Inter-Parliamentary Union

For democracy. For everyone.

# IPU Assembly APP

# USER MANUAL

# Downloading the App

## Get the app

**1 Go to the right store.** Access the App Store on iOS devices and the Play Store on Android.

*If you're using a Blackberry or Windows phone, skip these steps.* You'll need to use the web version of the app found here: https://crowd.cc/s/gYpu

**2 Install the app.** Search for the name of the event, the name of the app, or the organization hosting it. Once you've found the app, tap either **Download** or **Install**.

After installing, a new icon will appear on the homescreen.
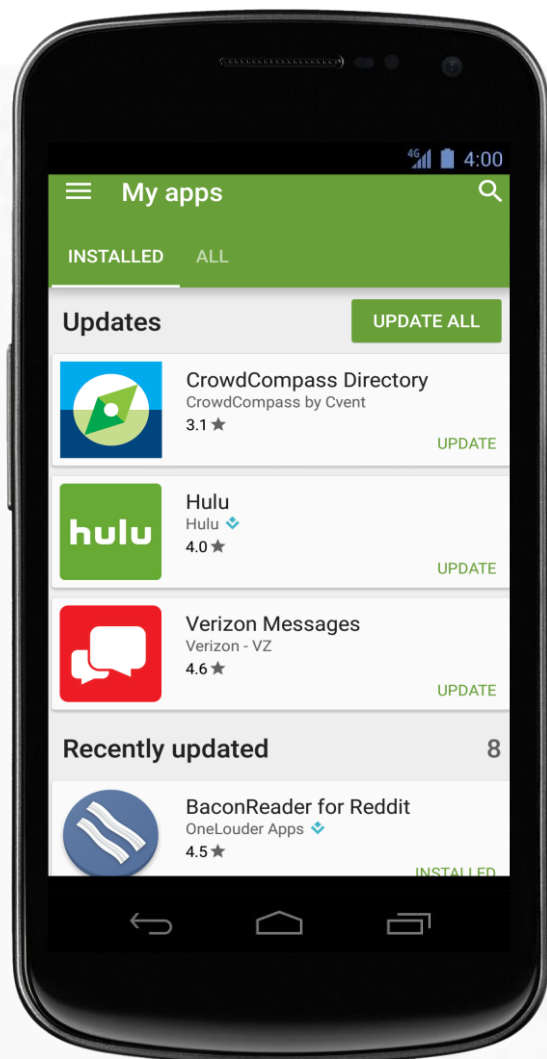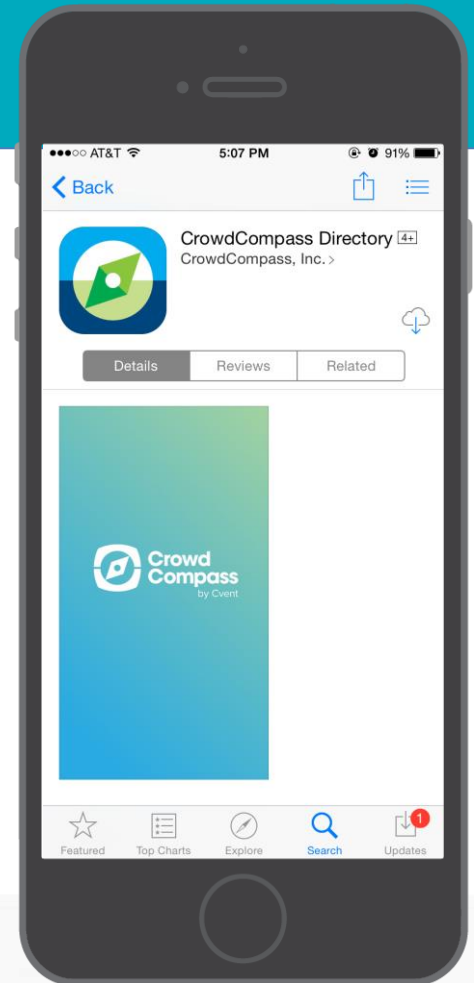
## Or check for updates

**1 Go to the right store.** Access the App Store on iOS devices and the Play Store on Android.

**2 Check for updates.** If you have an iOS device, tap the **Updates** tab and check the list to see if any updates are available for your app.

For an Android device, tap the hamburger icon, then **My apps**. Check to see if your app is listed under "Updates." If it is, tap its name, then **Update**.
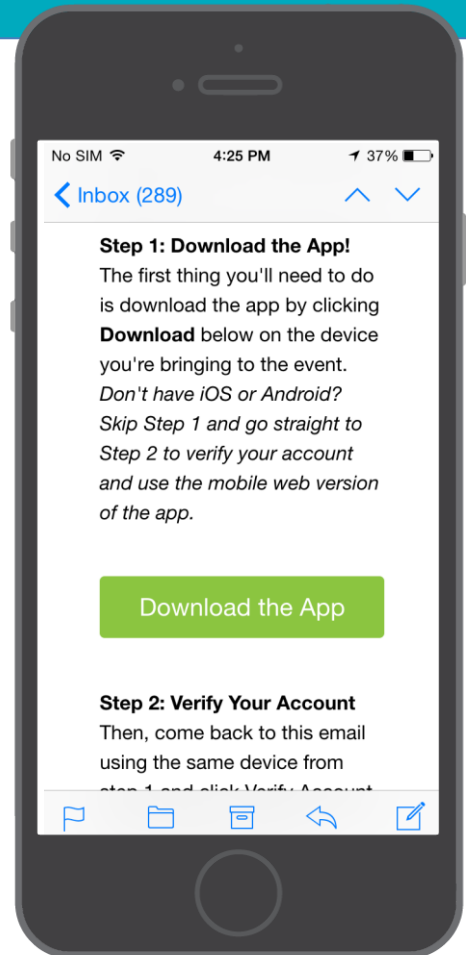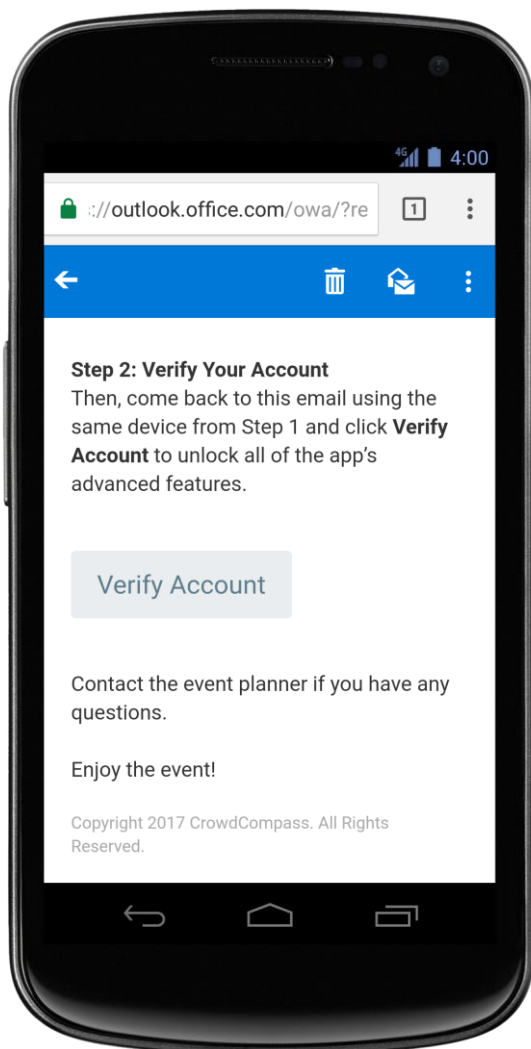
# Logging In Via Invitation

## Download the App

**1 Find your Invitation.** Check your email for an invitation message from CrowdCompass.

**2 Download the App.** Click **Download the App** to be taken to the App Store. Click **Download** and wait for the app to install on your device.

### Step 1: Download the App!
The first thing you'll need to do is download the app by clicking **Download** below on the device you're bringing to the event. *Don't have iOS or Android? Skip Step 1 and go straight to Step 2 to verify your account and use the mobile web version of the app.*

**Download the App**

### Step 2: Verify Your Account
Then, come back to this email using the same device from

### ://outlook.office.com/owa/?re

**Step 2: Verify Your Account**
Then, come back to this email using the same device from Step 1 and click **Verify Account** to unlock all of the app's advanced features.

**Verify Account**

Contact the event planner if you have any questions.

Enjoy the event!

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## Verify Your Account

**1 Return to your Invitation.** Once the app has finished installing, open your invitation email again.

Click **Verify Account**.

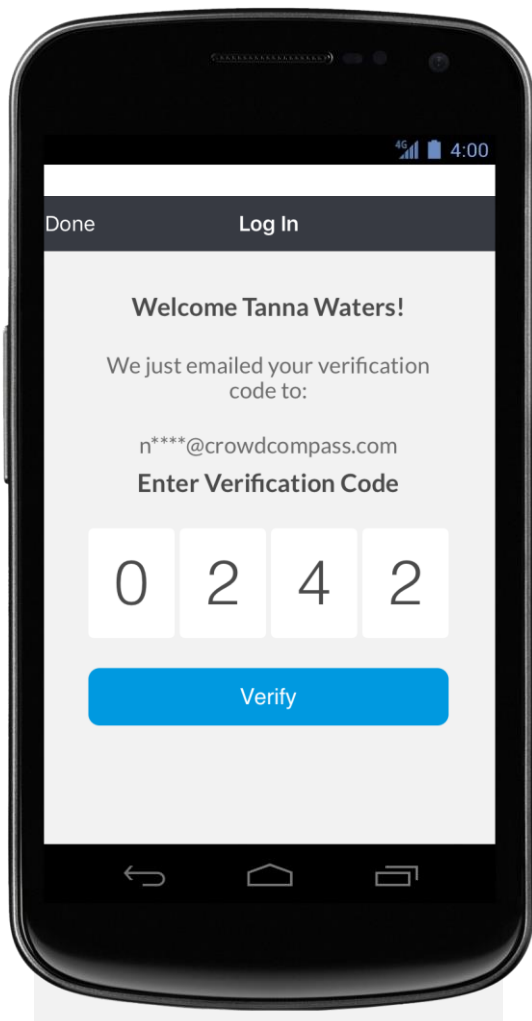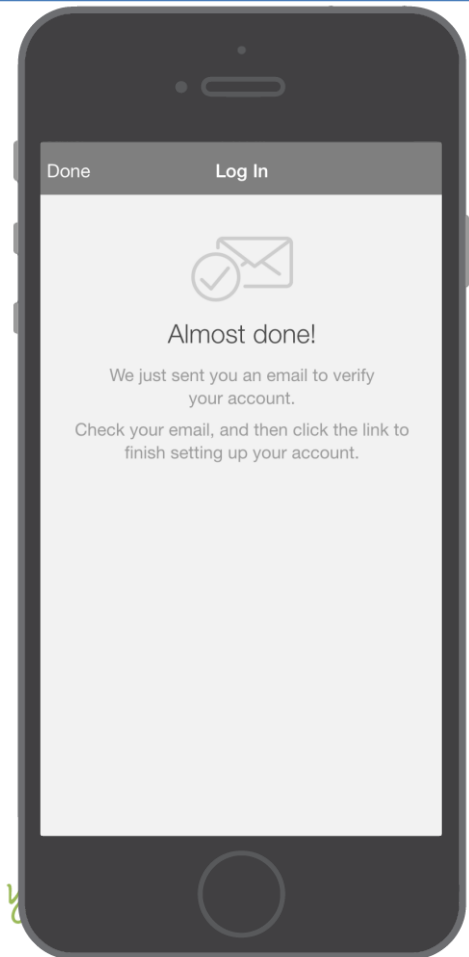**2 Confirm your Verification.** Click **Open App** to complete the verification via your brand new mobile app.

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# Logging In Via the App

## Get the Email

**1 Download the App.** Find your event's app on the app store and click **Download**. Once it installs on your device, tap its icon on your device's homescreen.

**2 Enter your details.** Enter your first and last name where prompted, then tap **Next**. Enter an email address where you'd like your verification email sent, then tap **Next** one more time.

Done      Log In

### Almost done!

We just sent you an email to verify your account.

Check your email, and then click the link to finish setting up your account.

Done      Log In

**Welcome Tanna Waters!**

We just emailed your verification code to:

n****@crowdcompass.com

**Enter Verification Code**

| 0 | 2 | 4 | 2 |

Verify

## Verify Your Account

**1 Open your email.** Exit the app and open your verification email. You'll see it includes your four-digit verification code.

**2 Enter the code.** Return to the app and enter the verification code, then tap **Verify** to log in to your mobile app.

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# Manage Your Privacy

## Set Your Profile to Private

**1 Access your profile settings.** If you'd rather have control over who can see your profile, you can set it to private.

After logging in, tap the hamburger icon in the top left, then tap your name at the top of the screen.

**2 Check the box.** At the top of your Profile Settings, make sure that the box next to "Set Profile to Private" is checked.
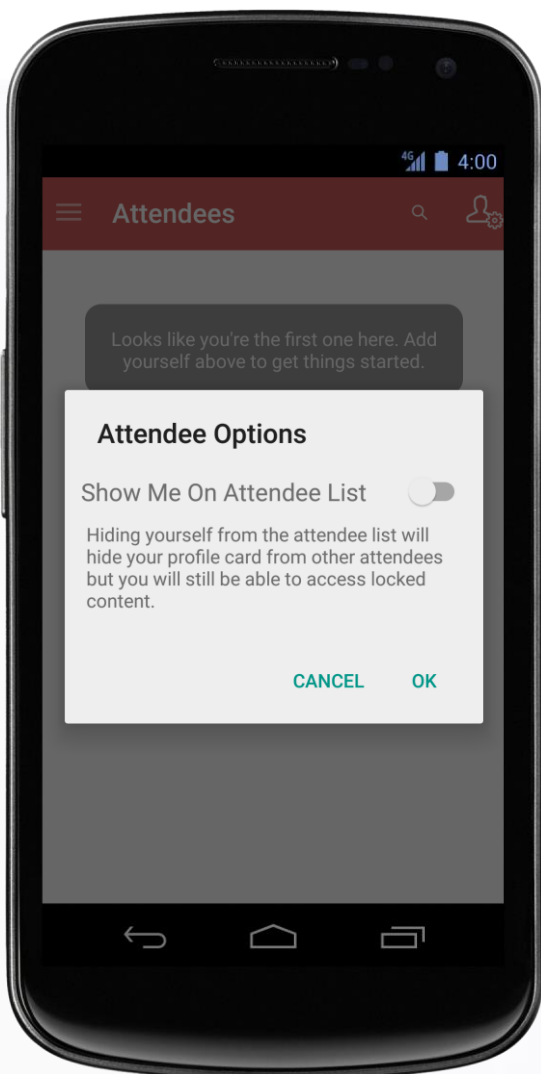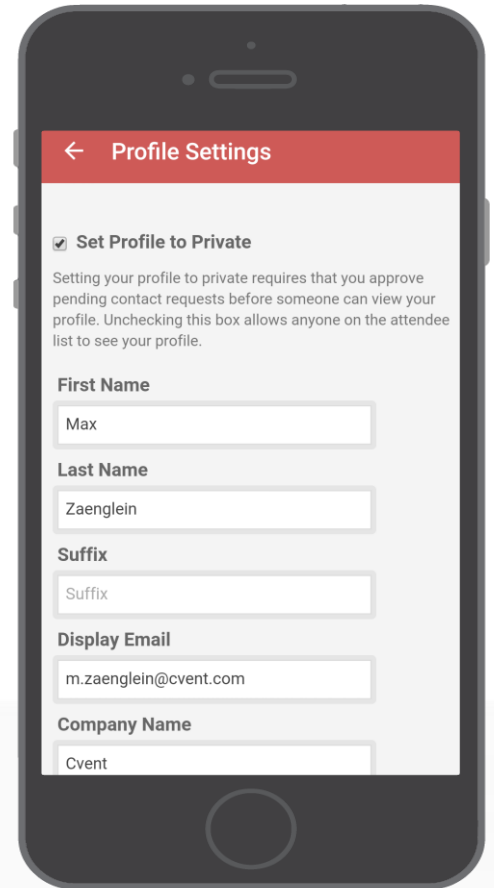
## Or Hide It Entirely

**1 Access the Attendee List.** Rather focus on the conference? Log in, open the Event Directory, and tap the **Attendees** icon.

**2 Change your Attendee Options.** Click the Silhouette icon in the top right to open Attendee Options.

Make sure the slider next to "Show Me On Attendee List" is switched off. Fellow attendees will no longer be able to find you on the list at all.

# Networking

## Share Your Info

**1 Access the Attendee List.** After logging in, tap the **Attendees** icon.

**2 Send a request.** Find the person you want to share your contact information by either scrolling through the list or using the search bar at the top of the screen.

Tap their name, then the plus icon to send a contact request. If they accept, the two of you will exchange info.
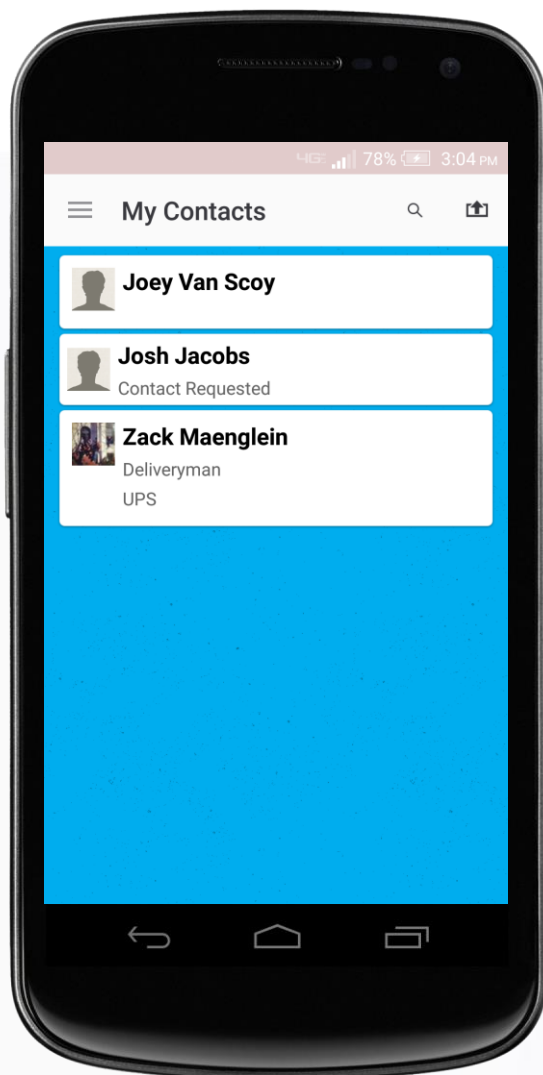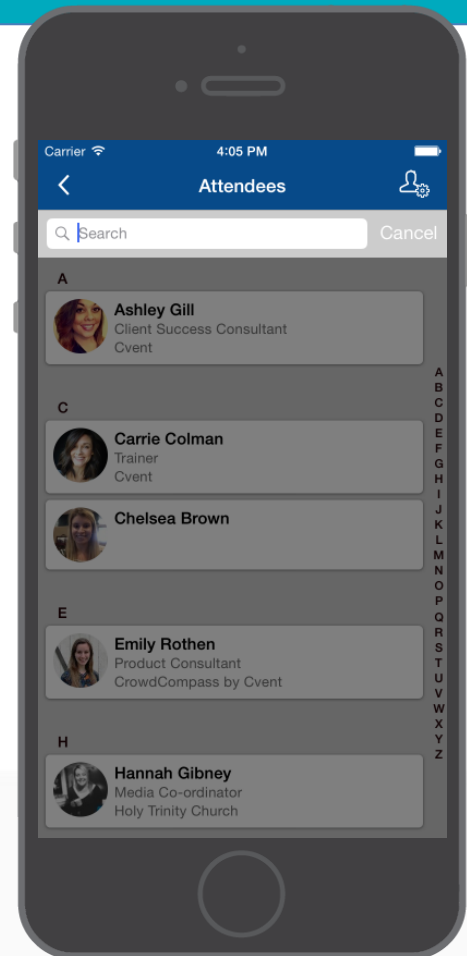
## Continue the Convo

**1 Access My Contacts.** Tap the hamburger icon to open up the side nav, then **My Contacts**. Here you'll find a list of all the attendees you've exchanged contact info with.

**2 Connect outside the app.** Find that interesting person you just met and tap their name.

You'll be taken to a page that shows all the social networks that attendee has linked to their CrowdCompass account. Tap any of their logos to connect to that attendee's page.

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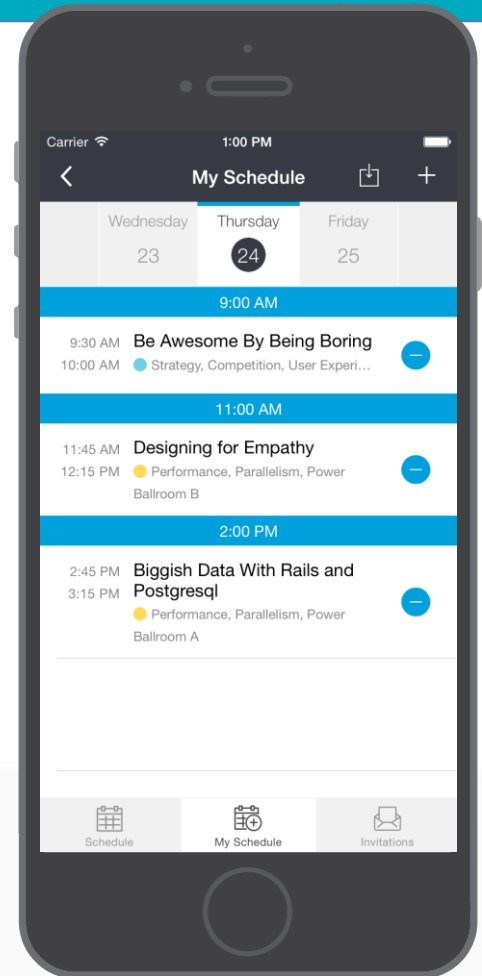For democracy. For everyone.

# Scheduling Appointments

## Schedule an Appointment

**1 Navigate to My Schedule.** Tap the hamburger icon in the top left, then **My Schedule**.

**2 Create Your Appointment.** In the top right corner of the My Schedule page you'll see a plus sign. Tap on it to access the Add Activity page.

Give your appointment a name, a start and end time, and some invitees. When you're finished, tap **Done**. Invitations will be immediately sent to all relevant attendees.
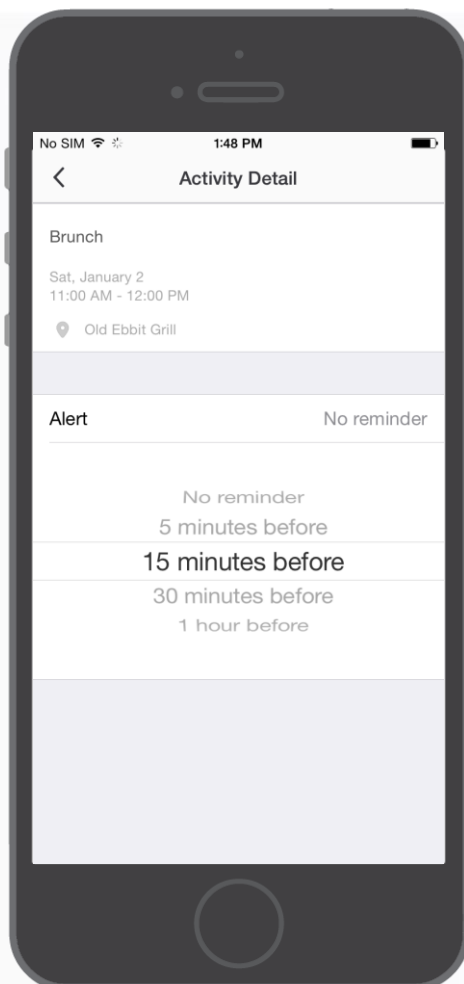
## Set a Reminder

**1 Open an appointment.** Tap the hamburger icon in the top left, then **My Schedule**.

Scroll through the calendar to see all of the appointments that have been pre-loaded into your schedule. Tap on any of them to see more details about them.

**2 Set a reminder.** From the detail page you can tap the clock icon to set an alert to remind you about the appointment.

# Creating Notes

## Write Your Thoughts

**1 Find your Event Item.** After logging in, find the session, speaker, or attendee you'd like to create a note about by tapping on the appropriate icon in the Event Directory, then scrolling through the item list.

Once you've found the item you're looking for, tap on it.

**2 Write your note.** Tap the pencil icon to bring up a blank page and your keyboard. Enter your thoughts, observations, and ideas. Tap **Done** when you've finished.
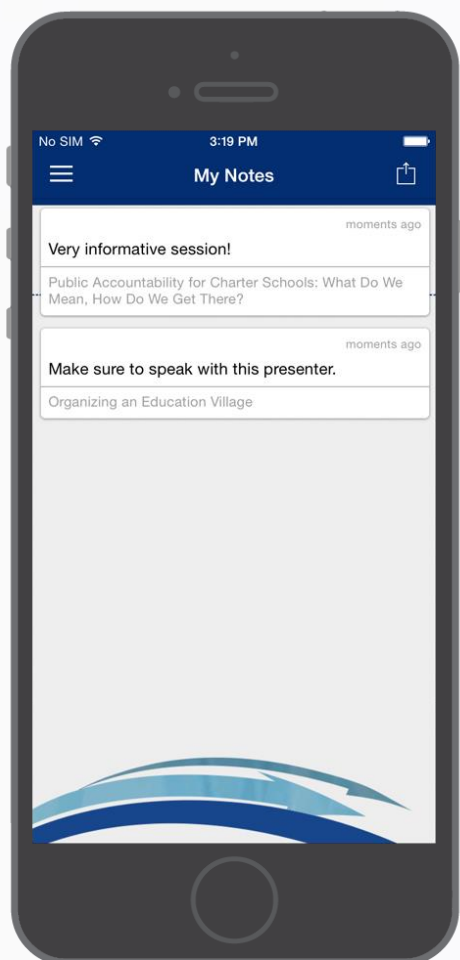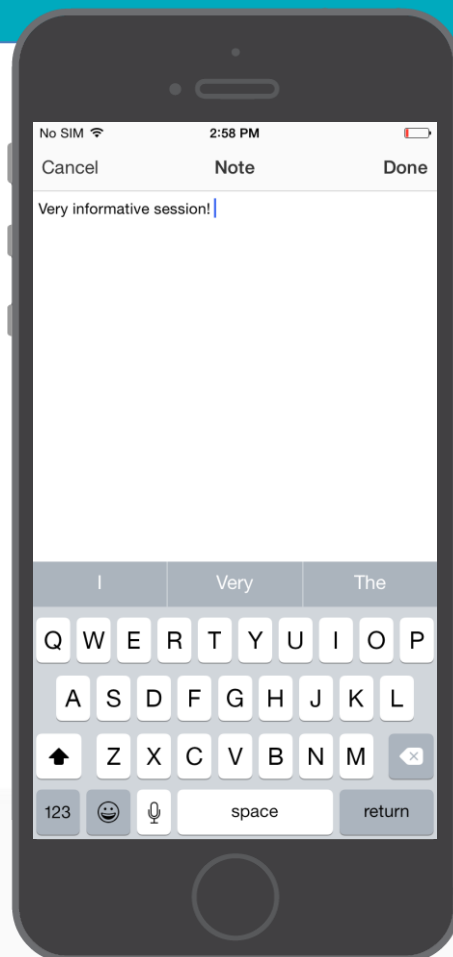
## Then Export Them

**1 Navigate to My Notes.** Tap the hamburger icon in the top left, then My Notes.

Here you'll find all the notes you've taken organized by session.

**2 Choose where to send your notes.** Tap the share icon in the top right and CrowdCompass will automatically generate a draft of an email that contains all your notes. All you have to do is enter an email address, then tap **Send**.

# Launch icon info

| | | |
|---|---|---|
| Activity feed | | « My feed » will show posts from your contacts, as well as sessions you have rated, bookmarked, shared, or added to your schedule. "All activity" shows posts for this event. |
| App Info | | Access detailed info on what the IPU's Assembly App can offer you. |
| Daily Journal | | Access the Daily Journal which provides the latest updates on the programme of meetings and other important information. |
| Delegates services | | If you need to book a meeting room, contact the press service, learn about speakers' registration, etc., click here to learn more. |
| Documents | | All documents available on the IPU website, in English and French, can be accessed here. |
| IPU | | Learn more about the Organization, who's who, etc. |
| Maps | | Find your way around the CICG and its annexe building (across the street), Le Neuf |
| Networking | | Share your information with other attendees who have downloaded the App. |
| Partners | | Which organizations attend IPU Assemblies, where are we going next, want more info about the venue, click here. |
| Practical Info | | If you need to book a hotel room, find a restaurant, call a taxi, etc., find out how by clicking here. |
| Programme | | Day-by-day breakdown: map to find the meeting room, related documents, etc. |
| Social media | | See what's happening on the IPU Twitter account, or check out Assembly photos on Flickr. |