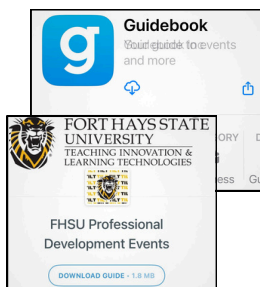# GUIDEBOOK TUTORIAL FOR END USERS

GETTING STARTED
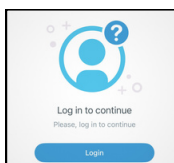
1 SCAN THE QR CODE AT LEFT TO DOWNLOAD THE APP OR SEARCH FOR IT IN THE APP STORE/GOOGLE PLAY.
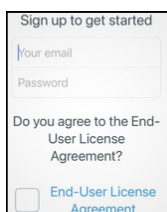
Guidebook
Your guide to events and more

FORT HAYS STATE UNIVERSITY
TEACHING INNOVATION & LEARNING TECHNOLOGIES

FHSU Professional Development Events

DOWNLOAD GUIDE · 1.8 MB

2 DOWNLOAD THE GUIDE AND OPEN IT. IF YOU ALREADY HAVE THE APP, CLICK "ALREADY HAVE THE GUIDEBOOK APP?," DOWNLOAD, AND PROCEED TO STEP 5.

Log in to continue
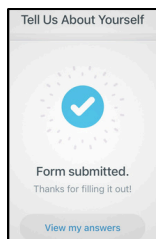Please, log in to continue

Login

3 CLICK "LOGIN TO CONTINUE" AND THEN PROCEED TO "SIGN UP" TO CREATE YOUR ACCOUNT.

Sign up to get started

Your email

Password

Do you agree to the End-User License Agreement?

End-User License Agreement

4 ENTER THE CREDENTIALS YOU WOULD LIKE TO USE FOR GUIDEBOOK AND AGREE TO THE LICENSE AGREEMENT.

Tell Us About Yourself

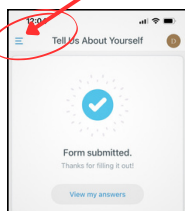Form submitted.
Thanks for filling it out!

View my answers

5 ANSWER THE "TELL US ABOUT YOURSELF" QUESTIONS AND SUBMIT. BE SURE TO **SHARE ADDITIONAL USAGE INFORMATION WITH OWNERS OF THIS GUIDE.** WE USE THIS INFO FOR ANNUAL REPORTING.

GUIDEBOOK TUTORIAL
FOR END USERS
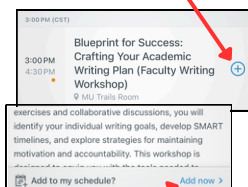
REGISTERING FOR EVENTS

1 CLICK THE THREE BARS AT TOP LEFT TO OPEN THE MENU.
Note: The completed "tell us about yourself" message will continue to show on the landing page of the app.

2 CLICK ON "PD EVENTS SCHEDULE" AND SEARCH FOR EVENTS BY NAME, OR CLICK THE FUNNEL AT BOTTOM RIGHT TO FILTER BY TRACK (E.G. "PDD"), THEN CLICK ON ANY DATE WITH A DOT TO SEE EVENTS WITH YOUR TRACK/S.
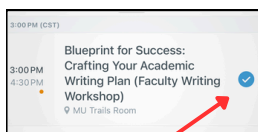
3 CLICK ON AN EVENT TITLE TO SEE ITS DESCRIPTION. REGISTER FOR THE EVENT BY CLICKING ON THE PLUS SIGN IN THE EVENT OVERVIEW **OR** "ADD NOW" IN THE EVENT DESCRIPTION.

4 CLICK THE CALENDAR DOWNLOAD TO CREATE AN EVENT IN YOUR OWN CALENDAR.
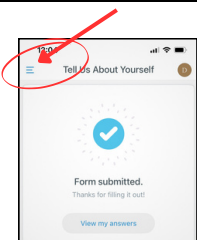*Note: Make sure you have added Microsoft Exchange to your Calendar Accounts*

5 REMOVE EVENTS FROM YOUR SCHEDULE BY CLICKING THE CHECKMARK ON AN EVENT YOU REGISTERED FOR.

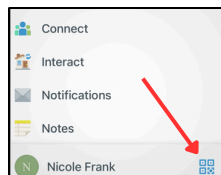# GUIDEBOOK TUTORIAL
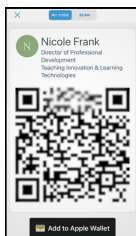# FOR END USERS

ATTENDING EVENTS

1 CLICK THE THREE BARS AT TOP LEFT TO OPEN THE MENU.
Note: The completed "tell us about yourself" message will remain on the home page of the app.

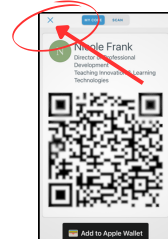**2** CLICK ON THE QR CODE NEXT TO YOUR NAME AT THE BOTTOM OF THE MENU.

3 SHOW THE QR CODE TO THE ATTENDANCE WORKER AT THE EVENT SO THEY CAN SCAN IT.

4 ADD YOUR QR CODE TO YOUR APPLE WALLET, IF YOU WOULD LIKE.

5 CLICK "X" AT TOP LEFT TO CLOSE.