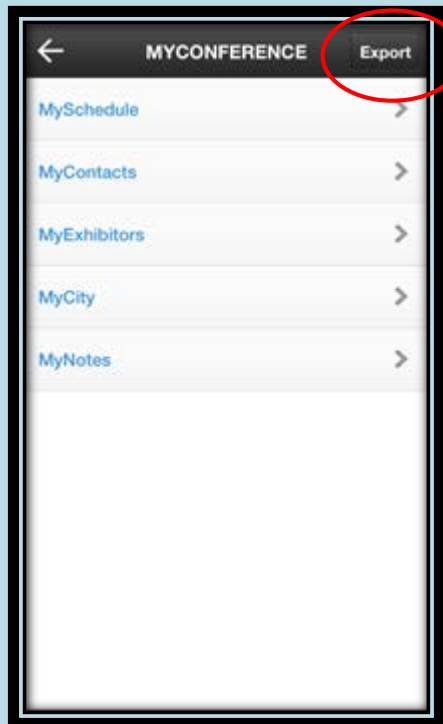
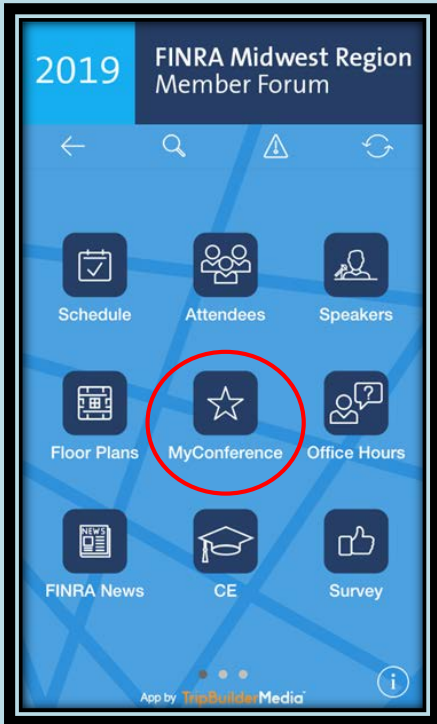
**PREV**

**SKIP**

**NEXT**

# Example

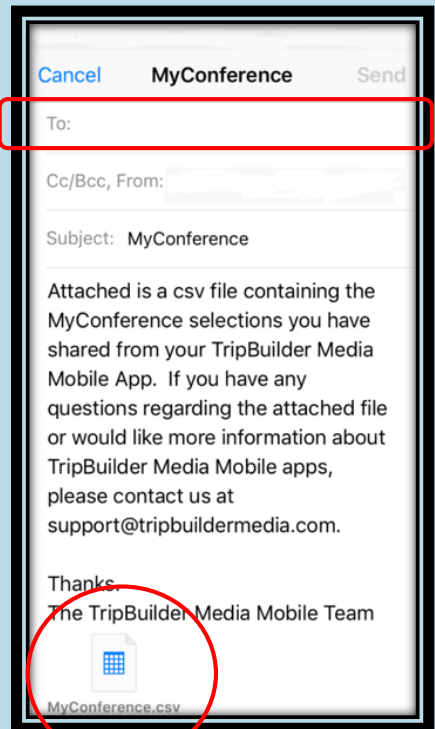
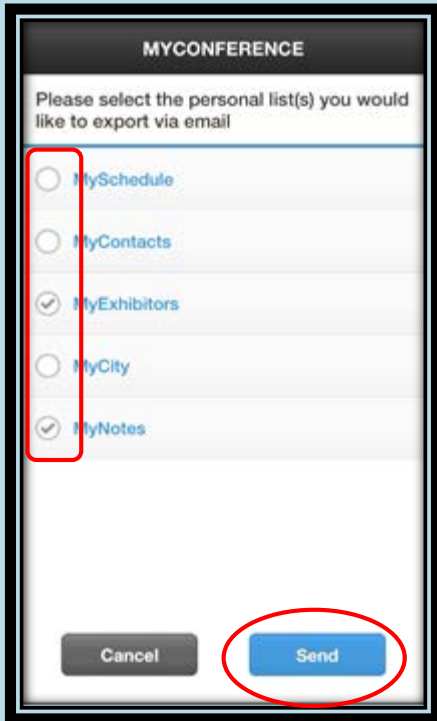
## 2. Tap Export



## 1. Select MyConference

# Example Continued

## 4. Enter email



## 3. Select items & Tap send



## Map It

Easily find sessions and exhibitors by tapping the "Map It" icon located next to their names.



**PREV**

**SKIP**

**NEXT**



## Export It

To view handouts for a session, tap the "Handout" icon on the session detail screen (icon only appears if there is a handout). To export handouts, tap the "Export" icon on the handouts listing page.



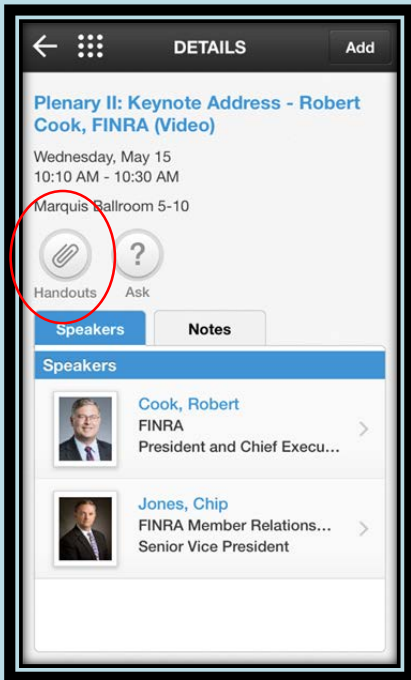
**PREV**

**SKIP**

**NEXT**

# Example

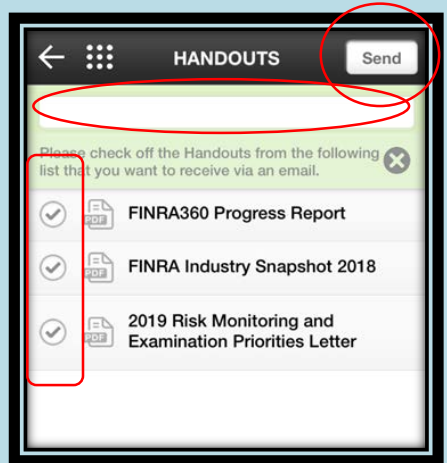
## 1. Select Handouts



## 2. Tap Export



## 3. Select items, enter email & Tap send





## Rate It

Share your feedback with us by completing our in-app survey. To access, tap the "Survey" icon on the home screen. Please note: Once you start the survey, if you navigate away from the page, your answers will not be saved.



**PREV**

**SKIP**

**NEXT**



## Ask It

Ask session-specific questions by going to "Schedule" > Session name and tapping the "Ask" icon at the top of the session details page.



**PREV**

**SKIP**

**NEXT**



## Get Continuing Education Credits for It

This conference is eligible for CFP,  
CLE and CRCP CE credits. Tap the  
CE Icon for more details.



PREV

SKIP

NEXT



## Poll It

Some sessions will have polling. To participate, go to Schedule > Session title and tap on the "Polling" icon (icon only appears if there is polling) at the top of the session details page.



PREV

SKIP

NEXT



## FINRA News

Easily find FINRA news, reports and updates by tapping on the "FINRA News" icon.



PREV

SKIP

NEXT



## Sync It

When there's new info, you'll know. Simply tap the "Sync" icon located on the upper right of your home screen when you see the red "Sync" badge appear.



PREV

SKIP

DONE

# Example

