

Agenda, Session & CPE App Instructions

Media Finance Events ALL-IN-ONE Mobile App for agenda, speakers, events, sponsors, exhibitors, recording CPE, resources and questions about attending.

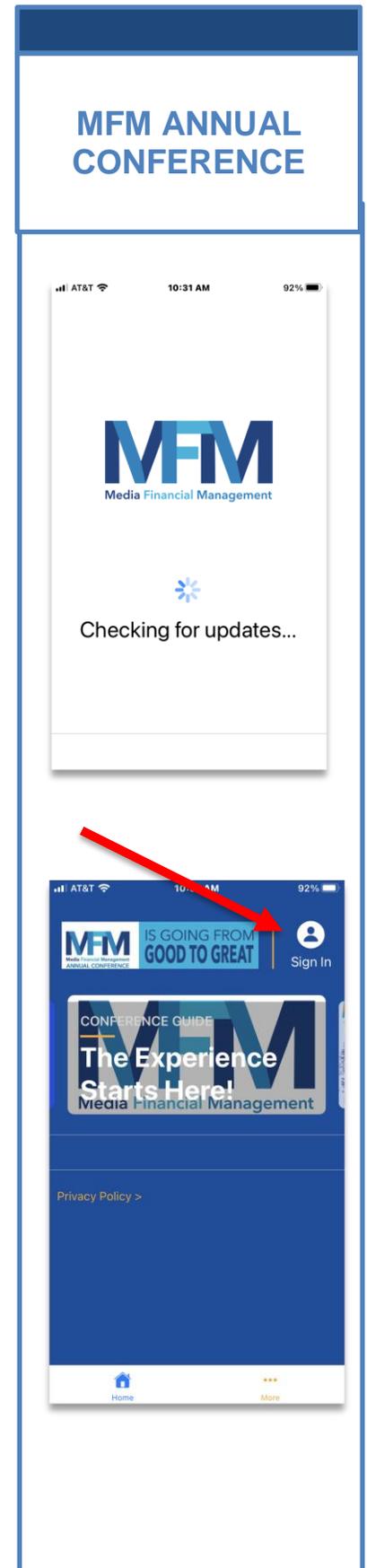
- The MFM Events App will contain the most up-to-date agenda during the conference
- Any notifications of changes or happenings will be sent directly to you during the conference.
- This is the only full agenda you will be given. So, make sure your phone is charged.
- Bring an extra cord with you to plug in to the charging area. Outlets may be limited.
- Make sure you enable location and notifications.

ALL USERS - On your mobile device go to your **App Store** or **Google Play**

Returning Users - Open your app and follow instructions on updating to the most current version. Event Name: **2023 ANNUAL CONFERENCE**. Use the email you registered with to login to the app.

Apple Store

- Search for “**Media Finance Events**”
 - You should see “**Media Finance Events**” in the results
- Click on ‘**GET**’
- Download the app to your phone
- Open the app
- Click the profile icon located at the top right of the app home page to log in
 - Follow the prompts on the screen to obtain an access code
 - ***Make sure to use the email you registered with***
 - Enter the access code sent to your email
- You should now have access to the event



Google Play Store

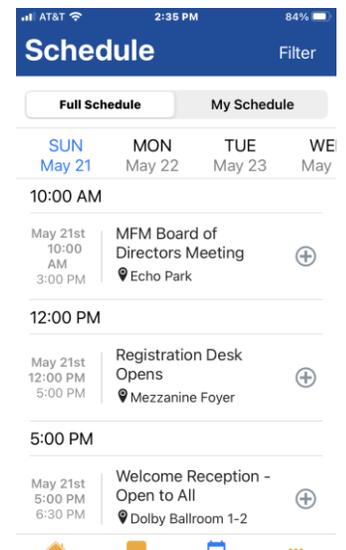
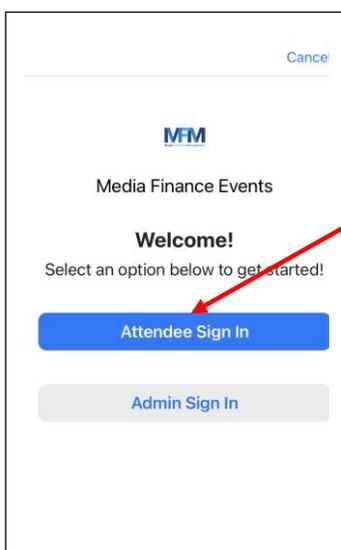
- Search for “**Media Finance Events**”
 - You should see “**Media Finance Events**” in the results. If the app does not appear in the search results, use quotes around the app name.
- Click on ‘**Install**’
- Download the app to your phone
- Click on ‘open’
- Click the profile icon located at the top right of the app home page to log in
 - Follow the prompts on the screen to obtain an access code
 - ***Make sure to use the email you registered with***
 - Enter the access code sent to your email
- You should now have access to the event



Edit your profile information on the conference app.

- On the app homepage - tap the circle at the top of your device.
- Choose My Profile. This is your page...edit as you would like.
- Under Add your photo, tap Edit My Profile.
- Add any information you would like to share with other attendees.

Tip: Refresh your screen often, simply pull down on the screen. You can also logout and back in to achieve the same goal.



CPAs:

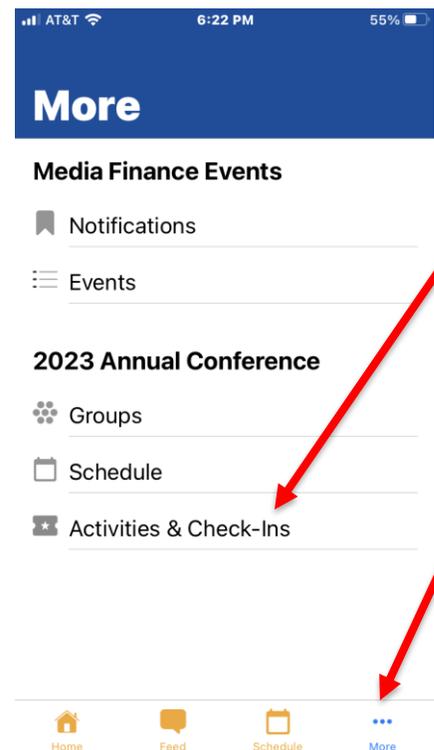
No more paper-based CPE* reporting -- it all happens on the App!

CPE Check-in process for completed sessions:

- Log in on the Media Finance Events App
- At the end of each session:
 - Tap on the Schedule button on the app home page.
 - Go to the day and session you attended
- Look for the CPE code displayed by the moderator or speaker (front/back of room)
- Click on Check-in and enter the code (you have 30 minutes after the end of the session to enter your code)
- Click Submit
- Wait for confirmation that your code was accepted
- Repeat this process to record your CPE at each session you attend.

How to check your Check-in Activity:

- Click on **More** at the bottom of the home page of the app (under the three dots in the bottom right-hand corner)
- Click on Activities & Check-ins – Past
- If you attended a session and did not check-in immediately afterward, go to the registration desk for assistance.



**If you wish to use a paper form, please speak with Jamie Grande at the registration desk.*

Prior to May 21, all questions should be directed to Jamie.grande@mediafinance.org. Starting May 21, see Jamie Grande at the Registration Desk on the Mezzanine level for assistance.