

Using CALPELRA's Conference Guide

Download Guidebook to your phone and/or tablet.

First download the app. You can do this several different ways:

- Scan this QR code with your device:



- Go to the app store for your device and search for "Guidebook."
- Go to guidebook.com/getit on your device's web browser.

Follow the prompts on your screen and the app will download.

Access the guide.

Now that you have the app on your device, you can download the CALPELRA guide:

- From within the Guidebook app, use the Search box to type in the name of the CALPELRA guide: **CALPELRA 2018 Annual Conference**. Or scan this QR code after selecting the QR search icon within the Guidebook app:



- Tap "Get this Guide" to download the 2018 guide to your device.



Navigate the guide.

- When you open the CALPELRA guide from your device, you'll open into the main screen. For most devices you'll tap the ☰ icon in the top left of your screen to access the content drawer, and scroll down to see all guide icons and content. Tap any icon to see the content within, or touch the ☰ icon again to close the drawer.
- The CALPELRA guide has many features, including daily schedules, schedule tracks, speaker information, and exhibitor/sponsor information, as well as links to Twitter, Facebook, LinkedIn, and the CALPELRA web site. You can also use the Conference guide to build your connections with other Conference attendees.

View the schedule.

- The schedule module contains all the Conference sessions and events, sorted by date and start time. Tap on any session to get more information or to add the session to your schedule.
- Within a session, you'll see information about the time, location, and speaker(s). You can tap on the location name to see a map, or on a speaker name to see the speaker's bio.

View the schedule tracks.

- CALPELRA's guide includes content and expertise level tracks. When you're in the schedule, use the filter button in the bottom right of your screen to filter the sessions by track. Or from within a session, tap on the color-coded track name to see other sessions in that same track.

Build your own schedule.

- From within each session you'll find an "Add to my schedule" button. Tap on the button to add an item to your own schedule. On most devices you'll also see a + sign on each session from the main schedule list; tap on that + sign to set up a reminder for yourself about the session.
- If you create a User Login for Guidebook and then sign in on whatever device you use to view the CALPELRA guide, your personalized schedule will sync between the devices.

Evaluate sessions.

- Each Conference session includes an evaluation form.
- To find the form for a session, first find that session in the schedule. Tap on the session, and directly below the session description you'll find a Session Evaluation button.
- Tap on the Session Evaluation button and follow the prompts.
- Your completed session evaluations will automatically enter you into the session evaluation drawings. (See guide for prize drawing information and rules.)

Connect with other Conference attendees.

- A User Login for Guidebook will allow you to connect with other CALPELRA Conference attendees from within the guide. Set up your User Login from within Guidebook on your device, or via the web version of the CALPELRA guide.
- Check-in to the Conference, and see others who have checked-in.
- Send private messages to other attendees within the Conference guide. Use this feature to help build your network and establish connections while you're attending the CALPELRA Conference.
- Connect with exhibitors and sponsors as well as individuals from public agencies.

Questions?

- Before the CALPELRA Conference, call the CALPELRA Executive Office with questions about the Conference guide. 925-400-6320
- At the CALPELRA Conference, look for anyone wearing an AskMe button; they'll be happy to answer questions about the Conference guide.