

# Whova User Tutorial

The 2020 Purdue Veterinary Conference will be using the Whova app to take the conference virtual. A quick tutorial for Whova app users is included below.

## How to Download the Whova App

The Whova event app is for free for event attendees. To download the app, open the Apple Store or Google Play on your mobile device, and search for 'Whova' (see icon to the right). Follow the instructions to download the app.



# How to Get Started

- **1. Sign in** Enter the email address you used for event registration, or use your social media account. Create a password and type in your name.
- **2. Edit your profile** Other attendees will your profile and be able to network with you. You can edit it later by clicking the letter icon on the top left.

<ul> <li>Back</li> <li>Sign Up / Sign In</li> <li>to see who else is attending, connect with other attendees, view event schedule, and more!</li> <li>in Sign In with LinkedIn</li> <li>f Sign In with Facebook</li> </ul>	<ul> <li>Fill in your background information to connect with the right people.</li> <li>Affiliation</li> <li>Purdue Veterinary Medicine Present</li> <li>+ Add an affiliation</li> </ul>
Or use email  Email  Continue	Education Purdue University College of Veterinary Medicine + Add a school
By using this app, you agree to Whova's Terms of Use and Privacy Policy	My Profile Looks Good

**3. Access the conference page.** The app should take you to the Purdue Veterinary Conference automatically as long as the email account you used to sign in matches the email account used for conference registration.



If your event doesn't show up automatically, **search** for it (see example below). Then, click the **join** button on the bottom of the event description page, and enter the **event invitation code** the organizers sent you. Or, request a new code and wait until the organizers approve your request.

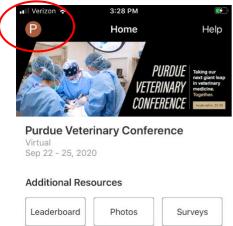
Attendees Community Messages

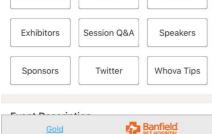
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Agenda

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<b>Q</b> Find Your Event	Purdue Veterinary Conference           ▷         Sep 22 - 25, 2020           ♥         Virtual	The 5th Annual National Business Owner Summit 2017
Demo Event		Join us for the 5th annual Business Owner Summit! Enjoy sessions with international business leaders
		discussing startup businesses strategies, globalization, data-driven marketing andI sales, and many more. Have a great opportunity to network with 400+ business owners and leaders during the 2 days of summit.
		Conference Overview
	qwertyuiop	<ul> <li>Two-days, packed agenda filled with peer learning opportunities and provocative speakers.</li> <li>Sessions featuring cross-sectoral, local and regional experts.</li> <li>Private session for Executive Directors and CEOS.</li> <li>Fast Pitch presentations from select NGOs</li> </ul>
	asdfghjkl	and social entrepreneurs. Post-conference reception and entertainment at Beer Barden with complementary
	☆ z x c v b n m	Join (Registered attendees only)
Events Contacts Messages More	123 😧 👰 space done	

**4. Go to your account settings to edit your notifications and privacy.** Click on the letter at the top left to access the account settings. You can also edit your profile in this area.





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Attendees Community Messages

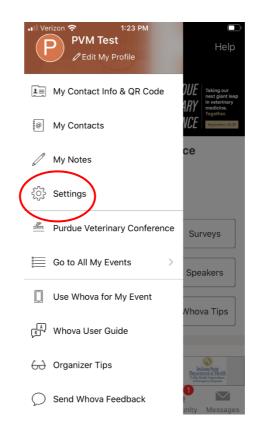
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Agenda

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Event Notifications	
Agenda Updates Get updates for session room and time changes	
Community Updates Get updates for new meet-ups and job postings	
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Ask Organizers Anything	$\bigcirc$
Organizer Announcements	
Topics You Posted In	
None yet	
All Other Topics	

## **Popular Features**

### **Conference Agenda**

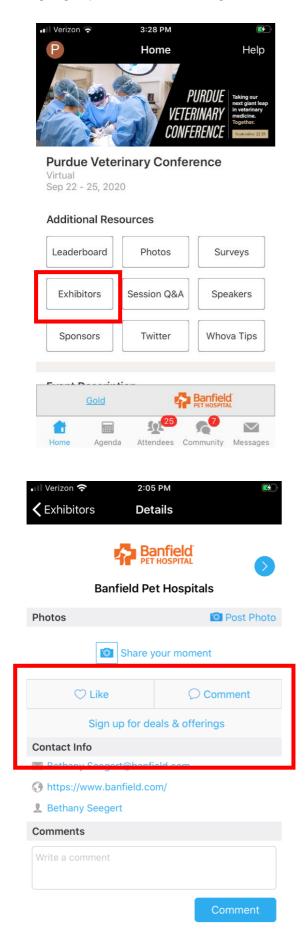
Click on the Agenda icon to access the conference agenda. Whova lists all the sessions on each event day. You can search an individual session by keywords (session title, speaker name, etc.). The session includes all of the session details and provides attendees with an opportunity to ask questions or leave comments, and rate the session. If proceedings are available, they will be included in the handouts section. You can take down your personal notes too.

You can add the session into your own personal agenda and set a reminder. You can also personalize your schedule by using the "My Agenda" feature. Simply click on a session and select "Add to my Agenda." This also allows you to set a reminder so you receive a push notification prior to the session. You can add your own activities to your schedule in the "My Agenda" section as well.

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### Visit the Virtual Exhibit Hall

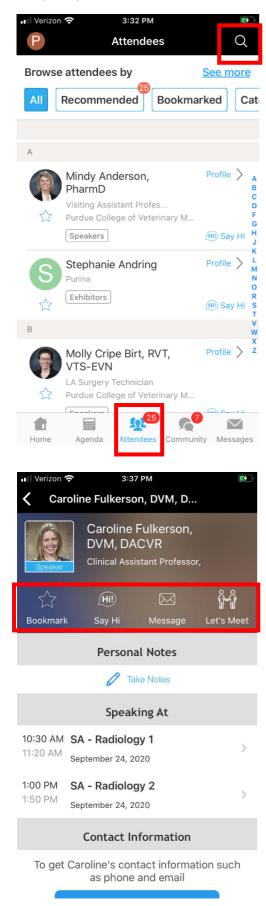
Connect with exhibitors and sponsors in the virtual exhibit hall using Whova. Like or comment on their page, and chat directly with company representatives. Take advantage of conference specials, giveaways, and coupons by clicking "sign up for deals and offerings." Exhibitors can post pictures, videos, and other information on their page.

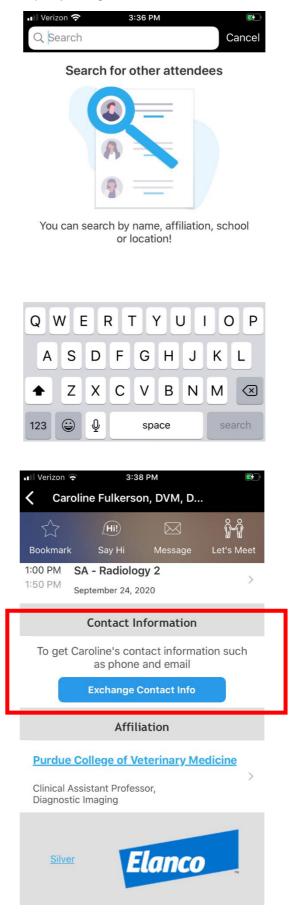


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### **Network with Attendees**

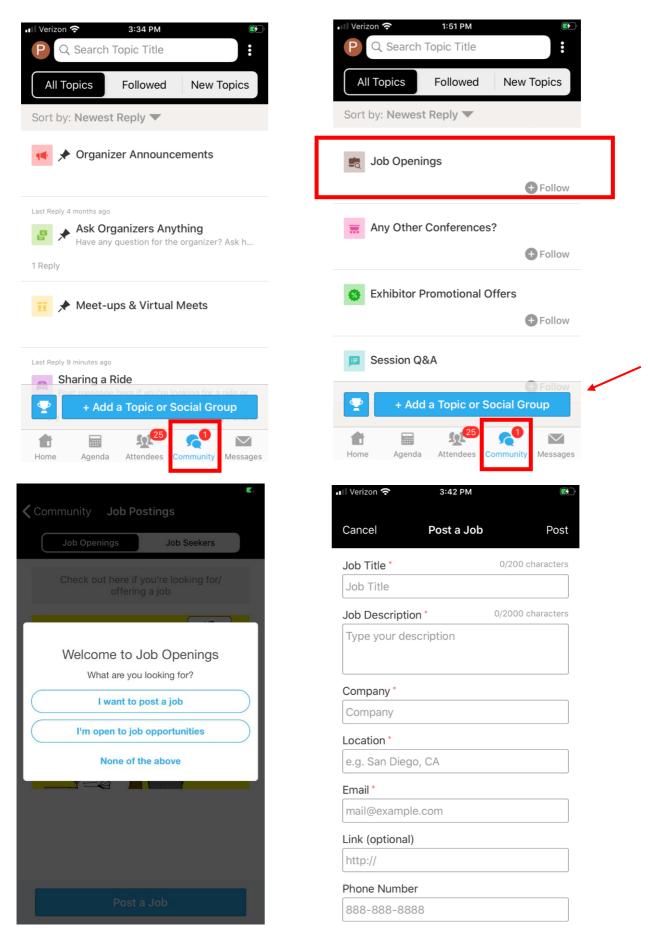
Use the app to explore the attendee list for the event and connect with other conference participants. You can search by keywords including company name or title. Simply click on attendees in the list to see their professional profiles. You can message them privately or group message within the app, as well as request their contact info. The meeting scheduling feature allows you to suggest a time and a place to virtually meet someone. When accepted, you'll see a notification and it'll also show up in your agenda.





### Interact using the Conference Community Board

You can introduce yourself, ask questions, post jobs, share photos, and interact with fellow attendees on the Community Board. You can search and follow posts, post in existing topics or add a new topic. Scroll down to see all of the different topics. Use the "Job Openings" section to post available jobs or search job openings.



#### Whova Web App

When you download Whova, you'll receive an email with instructions on how to access Whova from your laptop or desktop computer. Simply click the button to go to the web version on your computer. You will use the same login username and password as the mobile app. The desktop version is provided for attendees so they can more easily view virtual sessions. Not all of the mobile app features are available on the web app.

Whova	Web App Accessin	g
Whova	from your laptop or	
desktop		

# Whova

Hello PVM

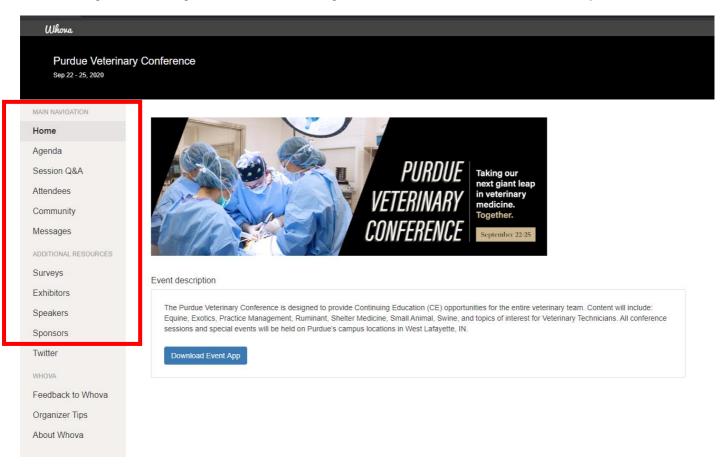
Did you know you also have access to the WebApp? You will be able to view the same event information straight from your desktop or laptop.

SIGN INTO WEBAPP on LAPTOP/DESKTOP

(It only works on laptop and desktop browsers)

If the button does not work, click the link below or paste the link into your browser.

Use the navigation on the right to access the event agenda, sessions, exhibit hall, and community boards.



NOTE: You must use the mobile app to edit your user profile. Also, the Exhibitor Hub is unavailable in the web app. All changes to Exhibit Booths must be done using the mobile app.