

Event App Instructions

Use Your Mobile Device

1. **Access the App Store or Play Store:** Access the “App Store” on iOS devices or the “Play Store” on Android
2. **Download the app:** Search for Webex Events. Once you’ve found the app, tap either “Get” or “Install.” After installing, a new icon will appear on the home screen.
3. **Sign in:** Once downloaded, open the Webex Events app and enter the email address you used to register for the event.
4. **Create a password:** Create your own password and tap “Sign Up.” Review your profile information and tap “Continue.”
5. **Join the event:** On the next page, you will see a listing of the app events you have access to. Tap 2024 Home Health Administrator’s Summit from the list to enter the app.



Use Your Computer

1. **Go to the website:**
app.socio.events/MzlyOTM%3D
2. **Enter your information:** Enter the email address used to register for the event, then click “Continue.” Create your own password and click “Sign Up.”
3. **Join the event:** Review your profile information and click “Continue” to enter the web version of the app.

Troubleshooting Tips & Tech Support

- Make sure to sign in using the same email you used to register for the event. If you cannot remember which email address to use, reference the “Know Before You Go” email or visit the registration desk for assistance.
- Already signed in using the wrong email? Tap “Me” in the bottom right corner of the app screen and click on the “Settings” cog icon. Tap “Delete Account”. Repeat the process of signing into the app using the correct email address.
- Choose a password you will easily remember. If you forgot your password, tap “Forgot Your Password?” button on the log-in page and a reset link will be sent to your registered email address.
- App not working on your mobile device? Try logging in using the web version!

Edit Your Profile

After logging in, tap the “Me” button at the bottom of the screen. From there, you can update your profile details, add a description, and add social media accounts to your profile!

Enable Push Notifications

Don't miss important event announcements in the app! Ensure your device is set to allow push notifications from the Webex Events app.

iOS: On your device's home screen, tap **Settings**, then **Notifications**. Find the Webex Events app on the list and enable notifications.

Android: Open the **Settings** app on your device and tap **Apps & Notifications**. Select **See all Apps**. Find the Webex Events app on the list and Notifications, then enable notifications.

Connect With Attendees

Use the app to network and forge connections with fellow attendees!

Add a Connection

1. On the home screen, tap **Attendees**.
2. Find the person you wish to connect with and tap on their profile. To send a connection request, tap **Add**.
3. If the person accepts the connection request, you will see their profile added to your **Connections** button at the bottom of the home screen and you will have full access to the other person's profile details (name, company/title, city/state, contact info, description, connected social media accounts, etc).

Shake & Connect

Connect with nearby app users with Shake & Connect!

1. On the home screen, tap **Shake**.
2. When you are next to your intended connection, tap your screen or shake your phone within 5 minutes of each other (you may need to confirm that your device's location services are turned on).
3. Your screen will populate with other app users who are using Shake & Connect at the same time as you. Find your intended connection in the list and click **Add**.
4. Once you successfully connect with the other person, you will see their profile added to your **Connections** button at the bottom of the home screen and you will have full access to the other person's profile details (name, company/title, city/state, contact info, description, connected social media accounts, etc).

Note: Shake & Connect may show results for Webex Events users within 25 miles of your location and may show users who are not attending your event. Use discretion when accepting or sending connection requests.

Managing Connections

- **To message a connection:** Tap **Connections** at the bottom of the screen and find the connection you want to message. Tap on their profile and select Message. You can send a chat message, share a photo, or request a virtual meeting!
- **To remove/block a connection:** Tap **Connections** at the bottom of the screen and navigate to the person's profile. Scroll to the bottom of their profile page and click “Block Connection.” This will remove them as a connection and will prevent you from being able to message each other moving forward.

Explore the App Features

- **Agenda:** View the complete event schedule and access presentation materials! When you find a session of particular interest, tap + next to the session name to add it to your personal event agenda.
- **Activity Wall:** Use this feature to network with other attendees, share best practices and key session takeaways, and post photos and event highlights!
- **Speakers:** Learn more about our session speakers and check out when they will be presenting!
- **Exhibitors/Sponsors:** View the list of exhibitors and sponsors that help make the event possible!
- **CEU Info:** Your one-stop shop for all things CEU! Access the CEU evaluation, learn how to obtain your certificate for the program, and find out which CEUs are offered.
- **Hotel Info:** Visit this feature to learn more about hotel and parking details

Terms of Use

As part of the event experience, some activities are sponsored by DecisionHealth partners and exhibitors. As an attendee, I understand that while attending an educational event if I attend a sponsored activity, engage with an exhibitor's booth staff, schedule an exhibitor appointment, or allow an exhibitor to scan my badge at the in-person event, I am giving DecisionHealth permission to collect, manage and share my contact information that was used to register for the event or modified within my profile in the conference app with the exhibitors and/or sponsors. Additionally, I understand that if I connect with users within the conference app, I am also sharing my contact information with that individual.