



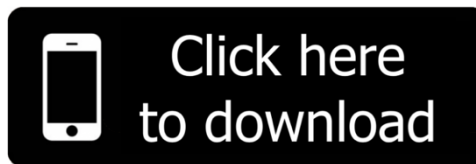
# 2023 SAIS Annual Conference: App User Guide

## How to Download the App:

Step 1: Proceed to [www.sais.org/acapp](http://www.sais.org/acapp) to download the app.



Step 1 



[App User Guide](#)


**Step 2:** You'll be directed to Yapp's website. Press *Download* and download Yapp via the App Store or Google Play. If you already have Yapp, it will open automatically.

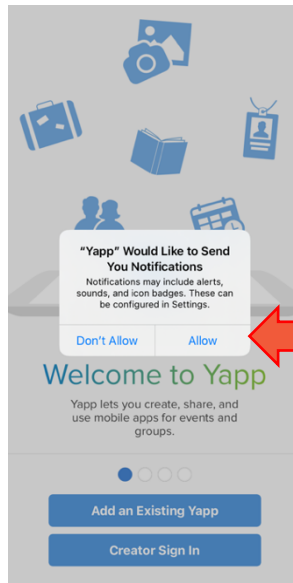


Tap the button below to continue

**Step 2**

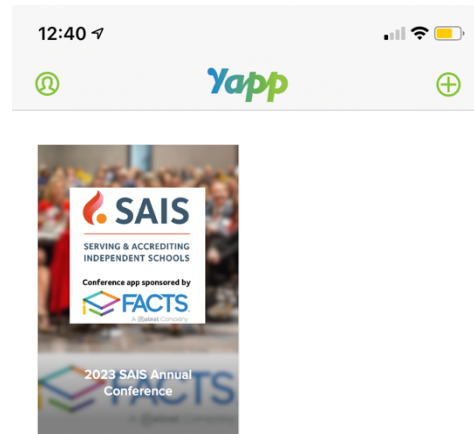
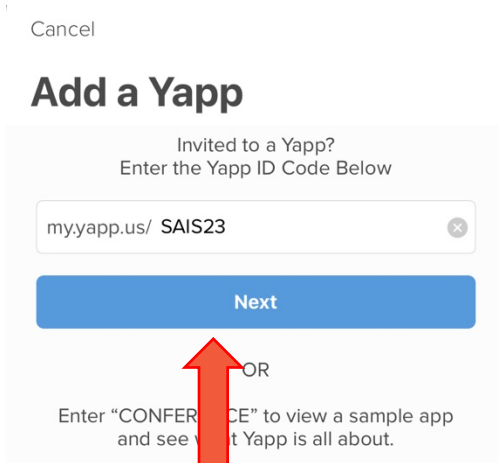


**Step 3:** Open the Yapp app.  Select *Allow* notifications to receive updates from SAIS. Then, follow the prompts to log in to Yapp.



**Step 3**

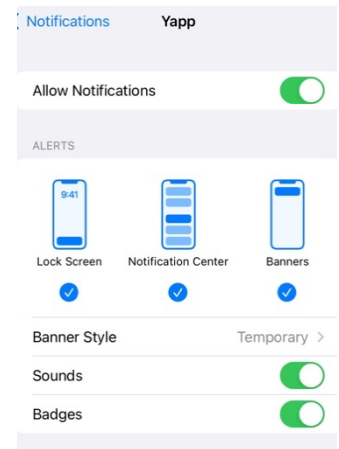
**Step 4: If the 2023 SAIS Annual Conference app does not automatically appear on the Yapp homepage, enter the Yapp ID Code: SAIS23. Click to open.**



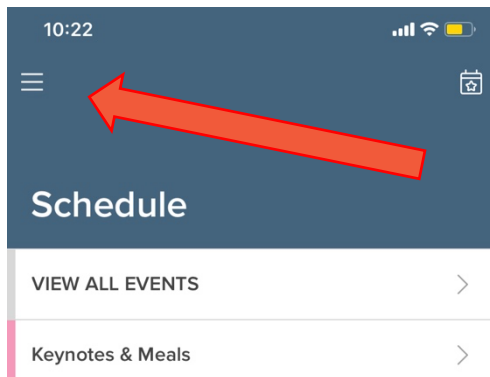
**Step 4**

# Enable Notifications

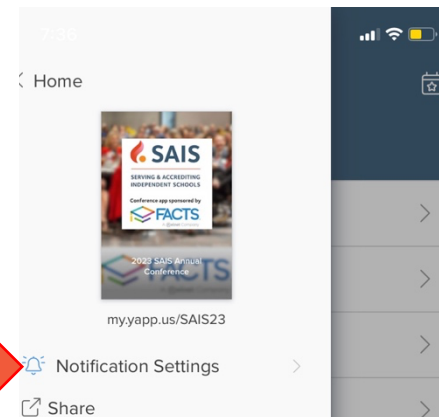
Step 1: Notifications can be configured in your phone's settings by opening Settings, going to Notifications, and selecting Yapp. Your Yapp notification page should look like this.



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.

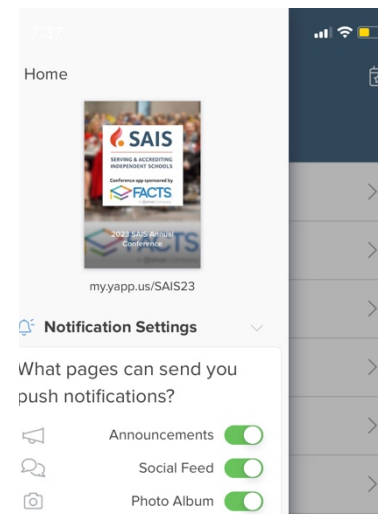


## Step 2



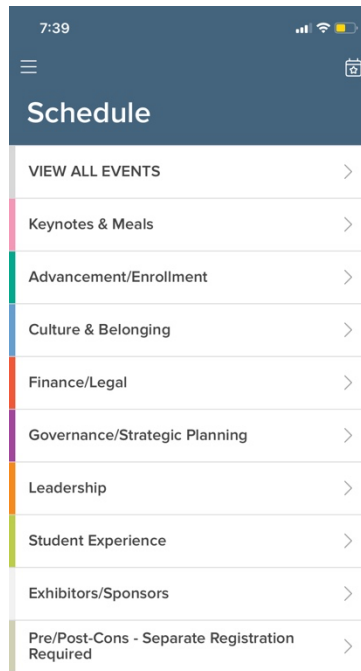
Step 3: Toggle the buttons to enable push notifications for the following updates:

- **Announcements:** receive notifications from SAIS
- **Social Feed:** receive updates from fellow attendees
- **Photo Album:** receive notifications when photos are posted to the photo album



# Saving Your Schedule

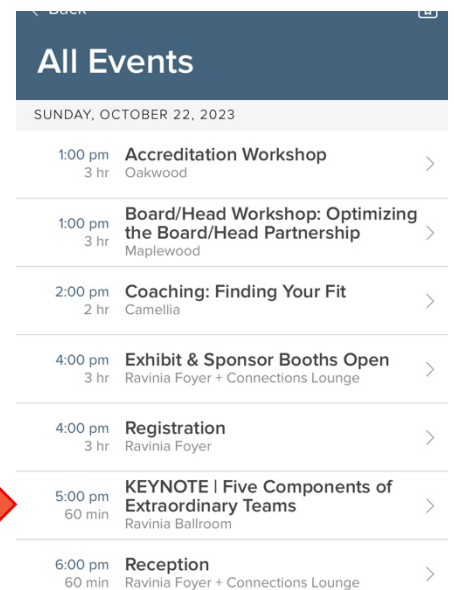
**Step 1:** Click on the *Schedule* menu option and select *VIEW ALL EVENTS* or one of the track options.



**Step 1**



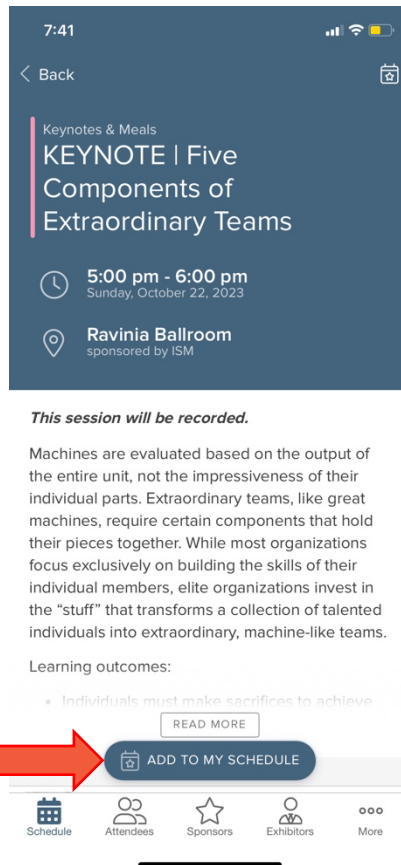
**Step 2:** Click on the session you'd like to add to your personal schedule.



**Step 2**

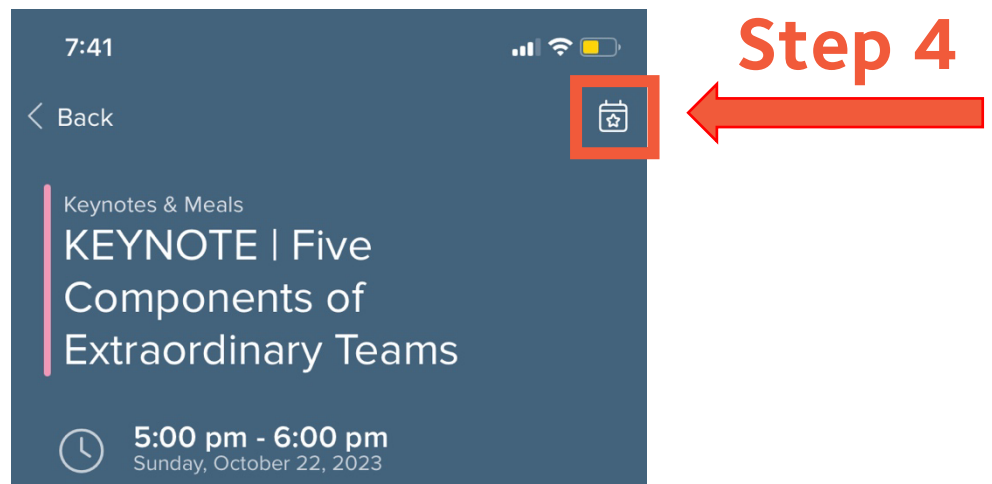


### Step 3: Select *ADD TO MY SCHEDULE*.

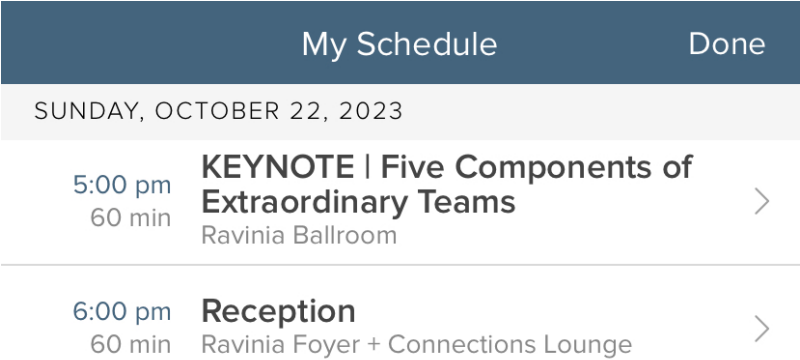


Step 3

### 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 5: After clicking the starred calendar icon, your saved sessions and meals will be displayed.**

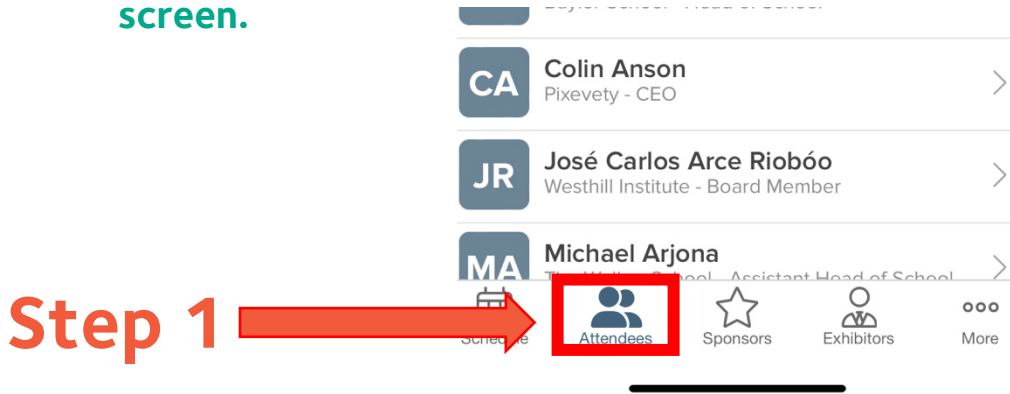


**Step 6: To remove a session from *My Schedule*, select the session you would like to delete. Then select *Remove from My Schedule*.**

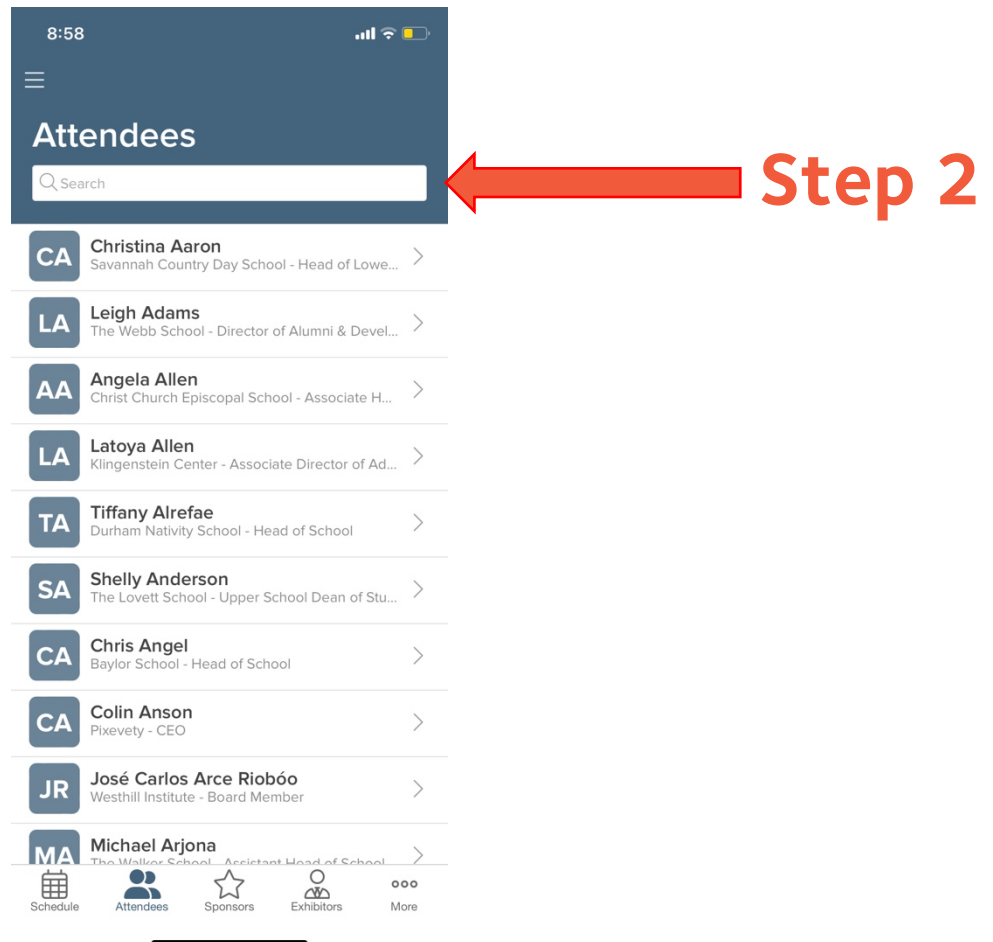


# Searching the Attendee Roster

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



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





## App Menu Items:

<b>SCHEDULE:</b>	Listing of breakout sessions, meals, and exhibitor hours. Make your personal schedule using the steps above.
<b>ATTENDEES:</b>	Searchable roster of all conference attendees, sponsors, and exhibitors.
<b>SPONSORS:</b>	Sponsor list with booth number, contact information, and website.
<b>EXHIBITORS:</b>	Exhibitor list with booth number, contact information, and website.
<b>SPEAKERS:</b>	Learn more about our stellar lineup of speakers.
<b>EXHIBITOR/ SPONSOR MAP:</b>	Floorplan of the foyer and connections lounge with the booth numbers of all exhibitors and sponsors.
<b>VENUE MAP:</b>	Not sure where to go for a meal or session? Take a look at the venue map to help guide you.
<b>DOCUMENTS:</b>	Menus, Conference Program, Ravinia Gardens Map, and App User Guide
<b>ANNOUNCEMENTS:</b>	Notifications from SAIS. We'll send reminders so you don't miss a session or meal!
<b>SOCIAL FEED:</b>	Post a message and comment or like posts from other attendees.
<b>PHOTO ALBUM:</b>	Have a great photo from a session or a selfie with a colleague? Post it here!
<b>FAQs:</b>	SAIS information and resources can all be found in this section, including trustee roster, award info, list of new heads and schools, SAIS calendar of events, social media info, and nearby shopping/emergency services.