# ARE YOU CONNECTED?

**NEED WIFI?**
Use the **GUEST** network
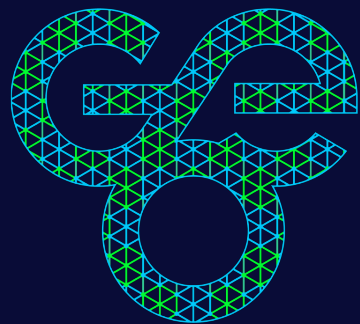
ANNUAL**FORUM**
# NORCAL
17 SEPTEMBER 2025

# A GUIDE TO THE OFFICIAL EVENT APP

FOR ATTENDEES AND SPEAKERS

# NEED HELP?

WHAT'S IN THIS GUIDE

**ANNUALFORUM**
**NORCAL**
17 SEPTEMBER 2025

## ALL ATTENDEES

Access the app and get started

Edit your personal profile

Create your own agenda

Play to win - gamification

Qualify for CPE

Networking, messages and photos

## SPEAKERS

Update your speaker profile

If you have questions or need support, you can reach out to **Mary Potter** at mary.potter@globalequity.org or visit the **GEO registration desk.**

# ACCESS THE APP AND GET STARTED

It's easy to download the app and sign in

## STEP 1 – ACCESSING THE APP

To get started, simply click the link below from your mobile device:

[GEO NorCal 2025 Event App](#)

Alternatively, you can scan the QR code below using your device's camera.

## STEP 2 – GETTING STARTED

Open the app and log in using the email address you used to register for the event.

Read the Terms and Conditions and check the box to agree.

After entering your email, you'll receive a passcode via email.

This passcode will serve as your password for the entire duration of the event and will remain the same throughout.

Enter the email address you provided during event registration.

E-mail

Enter email address

☐ Please accept the Terms & Conditions
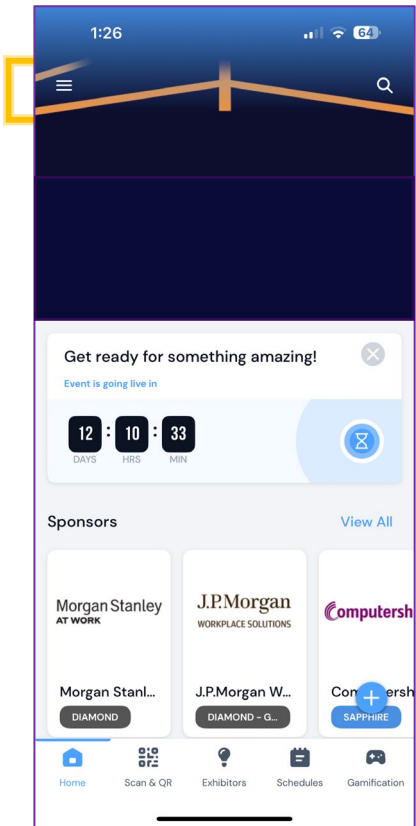
Continue →

Problem logging in?

contact support

If you have any trouble logging in, please contact Mary Potter for assistance.

# EDIT YOUR PERSONAL PROFILE
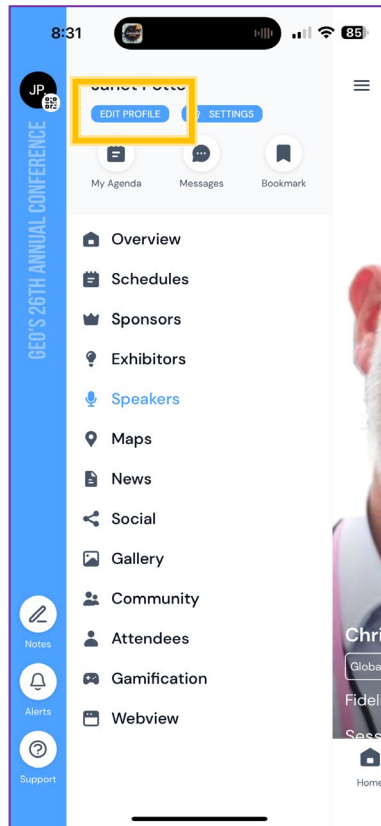
## Add personality to your in-app profile

### STEP 1 – ACCESS THE MENU
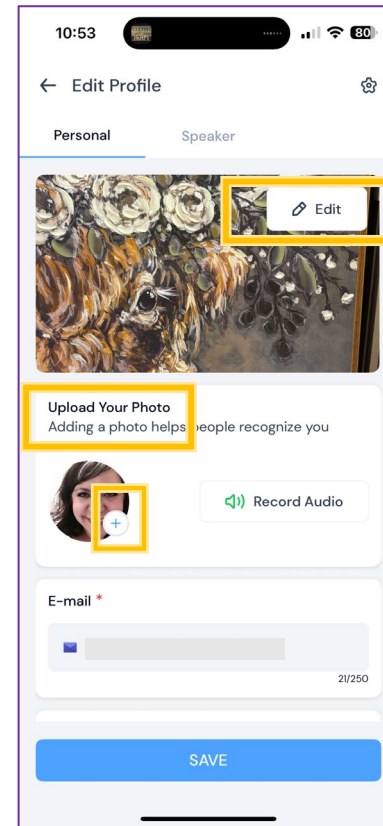Click on the 3 lines to reveal the full menu.

### STEP 2 – CLICK EDIT PROFILE
The first item at the top of the menu.

### STEP 3 – CLICK EDIT PROFILE
Check that your existing information is correct and add as much information as you'd like to share – a profile picture, background image, your bio, your interests. Click SAVE.
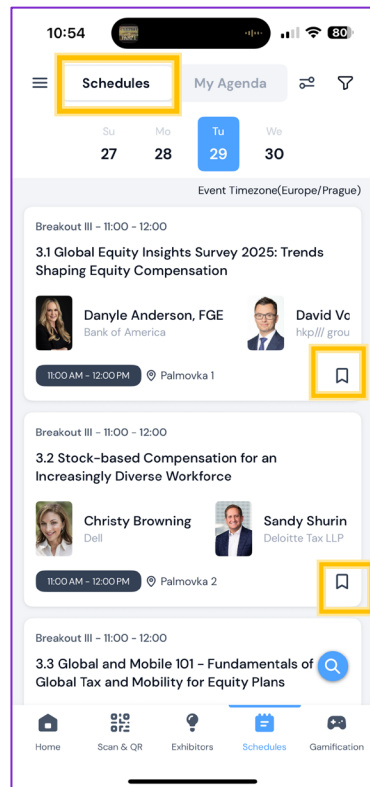
# CREATE YOUR OWN AGENDA

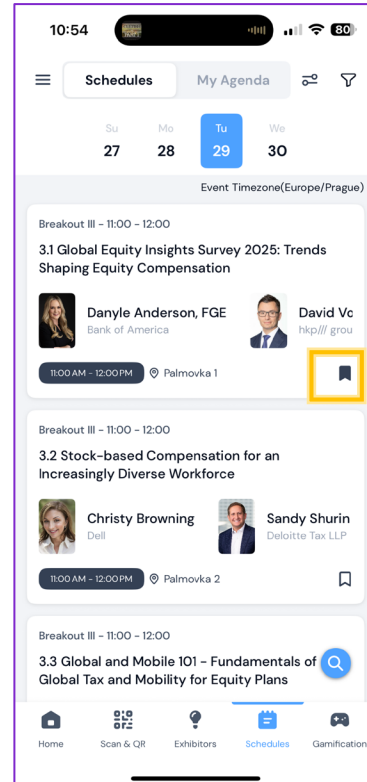## Create your own agenda in the app and receive session reminders

### STEP 1 – ACCESS THE SCHEDULE

From the overview menu, click on **Schedule** . You will see the sessions and a small bookmark icon.
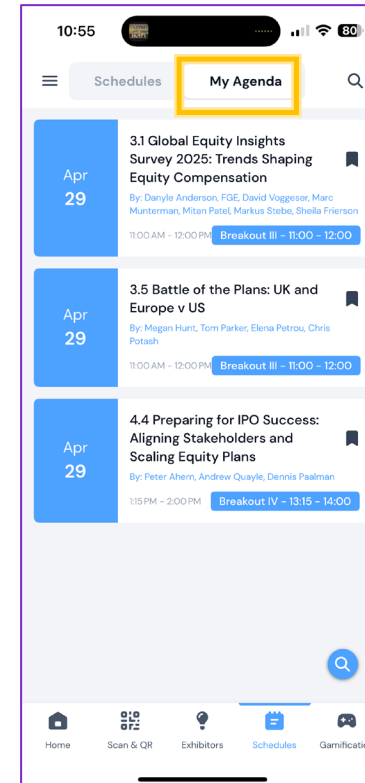


### STEP 2 – CLICK EDIT PROFILE

Bookmark the sessions you are interested in.



### STEP 3 – CLICK EDIT PROFILE

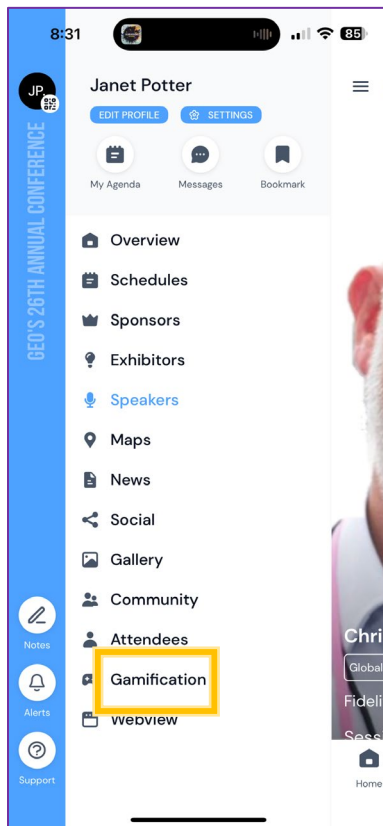Click on **My Agenda** to review your saved sessions.

# PLAY TO WIN - GAMIFICATION

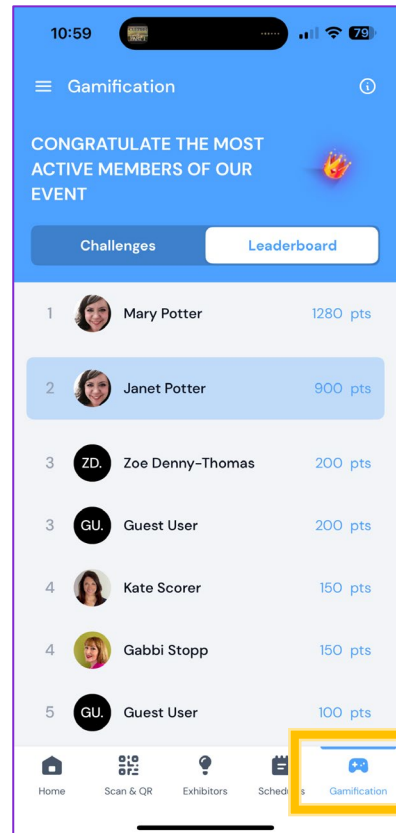The more you engage with exhibitors and explore the app, the more points you'll earn!

## STEP 1 – VIEW THE CHALLENGES

From the overview menu, click on Gamification . You will see the challenges and the leaderboard
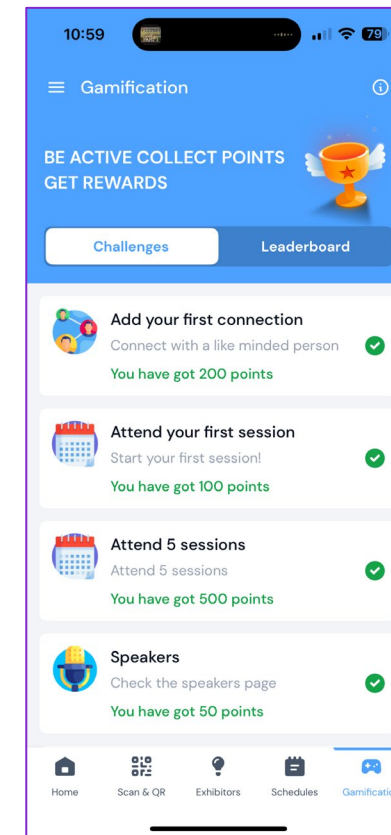


## STEP 2 – VIEW THE OPPORTUNITIES

Click the Gamification at the bottom of your screen to see all the ways to earn points.



## STEP 3 – PLAY TO WIN!

Collect points for attending sessions, visiting exhibitors and answering questions and make it onto the leaderboard.

# QUALIFY FOR CPE

Remember to scan into sessions and rate the session via the app for CPE

## STEP 1 – SCAN THE QR CODE AT THE START OF EACH SESSION AND IT WILL CHECK YOU IN

When you enter the room, simply **scan the QR code** displayed on the screen to begin a record of your attendance.
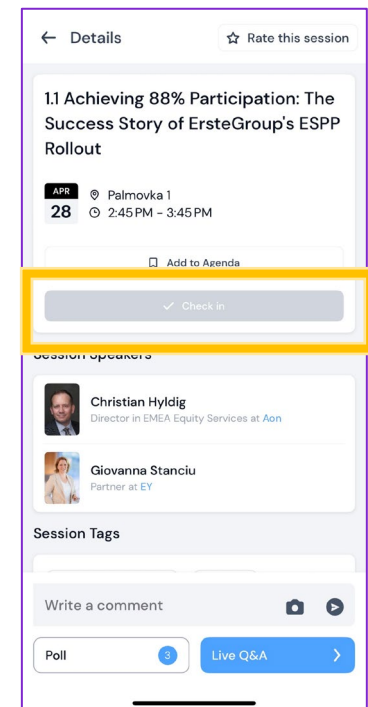


## STEP 2 – CHECK OUT AT THE END OF EACH SESSION

At the end of the session, open the event app and find the session, you will already be checked-in.

You MUST select the **Checked in – Would you like to check out ?** button in the session to qualify for CPE credit.

**Note:** You must do this at the very **end** of the session to ensure your timestamp reflects the full duration of your participation.

# NETWORKING, MESSAGES AND PHOTOS

## Connect with your fellow attendees and share your experience

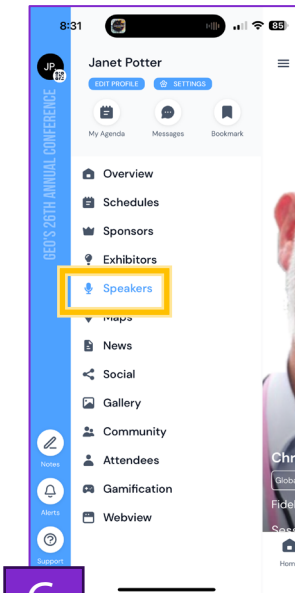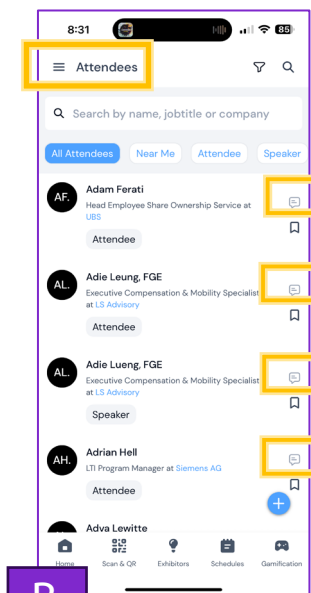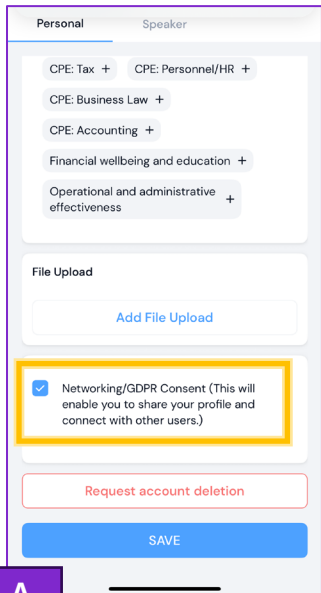### NETWORK WITH ATTENDEES

**A - ENABLE NETWORKING:**
Go to **Overview > Edit Profile > Personal Profile** . Scroll to the bottom and check the box to allow networking.

**B - CONNECT WITH ATTENDEES:**
Tap **Attendees** in the menu to see the full list. Tap the **message icon** next to a name to start a chat.

**C - MESSAGE SPEAKERS:**
Go to **Speakers** , then tap the message icon in the top right of their photo to connect.
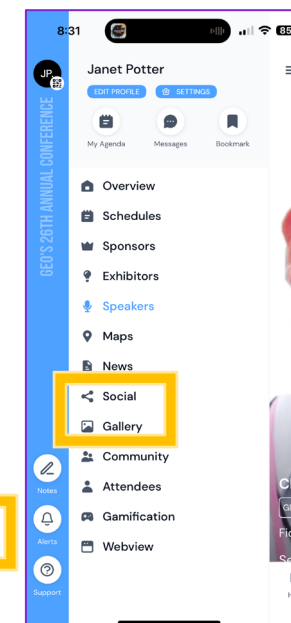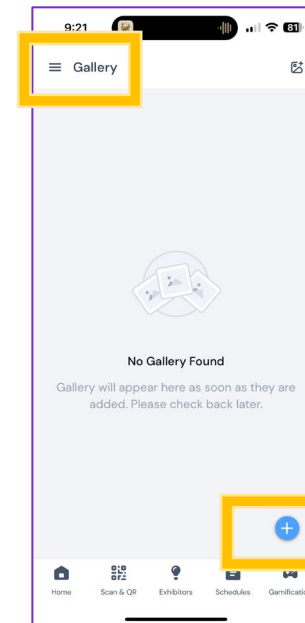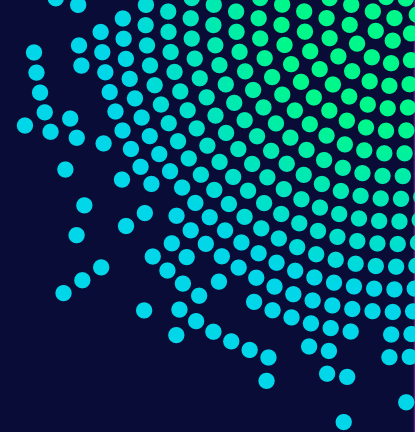
### POST PHOTOS AND COMMENTS

Go to **Gallery** or **Social** from the Overview menu.

Tap the **plus (+)** button to create a new post.

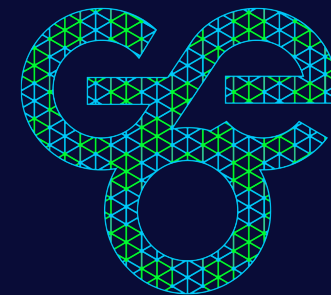You can share photos, videos, polls, or add to the Gallery

# SPEAKERS

## NORCAL FORUM APP GUIDE

Speakers should familiarise themselves with the information in this section.

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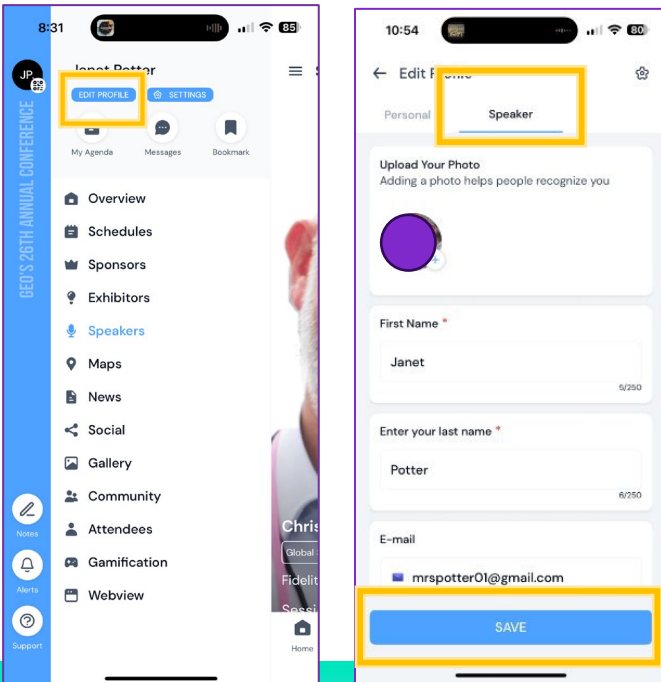
# UPDATE YOUR SPEAKER PROFILE

## How to manage your additional speaker profile

### VIEW AND EDIT YOUR SPEAKER PROFILE

As a speaker, you have two profiles: personal and speaker.

To see your speaker profile, select **Edit Profile** and tap **Speaker** at the top of the screen. Update any details you want to change.
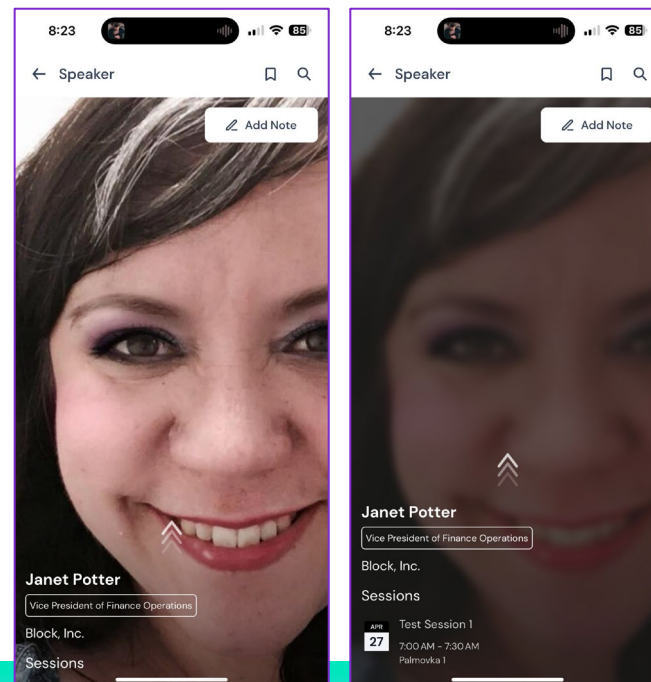
If you're also a sponsor or exhibitor, you will have those profiles to access and update, too.
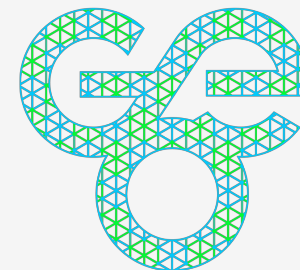
### YOUR SPEAKER PROFILE LINKS TO YOUR SESSIONS

The GEO Event team has linked your sessions to your speaker profile in the app.

When attendees search for you and swipe up on your profile, they'll see your assigned sessions.

# THANK YOU FOR ATTENDING
## GEO'S 15$^{TH}$ ANNUAL NORCAL FORUM

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