



# ExchangeXtra Mobile App

## Make the Most of Vertex Exchange 2017

Download the ExchangeXtra mobile app, powered by SpotMe, and get the most from your participation in this year's conference.

### ELEVATE YOUR EXPERIENCE

Get all of the information you need to navigate the conference and connect with other attendees --- right from your smart device.



#### PROFILE

The best place to start is by updating your contact information. You can easily import your information and photo from LinkedIn.



#### PEOPLE

Are you interested in knowing who is at this year's event? View and search the list of conference participants.



#### AGENDA

Access your personalized schedule, view the full agenda, or filter and search conference sessions. You can click on a specific session to view even more information, including a session summary, speaker bios and related documents. With just one tap you can add or remove a session from your schedule.



#### SURVEYS

Tell us about your experience by completing a brief survey at the end of each session.



#### CPE CREDITS

Select "My Attendance" and enter the pin code provided at each session to track your participation and earn CPE credits. Remember to complete your CPE voucher form at the registration desk.



#### NOTES

Click on "Create a new note" or the pencil icon to take notes for a particular session. These will be saved for you and available after the event.



#### BRIEFCASE

Go paperless. Store notes, virtual business cards, presentations and more in your briefcase. After the event, you will receive a unique link via email to download these materials through a private, secure website.



#### NETWORKING

Build your rolodex and exchange contact information with other conference attendees. Select "Scan" or "Business Cards" in the main menu of the app to capture the attendee's unique QR code from the screen of their device. You can also find your unique QR code under Scan. One scan shares contact information across both devices and stores it in your briefcase for future reference.



#### MESSAGING

Look for messages from the Exchange team on important updates throughout the conference, or send messages to other attendees. When you have a new message, a red circle with a number will appear next to the icon. Messages are kept only within the app and are completely private.



#### SPONSORS

View a list of conference sponsors and quickly link to more information about the services they provide.



#### Q&A

Do you have a question you would like to ask Vertex? Click on "Q&A" to submit a question.

Vertex ExchangeXtra is available via the Apple App Store and Google Play. Search for **Vertex Exchange**.

**Can't locate your activation code or have questions?** Ask our onsite support team located in the

Bayview Foyer. Or, contact [spotme.com/help/](http://spotme.com/help/)



## ExchangeXtra Mobile App

### Let the Games Begin

#### ExchangeXtra Game

Participate in the mobile app game and earn points with activities designed to elevate your conference experience. It's fun and easy. Once you've earned the daily points total, you will be entered for a chance to win daily prizes. Track your progress by tapping on ExchangeXtra Game in the main menu.

**500**  
POINTS

#### COMPLETE YOUR PROFILE

Start earning points and get ready to network. Tap on your name or photo in the main menu and update your contact information.

**300**  
POINTS

#### THE ENVELOPE PLEASE

Cast your vote for the People's Choice Award. Submit your vote by Tuesday, October 24 at 4:00 PM to earn 300 points. Each attendee can vote once.

**250**  
POINTS

#### EVALUATIONS

We want to hear from you! Complete post-session evaluations from within session details in the Agenda. Each session evaluation earns you 250 points for each session that you attend.

**150**  
POINTS

#### QR CODE ROUNDUP

Find and scan the 8 QR Codes posted around the conference area using the "Scan" feature in the menu. Earn 150 points for each code scanned!

**100**  
POINTS

#### ACTIVITY FEED

Earn 100 points for each post you make to the Activity Feed. Tap "Activity Feed" in the menu to submit your own post or comment on someone else's. You can also add photos, or upload photos to the feed from your device by tapping "Library" in the bottom corner. Make sure to hit "Share" after uploading your posts. Earn a maximum of 500 points per day.

**50**  
POINTS

#### SHARE AND SHARE ALIKE

Build your professional rolodex and earn points. Scan attendee badges and earn 50 points for each business card you exchange with a maximum of 500 points per day.

#### **Minimum total points needed to qualify for entry into the daily prize drawings (points are cumulative):**

Monday Drawing: 1500 pts | Tuesday Drawing: 1800 pts | Wednesday Drawing: 2000 pts

Get started right away... your points continue to build throughout the conference (they do not reset). So, you could earn 2000 points early on and lock in your chance to win each day!

All attendees who have met the daily minimum points value will be eligible for that day's drawing. Points will be totaled at 4:00 PM on Monday and Tuesday / 1:00 PM on Wednesday. One winner will be drawn each day and announced by 5:00 PM on Monday and Tuesday / 2:00 PM on Wednesday.

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## ExchangeXtra Mobile App Technical Support

The ExchangeXtra support team will be available in the Bayview Foyer area throughout the conference to answer your questions and assist you in downloading/using the mobile app.

### COMPATIBILITY

ExchangeXtra, powered by the SpotMe event app, is available for Apple devices running iOS 7.0 or higher and for Android devices running 4.1 (Jellybean) or newer. Kindle Fires are currently not supported.

*To check if your Apple iOS device is compatible:*

Navigate to Settings -> General -> About and scroll down to Version. If you are not running iOS 7.0 or higher, you should update before attempting to install the app: go to Settings -> Software Update or connect your device to iTunes.

*To check if your Android device is compatible:*

Navigate to Settings -> About device and scroll down to version. If you are not running Android 4.1 or higher, you should update your Android operating system before attempting to install the app.

If you do not have a compatible device, visit the support team in the Bayview Foyer to borrow a loaner device to use during the conference. The number of available loaner devices is limited.

### INSTALLATION

If you are browsing on a compatible device, you can install the app directly via the Apple App Store or Google Play. Search for **Vertex Exchange**.

All Vertex Exchange registrants receive an activation email with a link to download the app. Once you have installed the app, enter the email you used to register for the event and confirm. Check your inbox from your device - you will receive an email, which includes the link to activate your account. Simply click on the link and you will be redirected to the app where you will be able to select the event to install - Vertex Exchange 2017.

- You can install your app on multiple devices
- The size of the event app download is approximately 40MB
- We recommend that you use a Wi-Fi network or unlimited data plan to download the app. Downloading while you are on data roaming may result in steep roaming charges
- Your app will automatically download the latest updates when you start it while connected to the Internet

### **Already have the Vertex ExchangeXtra app? Follow the steps below to activate!**

- 1) Open the ExchangeXtra App and tap on See All or See Other Events with the gear icon at the bottom of the main menu
- 2) Tap on the "+" sign on the top right of the page
- 3) Enter the same email address that you used to register for the Vertex Exchange conference
- 4) Locate the activation email in your inbox, tap the "Activate ExchangeXtra app" button in the email
- 5) In the list of events that appears, tap Vertex Exchange 2017

If you did not receive your activation email or have questions, please visit our support team on site in the Bayview Foyer area. Or, contact [spotme.com/help/](http://spotme.com/help/).