



## ***First Time using the Attendify App...***

**Before you can take full advantage of all the virtual engagement options during the 2021 ASAP Global Alliance Summit you must:**

1. Download the Attendify app from the app stores: ([Google Play Link](#), [Apple App store link](#))
2. Open the app and in the search bar enter **2021 ASAP Global Alliance Summit**
3. Select “Join” and create a profile with your email address and a password of your choice.
4. Enter the event code **2021summit** to join the event
5. Set-up your profile\*

**\*NOTE:** *In order to fully benefit from all the features of the app it is important to make sure you have a profile with **at least** your name, title, company, and email contact; you may link your profile to your LinkedIn bio. Having this set-up will allow you and other attendees to network and direct message one another.*

## **Features and benefits of the 2021 ASAP Global Alliance Summit app:**

- Network with other attendees 1:1 through private messaging
- Ask speakers questions during the livestream program on the Q&A channels
- Participate in polls during the livestream sessions
- Participate in discussion channels for the on-demand sessions
- Access the full event agenda and session information; including speaker bios
- Receive live updates and notifications from ASAP
- Rate speakers or sessions
- Take notes and bookmark sessions
- Share photos and messages in the event’s private social network

## **How to turn-on access for push notifications and private messages**

1. In the upper left corner click on three bars (drop down menu) and click on the circle with your image or initials
2. Click on the gear icon in the upper right corner
3. Go down to notifications and enable “private messaging” and click on “push notifications” to enable them. Either turn sound on or off.

## **How to access the livestream Q&A and on-demand discussion channels**

1. In the upper left corner click on three bars (drop down menu) and select channels
2. Find the session channel you are interested in and click “Join” at bottom of screen.
3. You will need to do this for each session you are interested in.