

## Open App

Please download the app “CVENT” from your systems app store. Then locate the app from the image on your phone and click it open.



## Log in

First name

Required

Last name

Email

[Privacy Policy](#)

## Log In

Once clicked open, enter your first and last name. Then use the email you registered with for the conference.

Q Search for an event

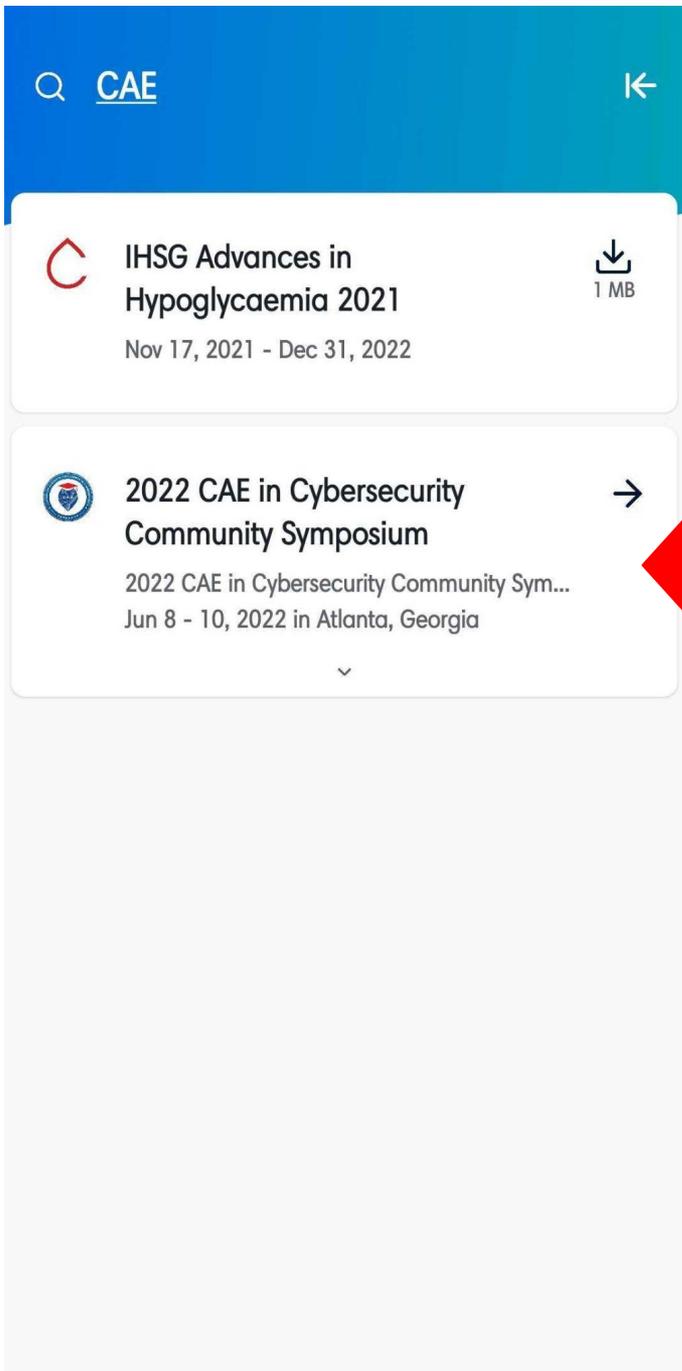
Search by name, location, or  
event ID

Your event ID was emailed to you by the  
event organizer.

## Find Event

Once logged in, you will  
have to find the event.

Type “2022 CAE in  
Cybersecurity Community  
Symposium” to locate the  
event.



## Join Event

The event should pop up and look like the one in the image. Click it to join the event.



2022 CAE in Cybersecurity Community Symposium

 Attendees

### Check into the Event

Use your QR code to check into the event.

[View QR code](#)



### Up Next

Registration (No breakfast provided)

Thu, 6/09, 7:00 AM - 8:00 AM ET



### Share Your Thoughts

  
Home

  
Schedule

  
Profile

  
More

# Home Page

Once clicked and joined. It will take you to the homepage. On this page you will see a few things like:

- Attendees
- Your next part of the schedule
- A place to share your thoughts via surveys



2022 CAE in Cybersecurity Community Symposium

 Attendees

Check into the Event

Use your QR code to check into the event.

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Up Next

Registration (No breakfast provided)

Thu, 6/09, 7:00 AM - 8:00 AM ET



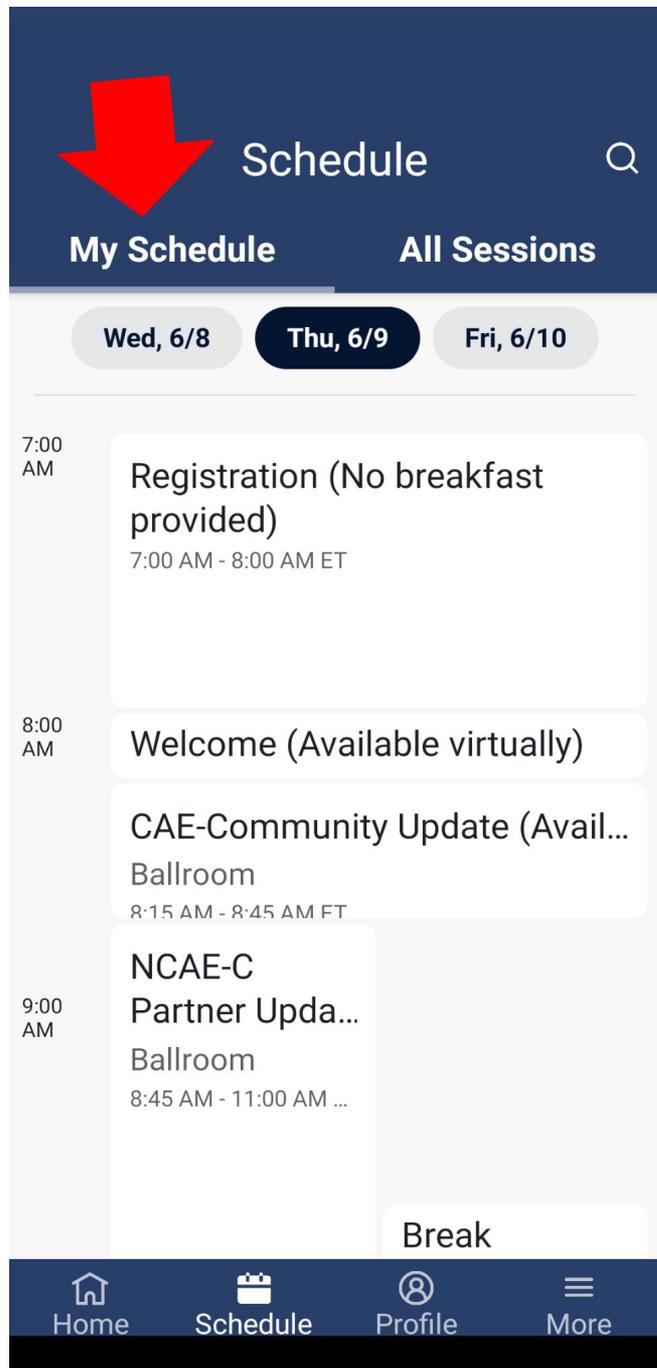
Share Your Thoughts



 Home  Schedule  Profile  More

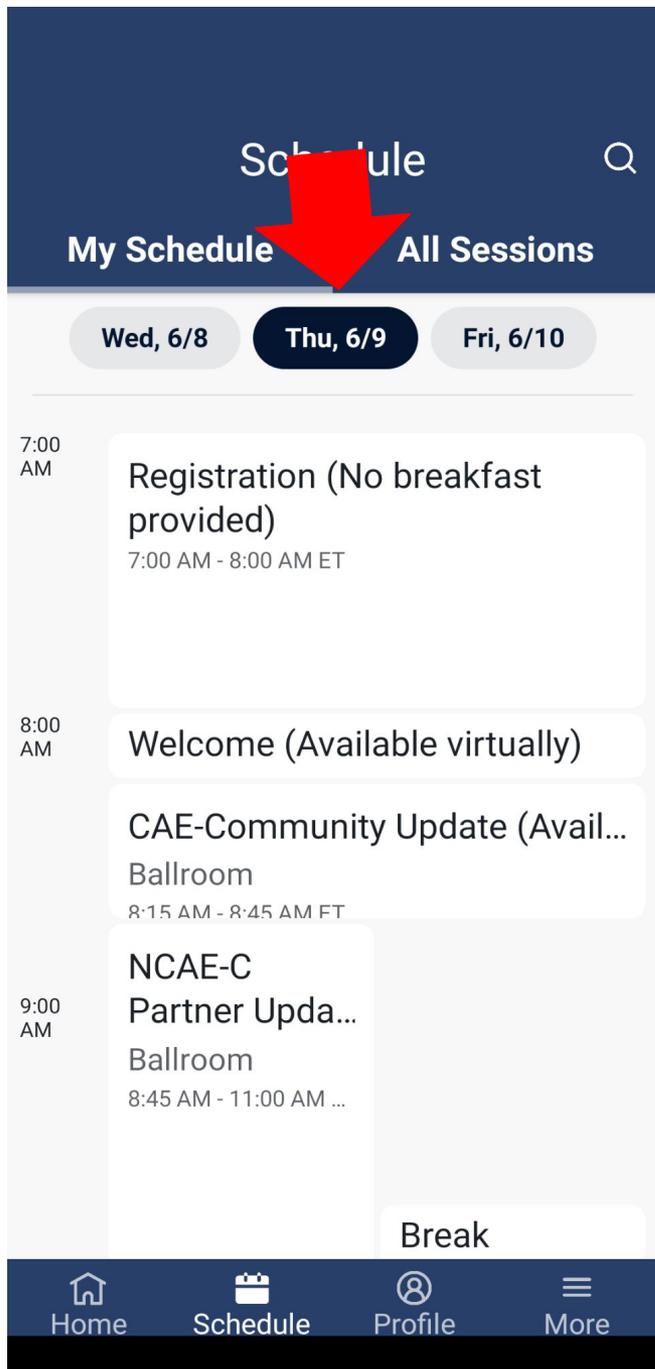
## Locate Schedule Tab

At the bottom of the app are 4 different tabs. The one to the right of the home page is the “schedule” tab. Click the “schedule” to locate the agenda for the Symposium.



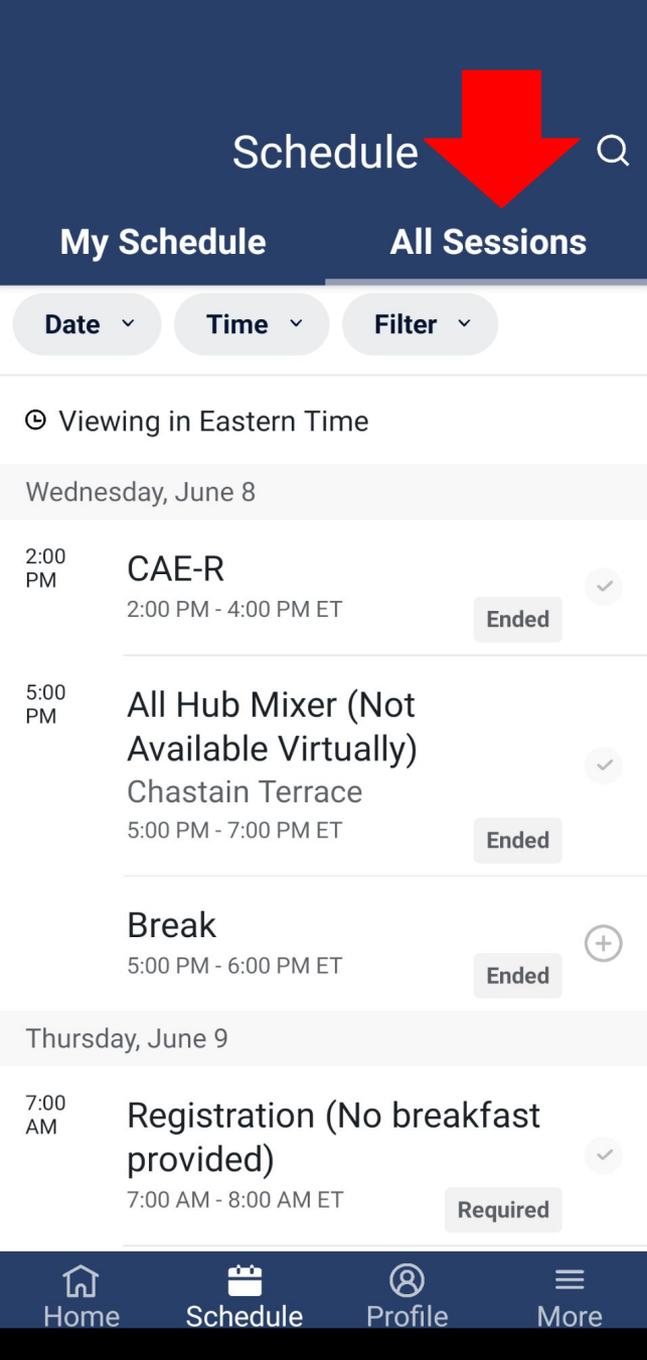
## “My Schedule” Schedule Tab

Once the “schedule” tab has been clicked, it will take you to the “My schedule” tab located in the upper left corner.



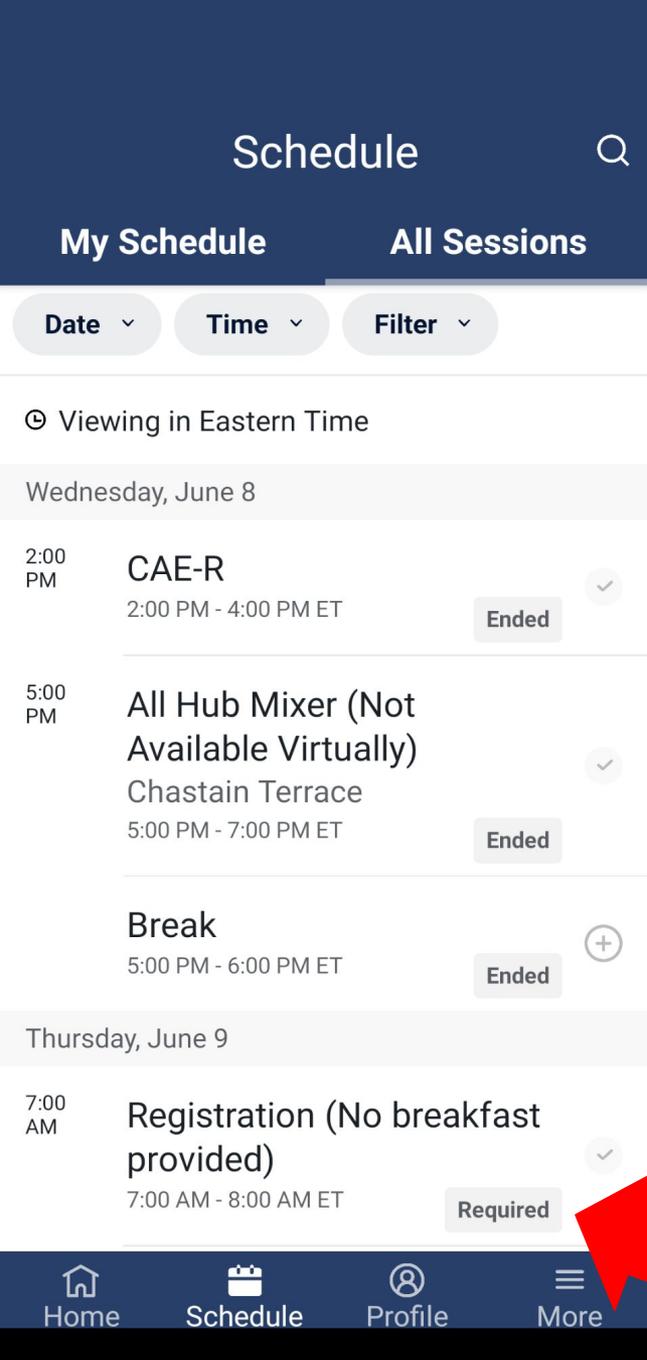
## Filter by Date

You can filter the agenda by date which is right under the “my schedule” tab. Click the date you want to see the agenda for.



## “All Sessions” Schedule Tab

Located in the upper right corner is the “all sessions” tab where you can see the **full** schedule for the Symposium.



## Required Events

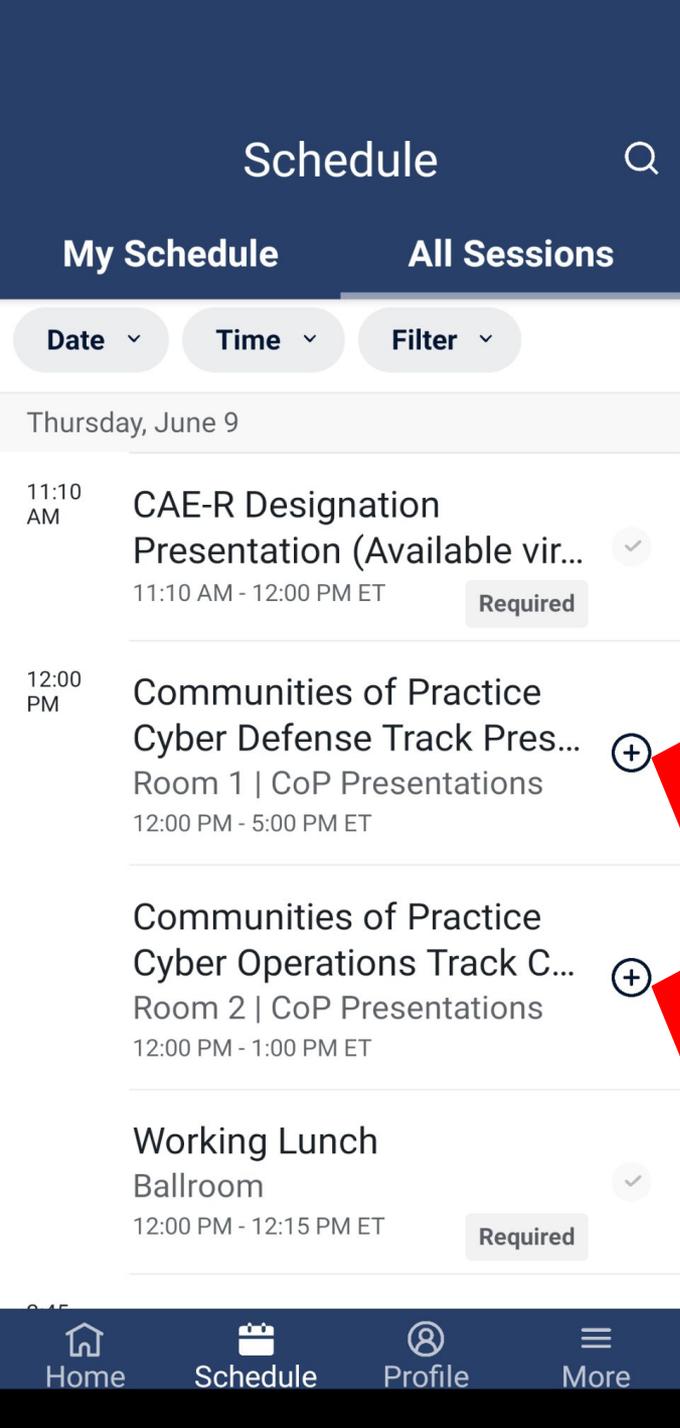
Events that are required to attend are marked "required" in a gray box, in the lower right corner of the event.

# **Adding an event into your agenda**

When there are breakout rooms or optional events, you can add these events into your schedule in two methods.

# **Adding an event into your agenda**

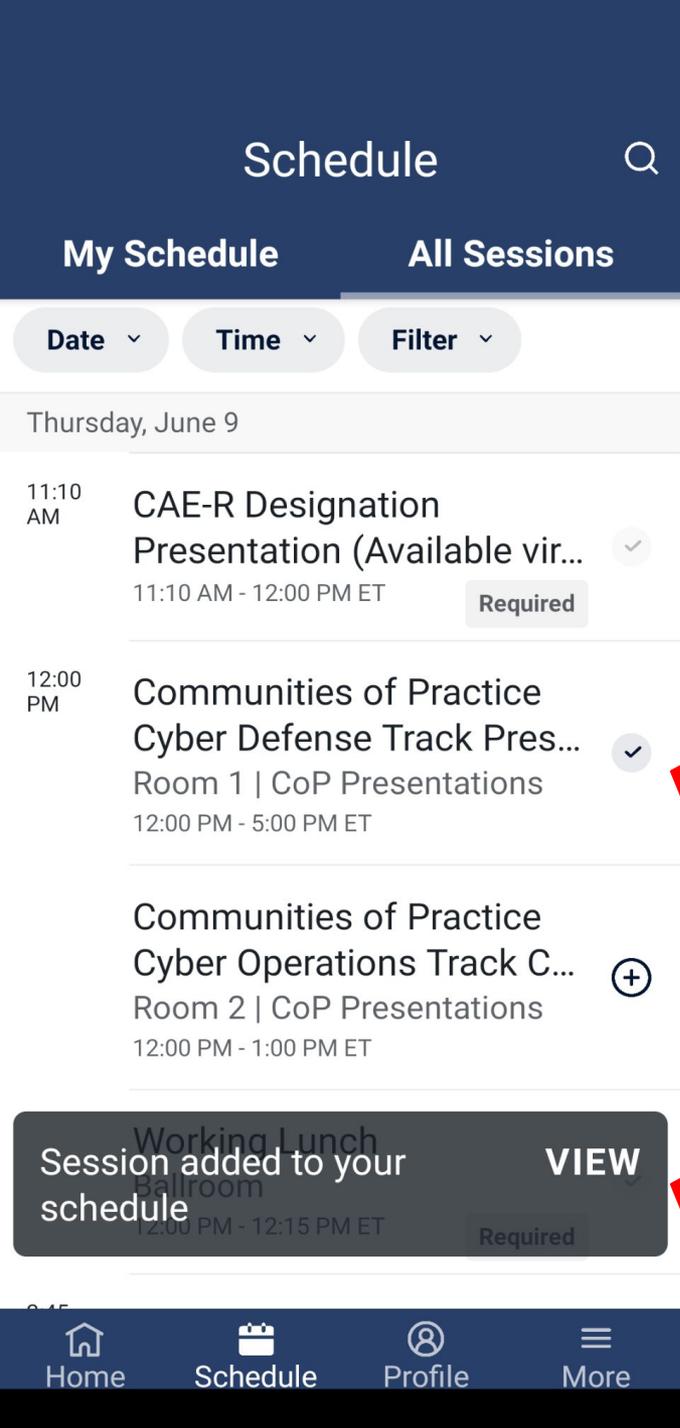
Method 1



## Method 1: Adding an event into your agenda

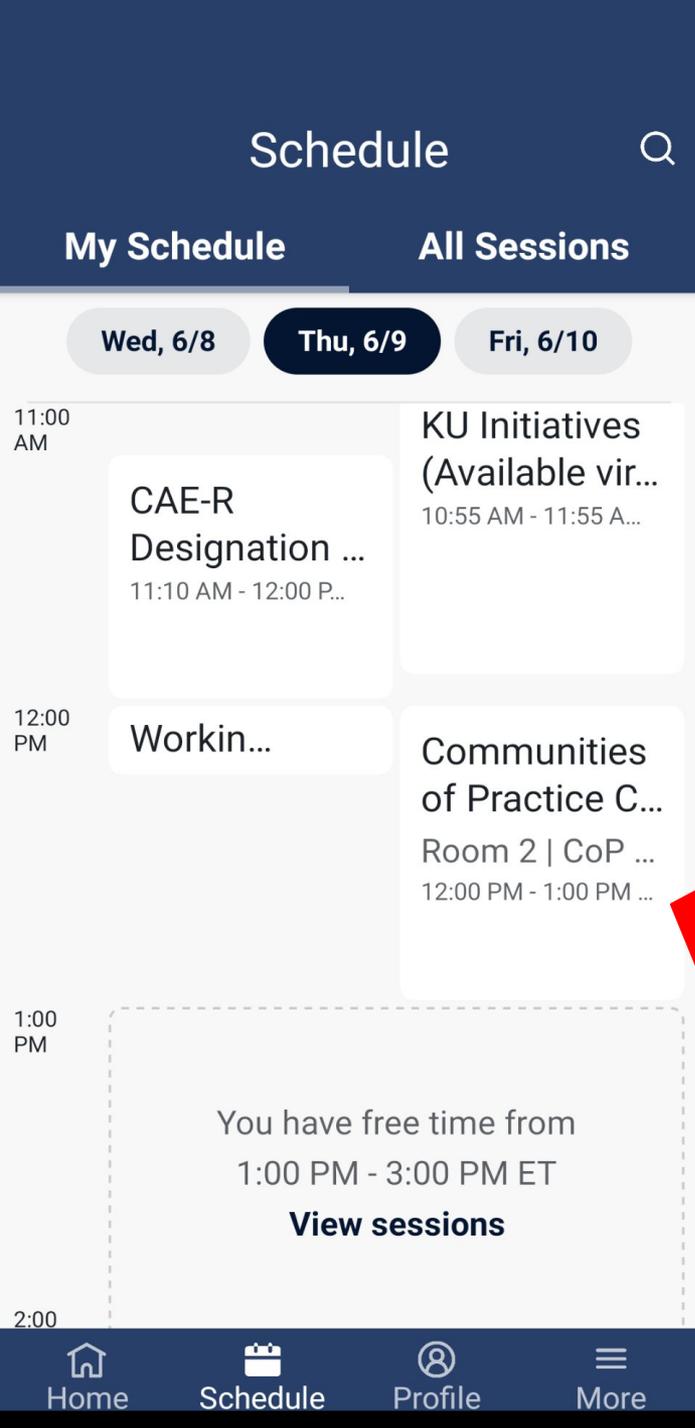
When there are breakout sessions or additional events, you can add these events into your schedule by locating the event(s) in the “all session” schedule. Next to the breakout sessions you will see a plus sign. Click the plus sign to the session(s) you want to add to your schedule.

***\*Pay attention to the TIME of the events\****



## Method 1: Adding an event into your agenda

Once you have added the event correctly, you will see a check mark and a pop up message saying that the session(s) was added to your schedule.

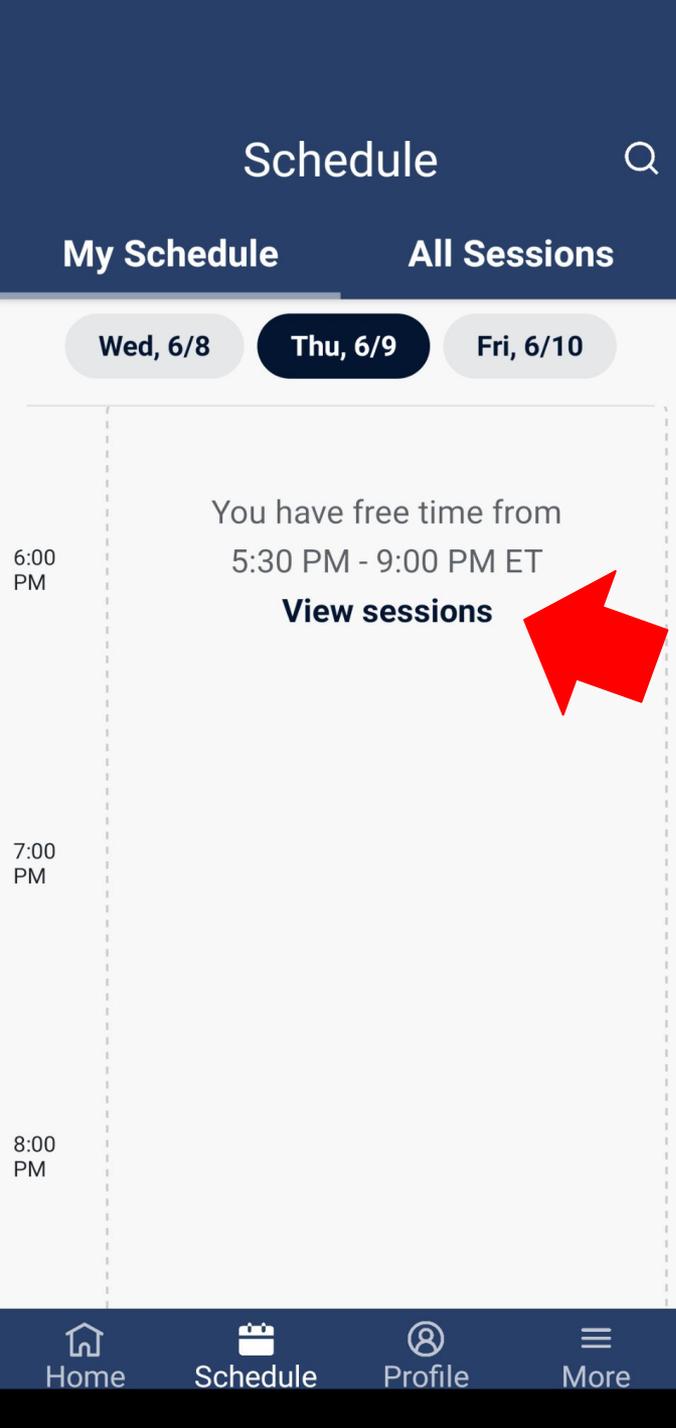


## Method 1: Adding an event into your agenda

Once you have added the event correctly, you will see the breakout session(s) in the “my schedule” tab in the appropriate time block.

# **Adding an event into your agenda**

Method 2



## Method 2: Adding an event into your agenda

When there are breakout sessions or additional events, you can add these event(s) into your schedule by locating the event in the “my schedule” when you see a bolded “**View Sessions**”. Click the “**View Sessions**” to access a new menu.



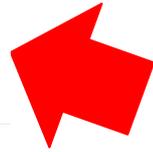
## Sessions

Thursday, 6/09, 5:30 PM - 9:00 PM

⌚ Viewing in Eastern Time

Immersive Labs (Not Available Virtually)

5:30 PM - 6:00 PM ET



Cyber Bit (Not Available Virtually)

6:00 PM - 6:30 PM ET



## Method 2: Adding an event into your agenda

In the new menu you will see the break out sessions or additional events with plus signs next to them. Click the plus signs next to the session(s) you would like to attend to add it to your schedule.

***\*Pay attention to the TIME of the events\****



Home



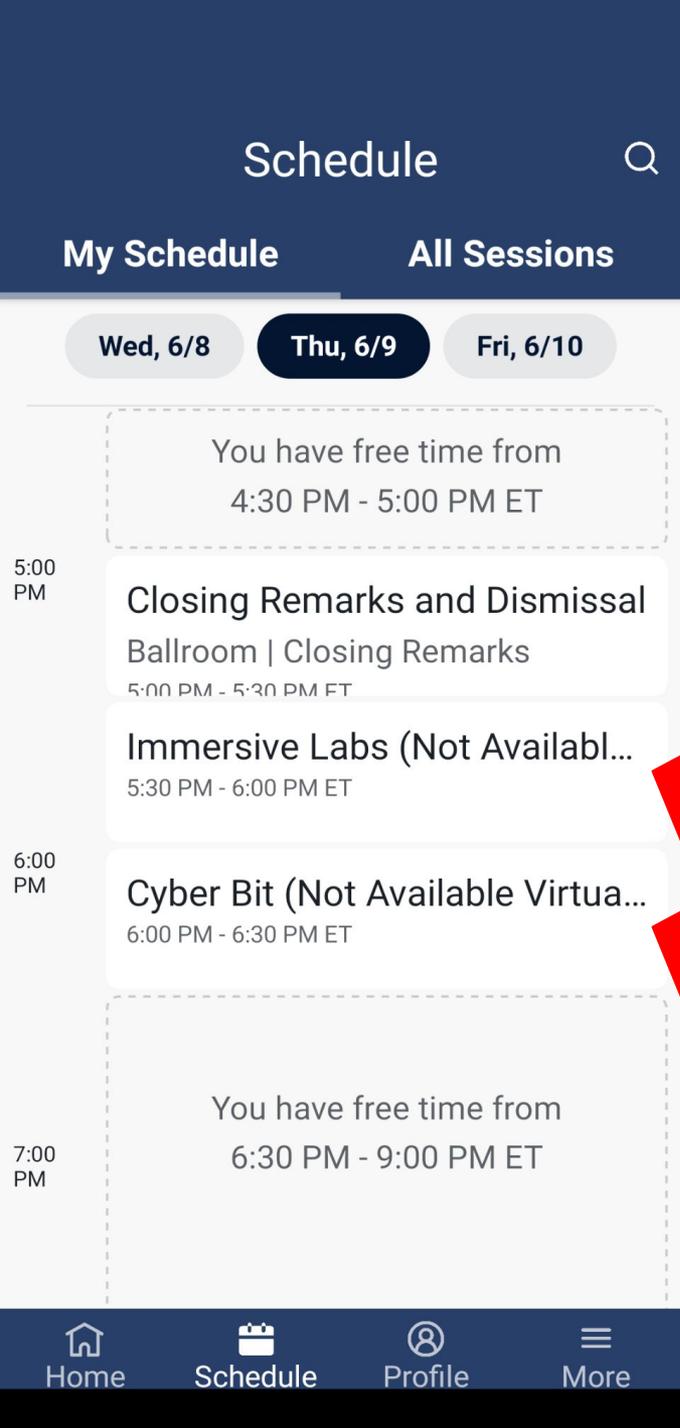
Schedule



Profile



More



## Method 2: Adding an event into your agenda

Once you have added the events, you should see the new event(s) in the “my schedule” tab

***\*Pay attention to the TIME of the events\****