

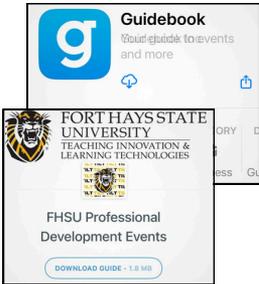
# GUIDEBOOK TUTORIAL FOR END USERS

## GETTING STARTED



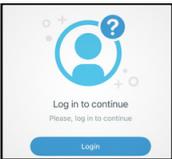
# 1

SCAN THE QR CODE AT LEFT TO DOWNLOAD THE APP OR SEARCH FOR IT IN THE APP STORE/GOOGLE PLAY.



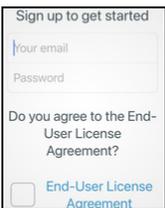
# 2

DOWNLOAD THE GUIDE AND OPEN IT. IF YOU ALREADY HAVE THE APP, CLICK "ALREADY HAVE THE GUIDEBOOK APP?," DOWNLOAD, AND PROCEED TO STEP 5.



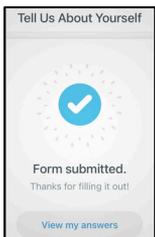
# 3

CLICK "LOGIN TO CONTINUE" AND THEN PROCEED TO "SIGN UP" TO CREATE YOUR ACCOUNT.



# 4

ENTER THE CREDENTIALS YOU WOULD LIKE TO USE FOR GUIDEBOOK AND AGREE TO THE LICENSE AGREEMENT.

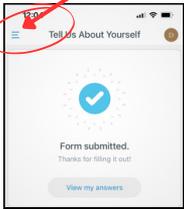


# 5

ANSWER THE "TELL US ABOUT YOURSELF" QUESTIONS AND SUBMIT.

# GUIDEBOOK TUTORIAL FOR END USERS

## REGISTERING FOR EVENTS



# 1

CLICK THE THREE BARS AT TOP LEFT TO OPEN THE MENU.

*Note: The completed "tell us about yourself" message will continue to show on the landing page of the app for now.*



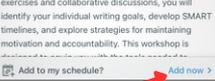
# 2

CLICK ON "PD EVENTS SCHEDULE" AND SEARCH FOR EVENTS BY NAME, OR CLICK THE FUNNEL AT BOTTOM RIGHT TO FILTER BY TAG, THEN CLICK ON ANY DATE WITH A DOT TO SEE EVENTS WITH YOUR TAG/S.



# 3

CLICK ON AN EVENT TITLE TO SEE ITS DESCRIPTION. REGISTER FOR THE EVENT BY CLICKING ON THE PLUS SIGN IN THE EVENT OVERVIEW **OR** "ADD NOW" IN THE EVENT DESCRIPTION.



# 4

CLICK THE CALENDAR DOWNLOAD TO CREATE AN EVENT IN YOUR OWN CALENDAR.

*Note: Make sure you have added Microsoft Exchange to your Calendar Accounts*



# 5

EDIT YOUR REGISTRATION ANYTIME IN THE APP BY CLICKING THE CHECKMARK ON AN EVENT YOU REGISTERED FOR.

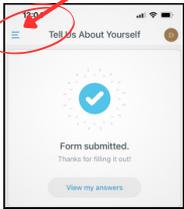
# GUIDEBOOK TUTORIAL FOR END USERS

## ATTENDING EVENTS

1

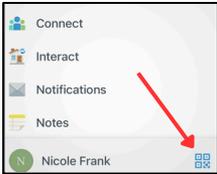
CLICK THE THREE BARS AT TOP LEFT TO OPEN THE MENU.

*Note: The completed "tell us about yourself" message will remain on the home page of the app for now.*



2

CLICK ON THE QR CODE NEXT TO YOUR NAME AT THE BOTTOM OF THE MENU.



3

SHOW THE QR CODE TO THE ATTENDANCE WORKER AT THE EVENT SO THEY CAN SCAN IT.



4

ADD YOUR QR CODE TO YOUR APPLE WALLET, IF YOU WOULD LIKE.



5

CLICK "X" AT TOP LEFT TO CLOSE.

