2021 Annual Conference:
App User Guide

How to Download the App:

Step 1: Proceed to www.sais.org/acapp to download the app.

Step 1 ➡️ Click here to download

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Step 2: You'll be directed to Yapp's website. Press *Download* **and download Yapp via the App Store or Google Play.**
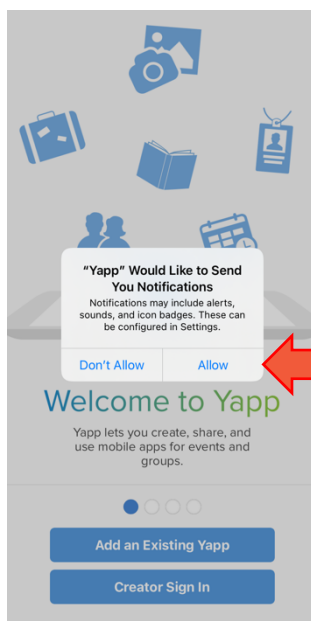

Tap the button below
to continue

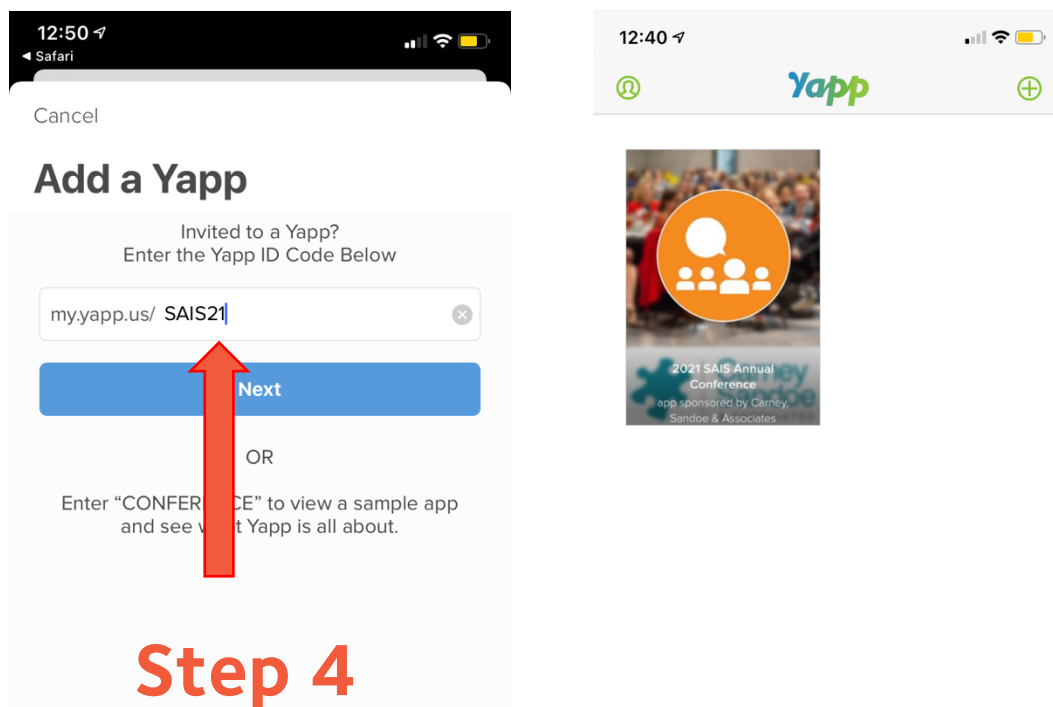**Step 2** ⟶ Download

Step 3: Open the Yapp app. **Select** *Allow* **notifications to receive updates from SAIS. Then, follow the prompts to log in to Yapp.**
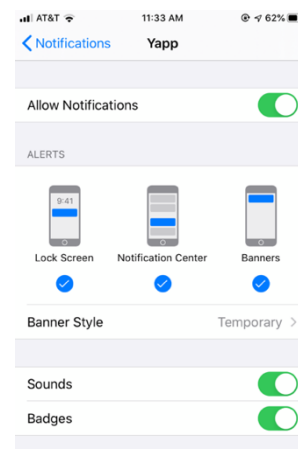

Step 3

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Step 4: Enter the Yapp ID Code: *SAIS21*. **The 2021 SAIS Annual Conference App will appear on Yapp's home page. Click to open.**

Add a Yapp

Invited to a Yapp?
Enter the Yapp ID Code Below

my.yapp.us/ SAIS21

Next

OR

Enter "CONFERENCE" to view a sample app and see what Yapp is all about.

Step 4

2021 SAIS Annual Conference
app sponsored by Carney, Sandoe & Associates

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Enable Notifications

Step 1: Notifications can be configured in your phone's settings by opening Settings, going to the Notification Center, and selecting Yapp. Your Yapp notification page should look like this.

Step 2: Open the app and tap the icon in the top left corner (three horizontal lines) to open the sidebar. Then select Notification Settings
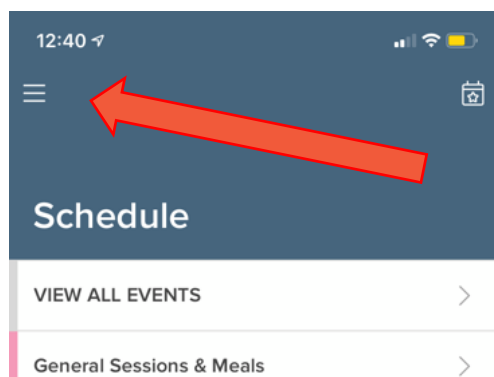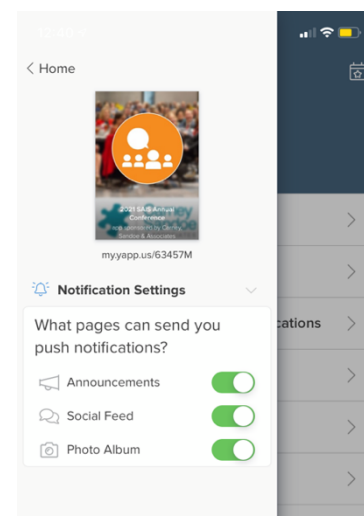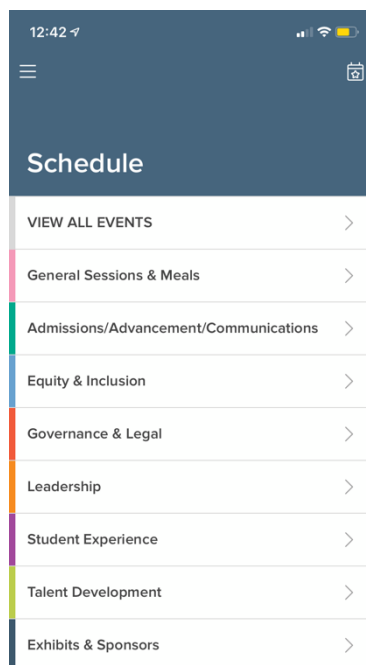
Step 2
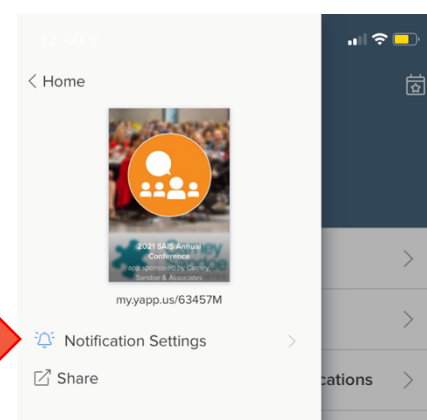
Step 3: Toggle the buttons to enable push notifications for the following updates:
- **Announcements: receive notifications from SAIS**
- **Social Feed: receive updates from fellow attendees**
- **Photo Album: receive notifications when photos are posted to the photo album**

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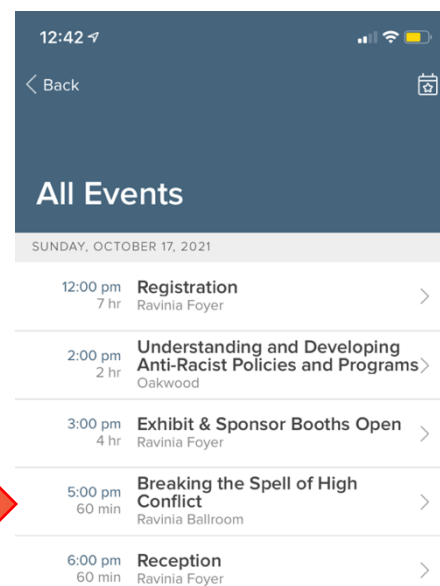
Saving Your Schedule

Step 1: Click on the *Schedule* **menu option and select** *VIEW ALL EVENTS* **or one of the track options**

Step 1

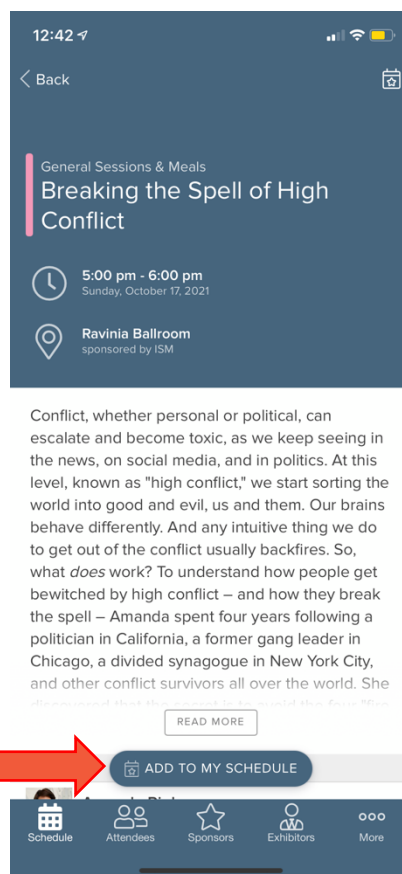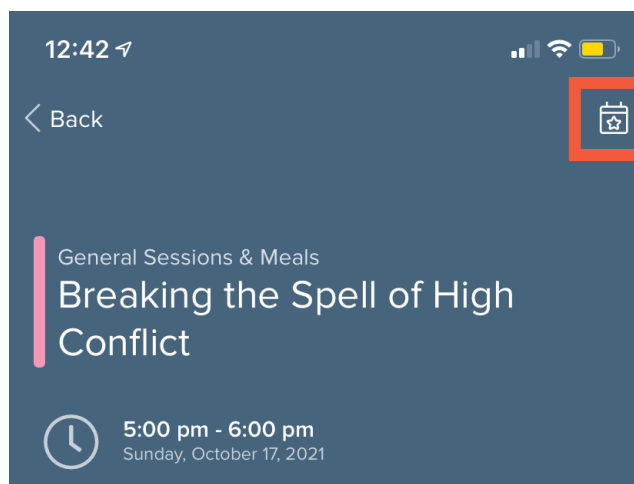**Step 2: Click on the session you'd like to add to your personal schedule.**

Step 2

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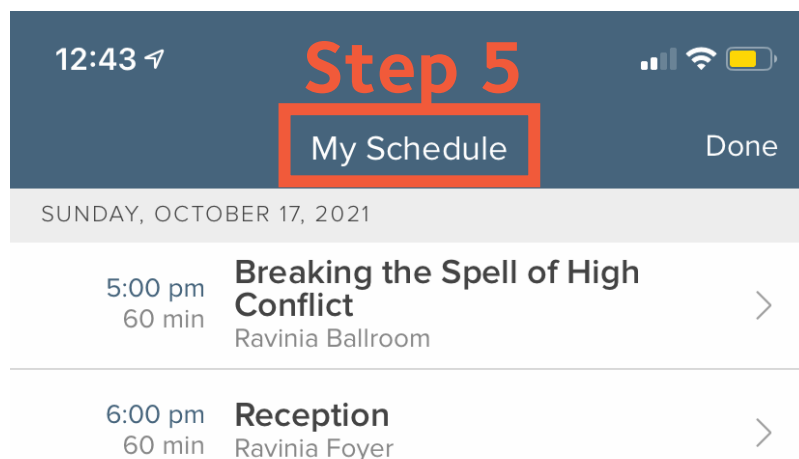**Step 3: Select** *ADD TO MY SCHEDULE.*

Step 3 →

Step 4: To view your personal schedule, select the starred calendar icon on the top right of your screen. Note: This icon is only visible on the Schedule page.

Step 4

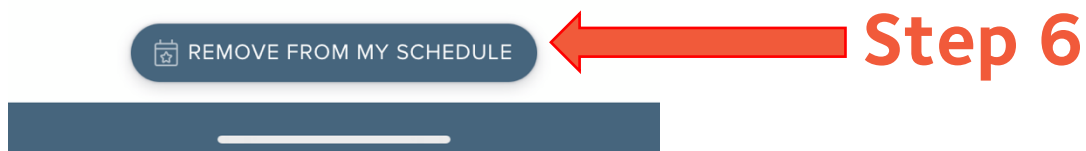©SAIS 2021

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Step 5: After clicking the starred calendar icon, *My Schedule* **will display your saved sessions and meals.**
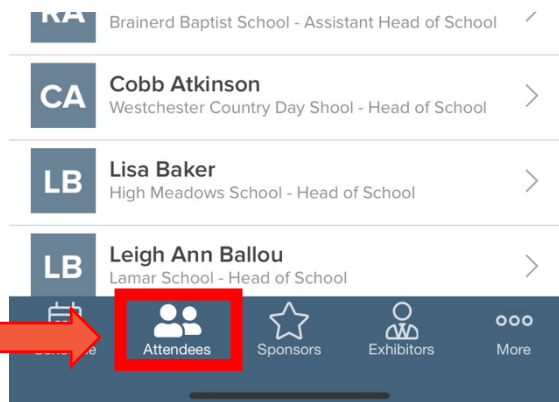

Step 6: To remove a session from *My Schedule***, select the session you would like to delete. Then select** *Remove from My Schedule***.**
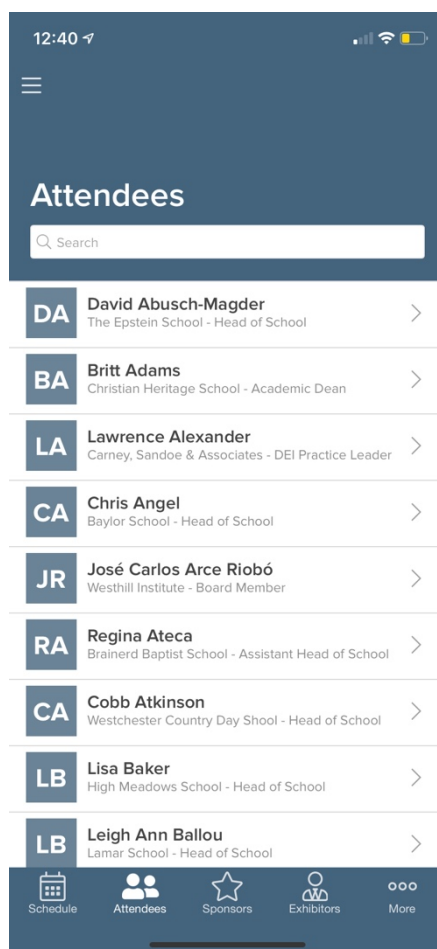

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Step 1: Select the *Attendees* **menu option at the bottom of the screen.**

Step 1

Step 2: Use the search bar and enter the name of the attendee you'd like to find.

Step 2

App Menu Items:

SCHEDULE:	Listing of breakout sessions, meals, and exhibitor hours. Make your personal schedule using the steps above.
ATTENDEES:	Searchable roster of all conference attendees, sponsors, and exhibitors.
SPONSORS:	Sponsor list with booth number, contact information, and website.
EXHIBITORS:	Exhibitor list with booth number, contact information, and website.
SPEAKERS:	Speaker bios with session title and time.
EXHIBITOR/ SPONSOR MAP:	Floorplan of Ravinia Foyer with the booth numbers of all exhibitors.
COVID SAFETY GUIDELINES:	Safety guidelines to help us achieve a safe learning environment and minimize risk during this event.
HEALTH SCREENING SURVEY:	Please review this survey each morning prior to entering the meeting space. We want to keep everyone safe and healthy.
DOCUMENTS:	2022 Calendar of Events, Menus, Conference Program, and Venue Map.
ANNOUNCEMENTS:	Notifications from SAIS. We'll send reminders so you don't miss a session or meal!
SOCIAL FEED:	Post a message and comment or like posts from other attendees.
PHOTO ALBUM:	Have a great photo from a session or a selfie with a colleague? Post it here!
FAQs:	SAIS information and resources can all be found in this section, including trustee roster, award info, list of new heads, social media info, and nearby shopping/emergency services.