



**NOC25 App How to Guides & FAQs**

How to: Download the App: ..... 1

How to: Getting started ..... 2

How to: Update your profile ..... 2

Navigating the app: ..... 2

How to: Viewing the NOC25 Agenda & Creating Your Own ..... 3

    To view agenda: ..... 3

    Create personalised agenda: ..... 3

How to: Book a Workshop ..... 4

Information on Speakers..... 5

Information on Exhibitors..... 5

The Chat Function:..... 5

FAQs on the app:..... 5

**How to: Download the App:**

Please ensure you have an active internet connection.

**Android:** Go to the Play Store / **iPhone:** go to the App Store

- Search for Crowd Comms (look for this icon)
- Download the app .
- Enter the code: NOC25.
- Enter the same email address which you used to register for the event online (a different email address will not work).
- Create a memorable password (maximum of 8 characters long and must contain at least 1 number, a mix of upper case and lower case characters and 1 special character) and then follow the instructions.
- When you register, if you change your mind about your registration, you can delete your information.
- You can also choose to delete your personal data after the event.
- Sound and email notification - not currently supported on the app.



- If you choose "no" to personal data privacy sharing, your profile will not be shared.

### How to: Getting started

1. Please take a look at the privacy settings to ensure you are happy with them.
2. Update your profile.
3. Familiarise yourself with the Agenda.
4. Book yourself onto the Sunday afternoon workshops. Please note there is limited availability for workshops and so we recommend booking early.

### How to: Update your profile

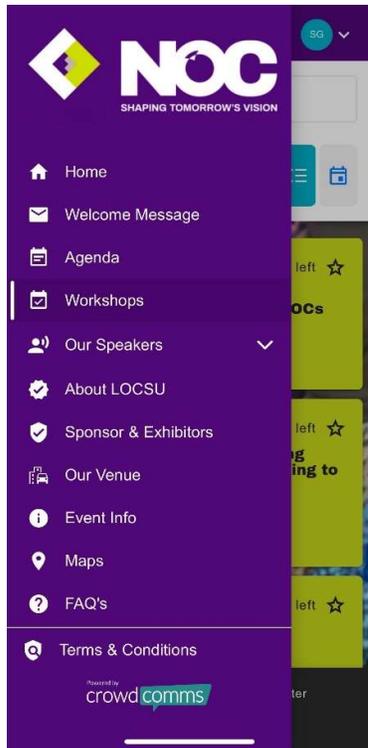


- Click on the blue circle which contains your initials in the top right-hand corner of the app.
- On the drop-down list, you will see 'Edit Profile'.
- Here you can upload a photo of yourself, edit your title and name and add a short bio in the 'About' box.
- Complete your profile and if you would like others to contact you and see your phone number or email address, tick the boxes to opt in.
- At the end of the event, you can delete your data from the App.
  - Go to Profile – Account Settings – scroll down to the bottom and select 'Delete your personal data'.

### Navigating the app:

- **Agenda:** The full two-day conference programme.
- **Workshops:** Details of all the workshops and ability to book onto workshops.
- **Our Speakers:** Biographies and images of speakers and workshop leads.
- **About LOCSU:** An overview of LOCSU, our work and a link to the new strategy.
- **Sponsors & exhibitors:** Includes a search function at top of page to easily find information on a specific sponsor.
- **Our venue:** Venue website, and 'Getting here' information, including a map
- **Event information:** Information on attendee conduct, delegate ID, dress code, photography and filming.

- **Maps:** Conference floor plan showing rooms in use (green location icon). If you click on the icons, it will show the sessions that are being hosted in the room and link to them. Please note that some of the rooms are named after counties, this is not a reference to specific LOCs (Surrey, Dorset, Norfolk).



## How to: Viewing the NOC25 Agenda & Creating Your Own

### To view agenda:

- Go to the 'Agenda'. You can do this by clicking the icon on the home page, or access it through the menu on top left-hand side of the screen (three lines) and select 'Agenda'.
- An overview of each day is displayed in the agenda. If you click on each session, you can find out more information about the session and speakers.

### Create personalised agenda:

- When looking at the Agenda, click on the star to the right-hand side of relevant session ('Add to your event schedule'). The star will change to a bold icon and the session will be added to your schedule.
- If you have selected a session in error, click on the star to the right-hand side of relevant session ('Remove from your event schedule'). The star will change to an outline icon and the session will be removed from your schedule.

- Your Event Schedule can be viewed in your profile (Icon on top right-hand side) under My booked sessions. All your booked workshops will also be displayed here.

## How to: Book a Workshop



1. Go to three horizontal lines at top left of screen and select 'Workshops'.
2. An overview of all the workshops are listed by session time by default.



3. Workshops can alternatively be viewed in a calendar grid view. You can toggle between viewing options on the top right-hand side.
4. Workshops can also be filtered using the filter button bottom right of the screen. This will provide a list of sessions by the 6 workstreams, target audience and their link to the three pillars in the new LOCSU strategy.
5. Clicking on a workshop title will show content, workshop speaker and information on CPD points where appropriate.
6. To book onto a workshop:

- From the Workshop agenda view - select the star icon on right hand side of relevant session ('Book workshop')
- From Workshop full details view – select the star icon at the top and then click 'Yes' to confirm in the pop-up box.

**7. Please note you can be booked in only one session at the same time.**

8. To cancel, click the emboldened starred 'ticket icon' (Cancel booking) which will remove the booking.
9. Please note the room location and see map (found in the drop-down menu on the left-hand side. (Norfolk/ Dorset / Brooke / Greville / Sovereign / Surrey)

**Information on Speakers**

To find out information about speakers, click the three lines at the top left corner, click 'Our speakers' and then choose 'Keynote Speakers' or 'Workshop Speakers'.

**Information on Exhibitors**

To find out information about speakers, click the three lines at the top left corner, click 'Exhibitors'.

**The Chat Function:**

Each session has a 'chat' function when that session has been opened. Please note that any chat or comments added here will be seen by all attendees.

**FAQs on the app:**

- Will the app work on mobile devices in addition to desktop devices?  
Yes, it will work on phones, tablets and desktop computers
- Will I need access to a mobile electronic device (phone/ tablet/ laptop) during the conference?  
Please make sure you bring a fully charged mobile device plus charger as you will need to use it to book onto the workshops and to navigate around the venue.
- What if I leave my charger behind?  
Please speak to one of the LOCSU team as there will be some charging facilities at the LOCSU desk.
- Can I download the agenda?  
Yes, the app allows this, but it will attempt to create calendar entries on your device.