

# CM Events app

Keep participants connected







## Introduction

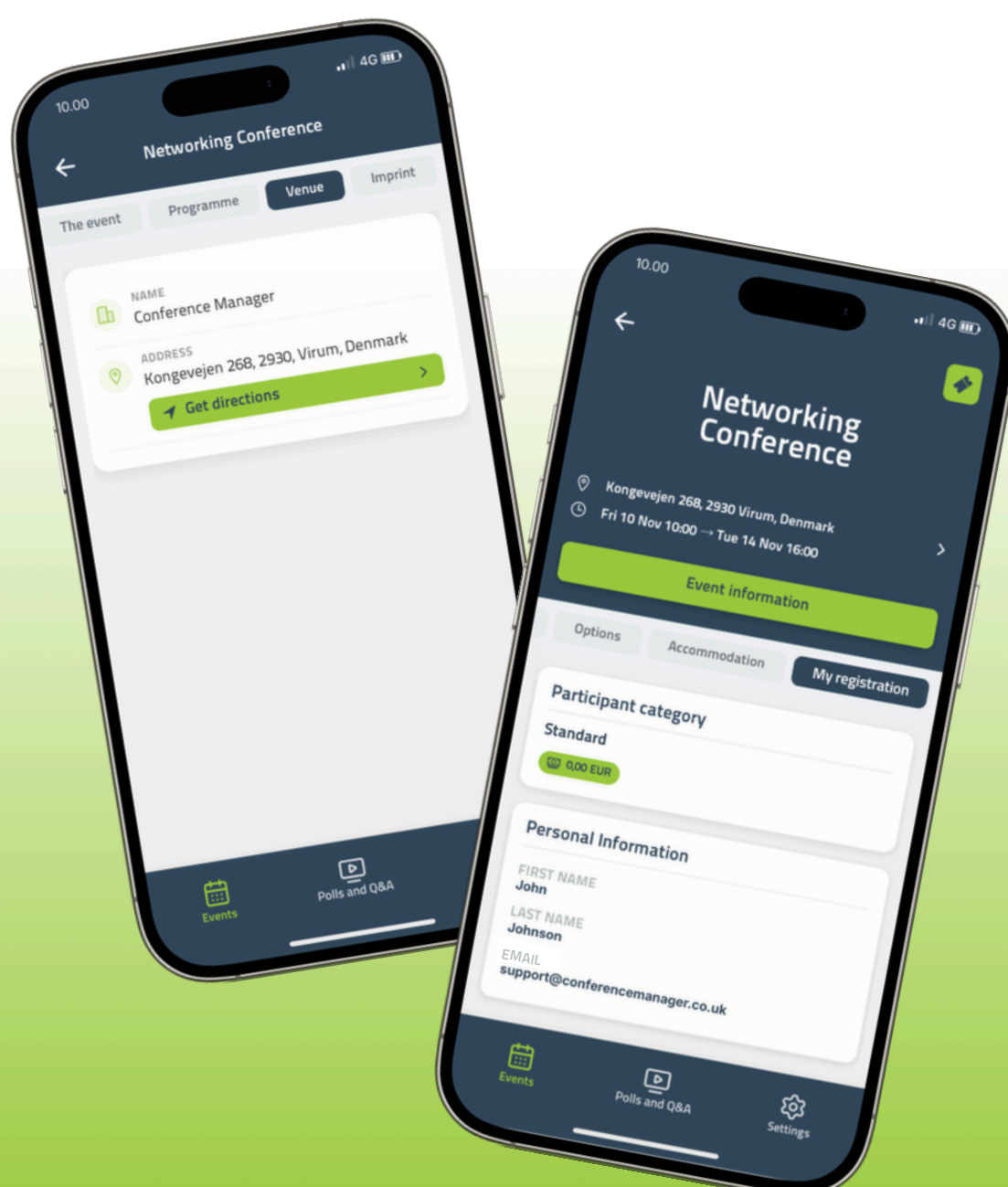
The CM Events app keeps participants connected with real-time updates, from programme to registration, ensuring they have everything they need in just a few taps.

# Get started with CM Events

The CM Events app brings together schedules, information, tickets, and interaction in one single solution, enabling you as an organiser to create a simple and engaging event experience for your participants.

## This introduction will show you:

-  **How to sign into the CM Events app**
-  **How to navigate the menus**
-  **How to access different information**
-  **Where to find tickets**
-  **How to participate in polls, quizzes and live Q&A's**
-  **How to collect all sign-ups in one place — even across multiple email addresses**



Start by  
downloading the  
CM Events App



Download on the  
App Store

GET IT ON  
Google Play



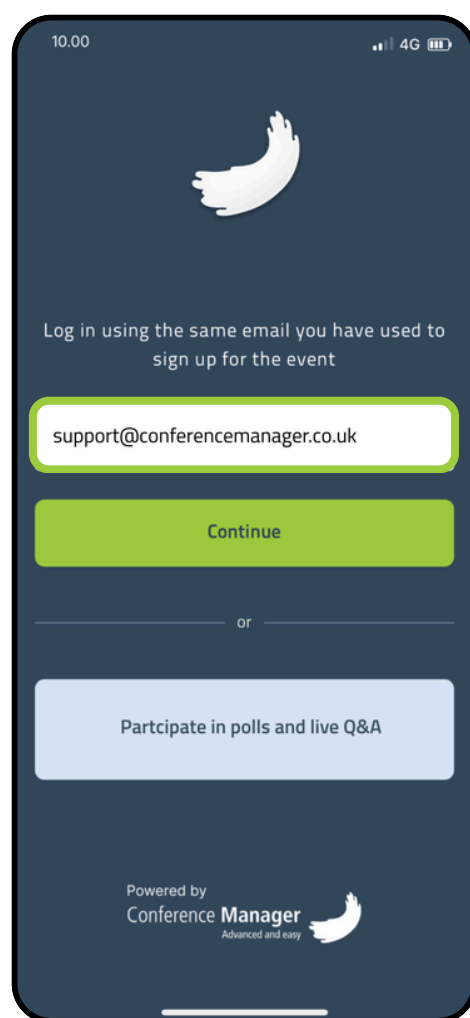
 iPhone

 Android

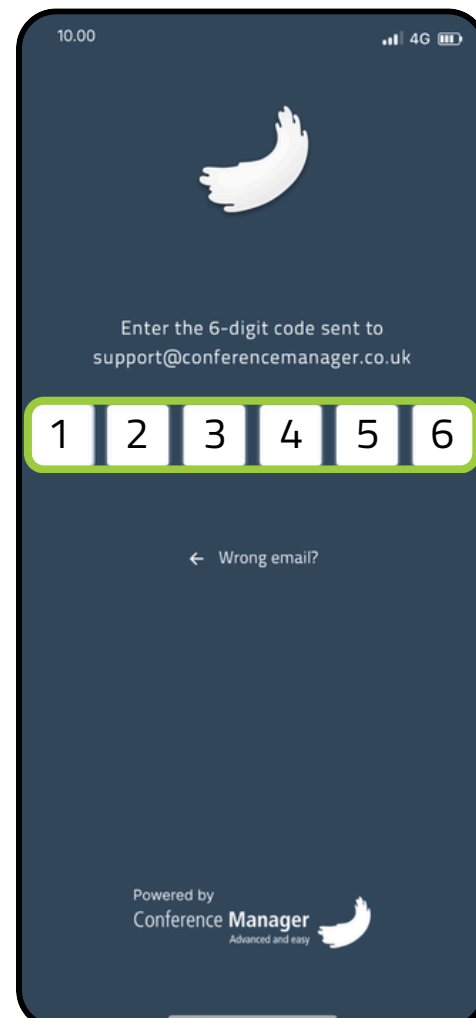
# Log in to the app

 **Activate access with verification code and create a PIN code**

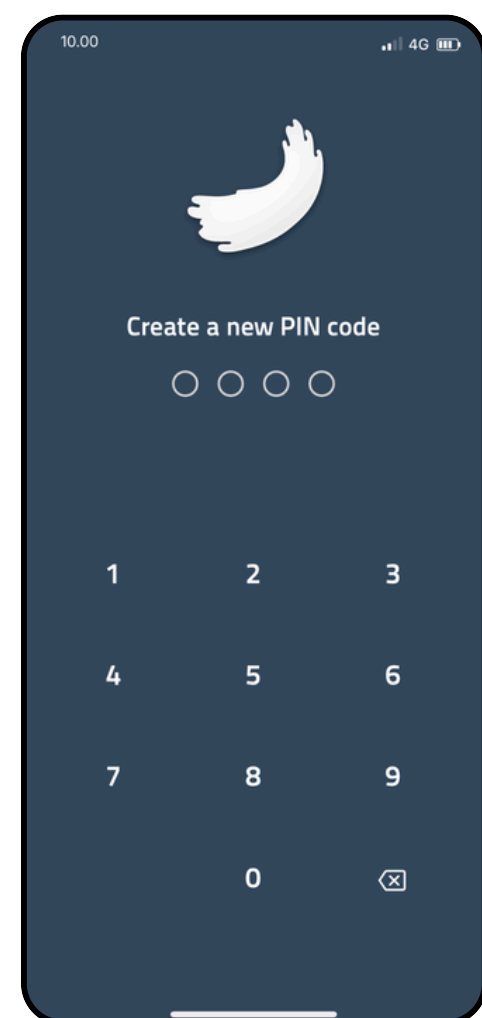
- 1:** Sign in with the email address used to register for the event.
- 2:** Use the verification code sent via email to verify.
- 3:** Create and confirm PIN code.



*Participants also have the option to join a poll or live Q&A without logging in.*



*The verification code is sent to the email entered.*

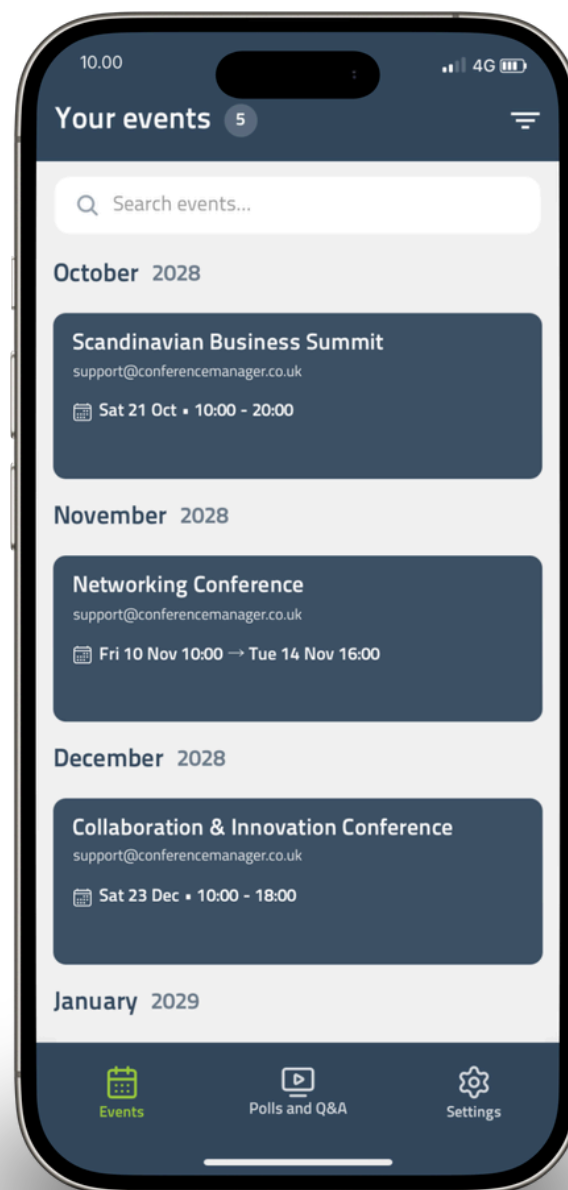


*The PIN code is used to quickly access the app in the future.*

# The events right at hand

The event overview gives the participants a complete list of all the events they're registered for. Events are sorted by date and can be opened with a single tap.

Click on **Events** in the navigation bar to open the event overview.



Tap on a specific event to open its details.

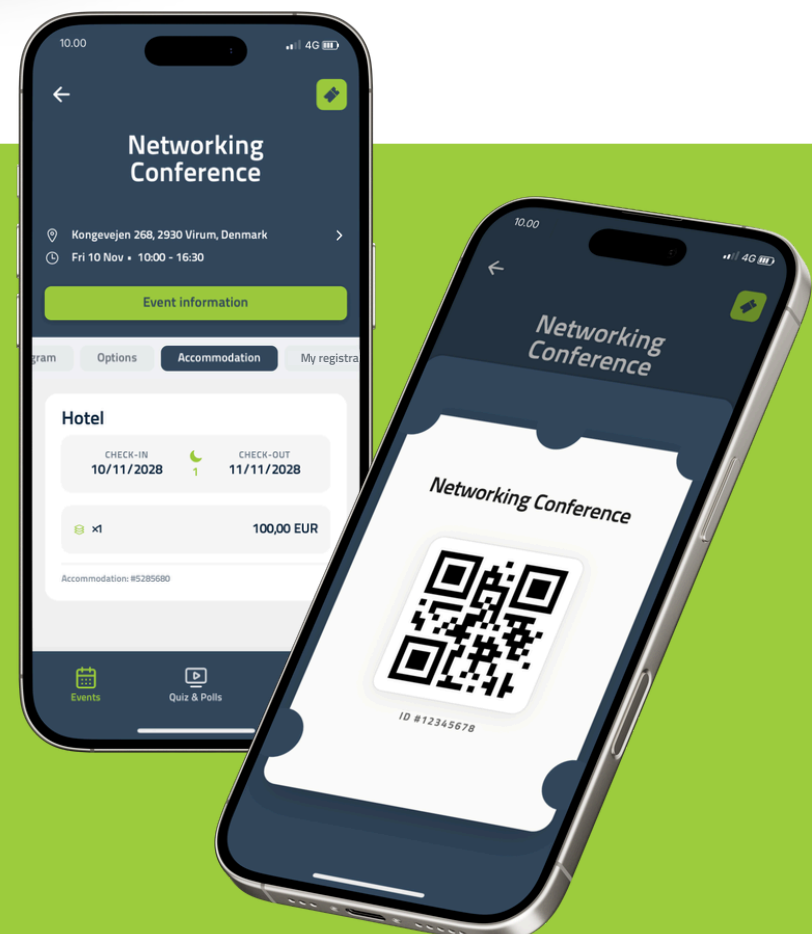


## Registration information

When opening an event from the overview, your participants can view their personal registration information and see their selected programme, options, accommodation and seats.

## Ticket

If the event requires a ticket, it can be accessed by clicking the green ticket icon in the top right corner.



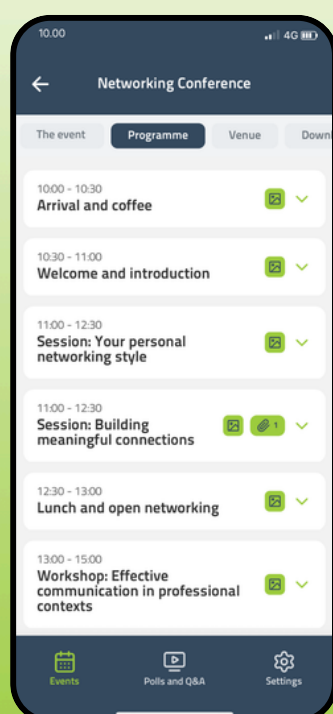
# The website pages

When participants have opened a specific event, they can access the website-pages via the button **Event information**. The website pages in the app reflect the website created in Conference Manager. Depending on the website content, participants can view pages such as programme, participant list, venue, download page, and more.

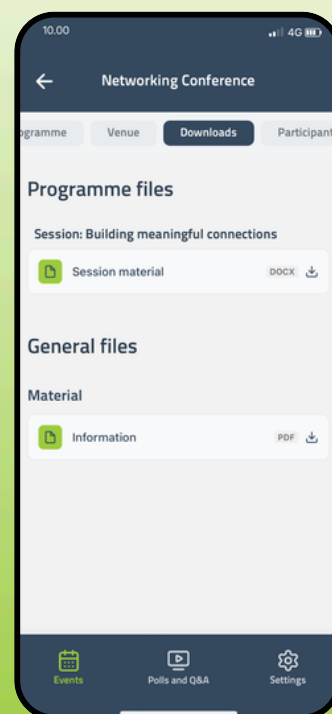


Click on **Event information** to access the website pages.

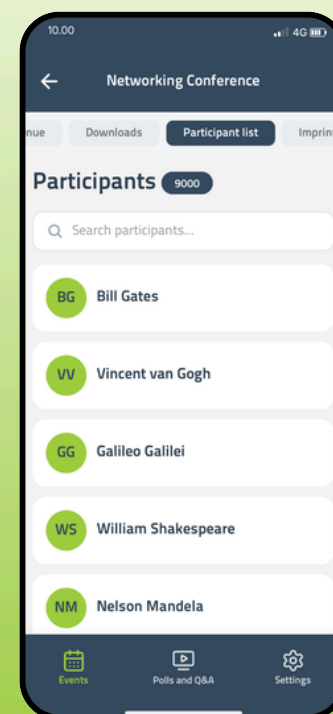
Examples of how selected website pages are displayed in the app:



Programme



Download page



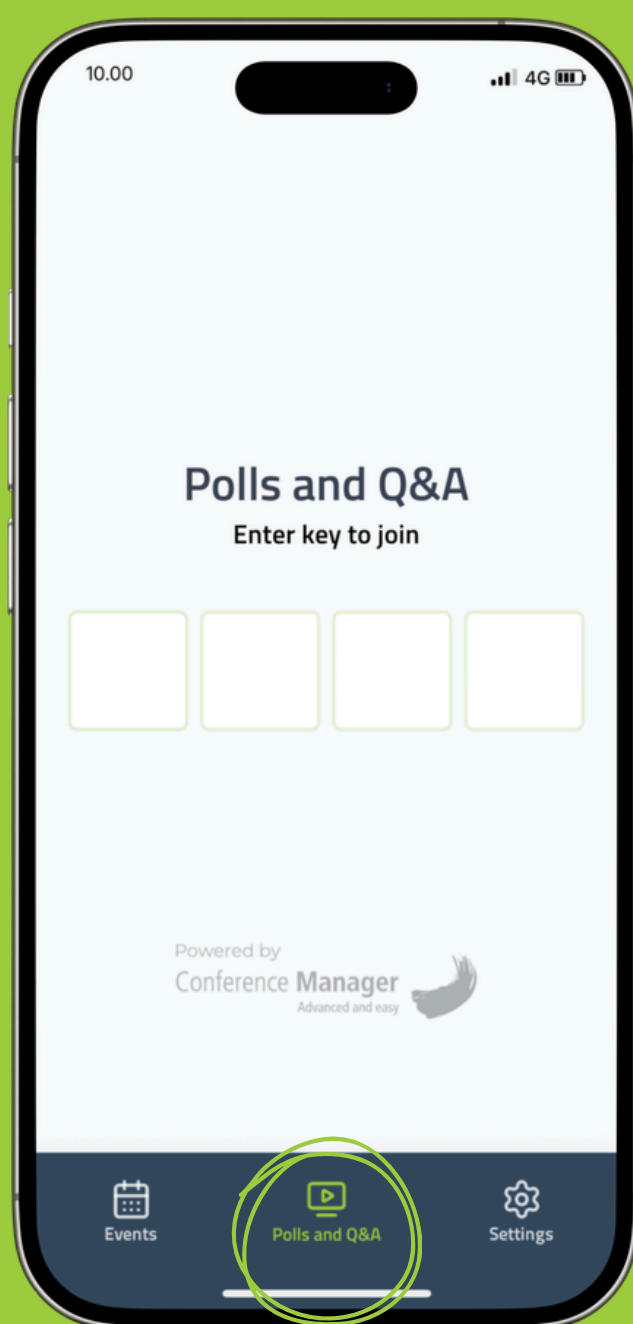
Participant list

# Live interactions

Engage your audience with polls, quizzes, and live Q&A's. As an organiser, you start the session on a shared screen, allowing participants to follow along. A unique access key is automatically generated and displayed on the screen, which participants enter on their device to join and interact in real time.

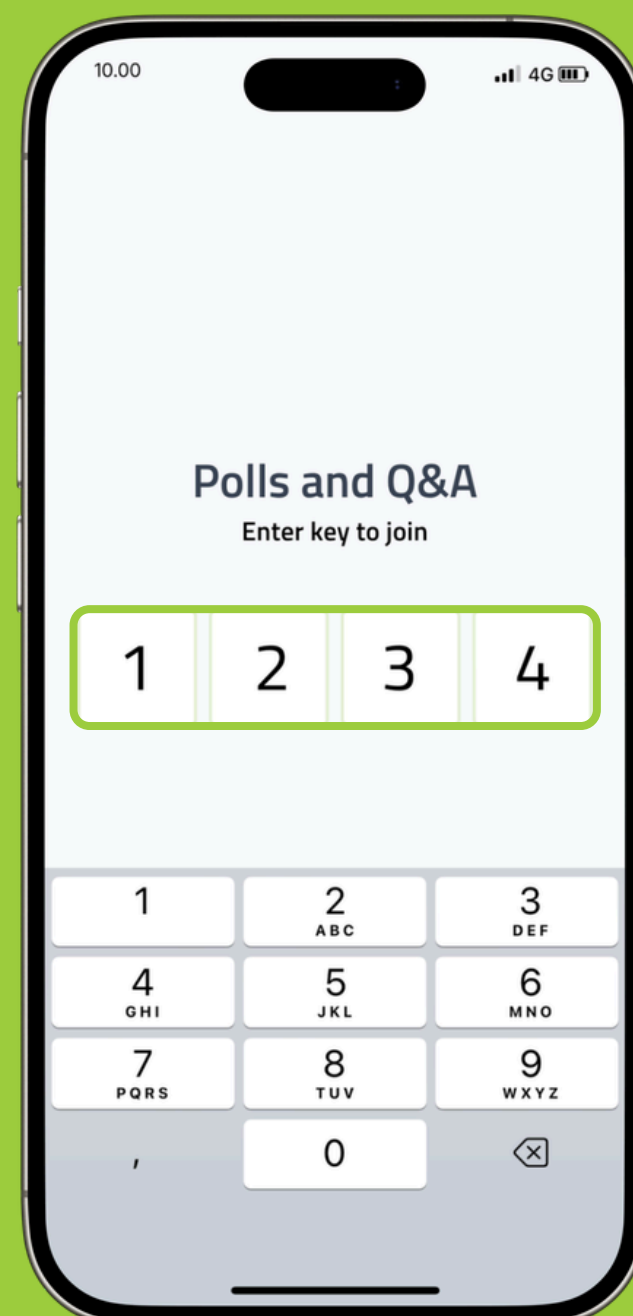
## Polls and Q&A

Click on the **Polls and Q&A** tab to enter a poll, quiz or live Q&A.



## Access key

Enter the key generated by the system.



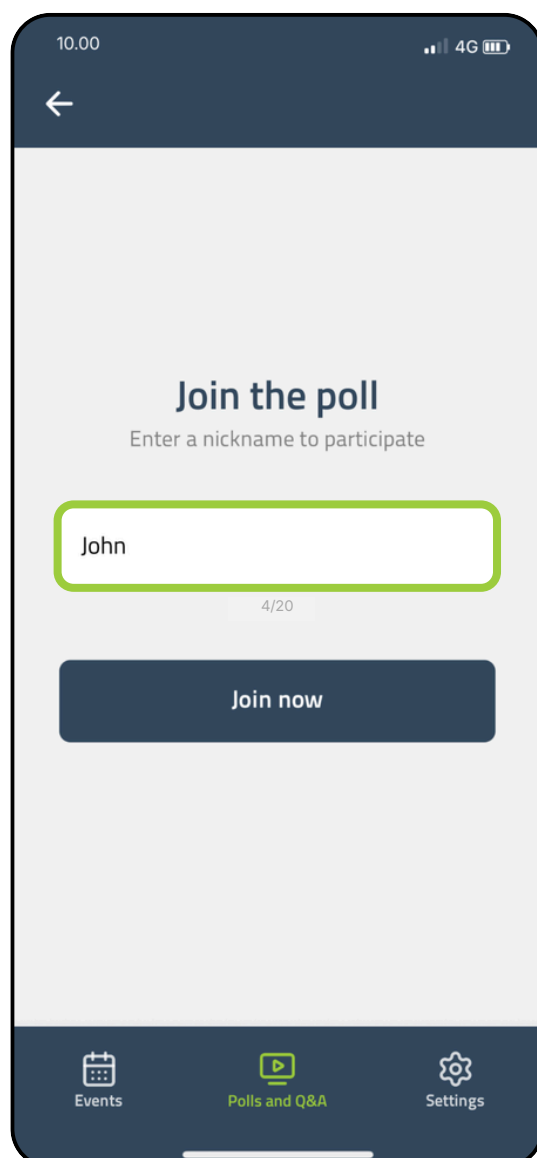
## Participate in a web browser

If participants do not have access to the CM Events app, they can participate on [cmevents.dk](https://cmevents.dk) from their device.

# Polls and quizzes

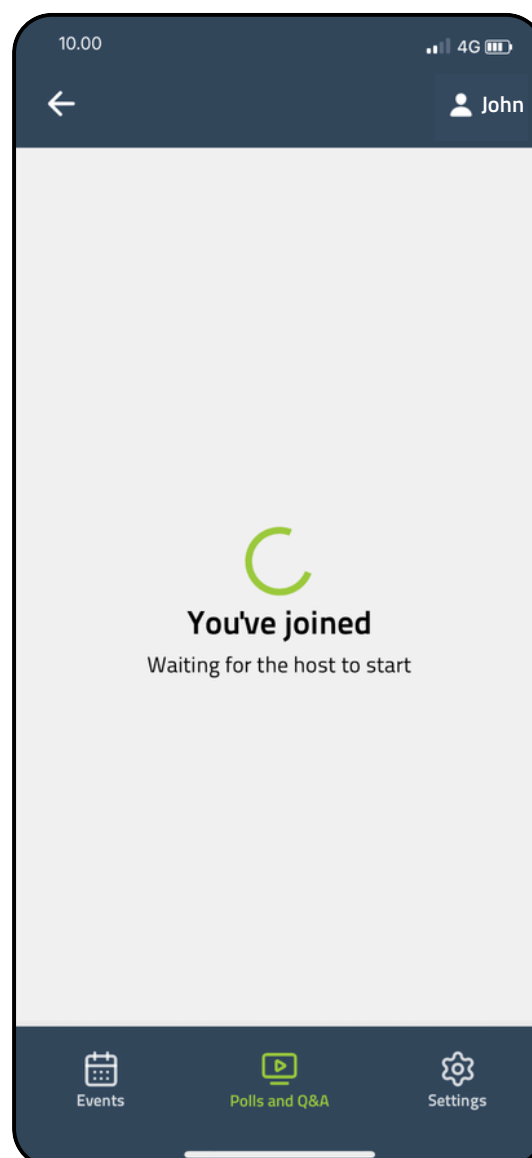
Run interactive polls or quizzes.

When setting these up in Conference Manager, you can decide whether to enable points: enabling points runs the interaction as a quiz, while disabling points uses the same setup as a poll.



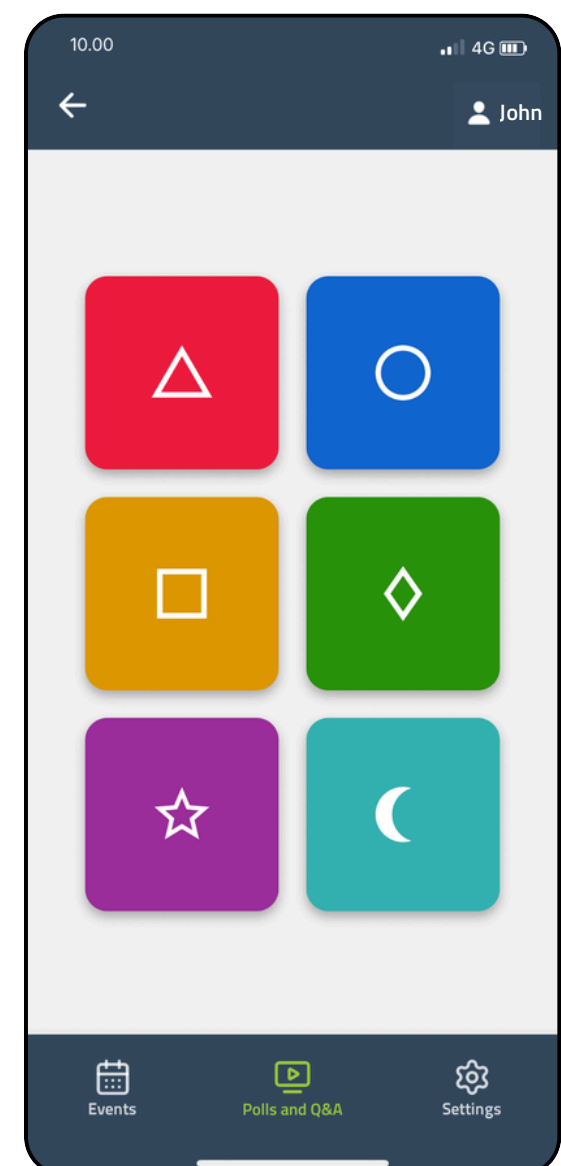
## 1. Nickname

Participants will be asked to enter a nickname to join.



## 2. Start

A waiting screen remains visible until you, as the organiser, start the session.



## 3. Submit

Answers are submitted by selecting the symbol that matches the option on the shared screen.

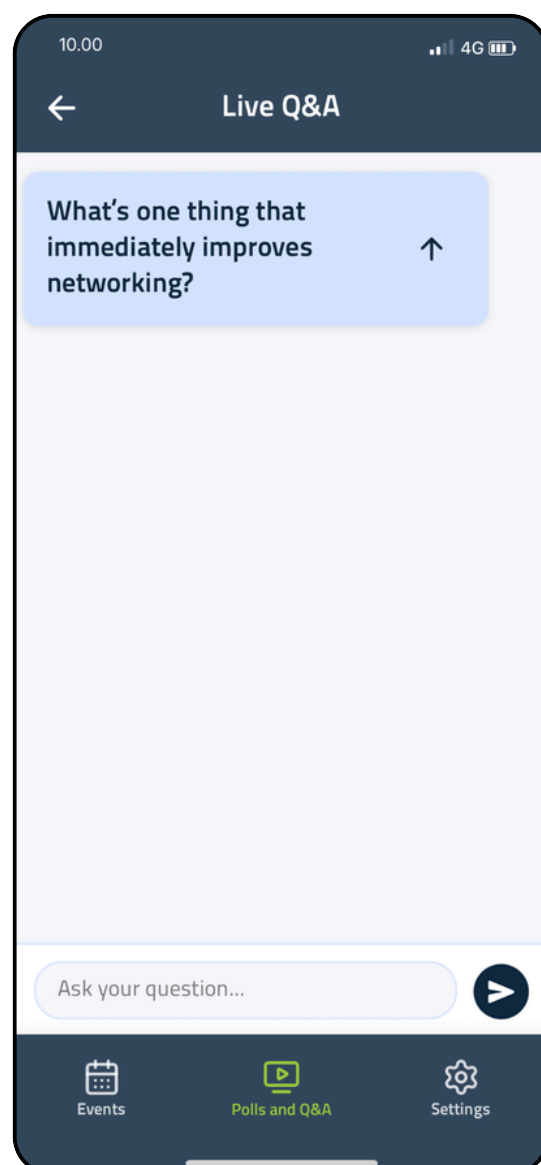
### Follow the shared screen

As the organiser, you control the poll or quiz on the shared screen.



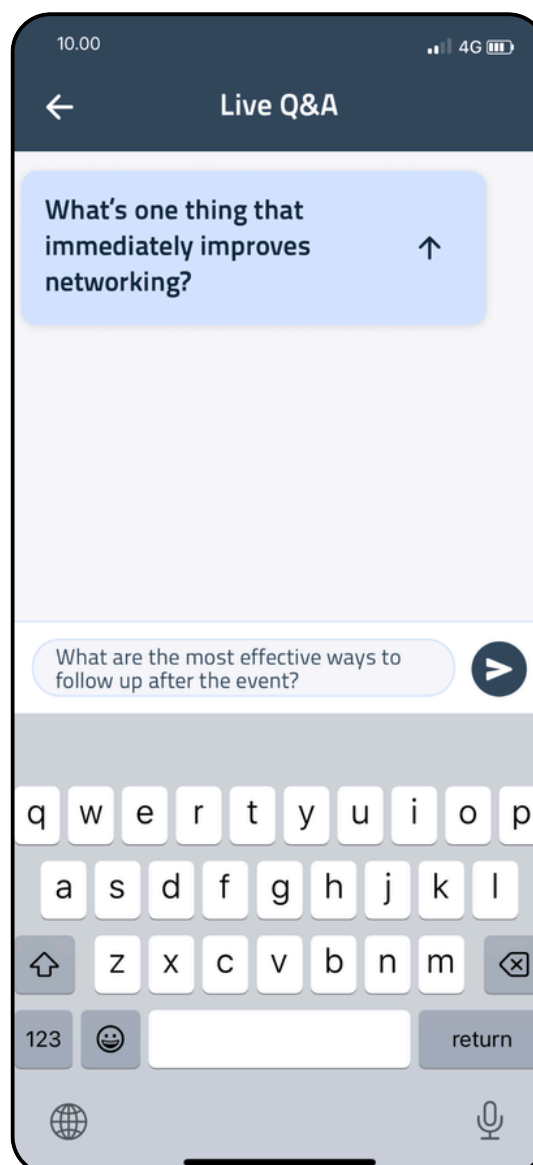
# Live Q&A

You can start an interactive Q&A session on a shared screen. Participants can submit questions and messages anonymously from their device without interrupting the presentation.



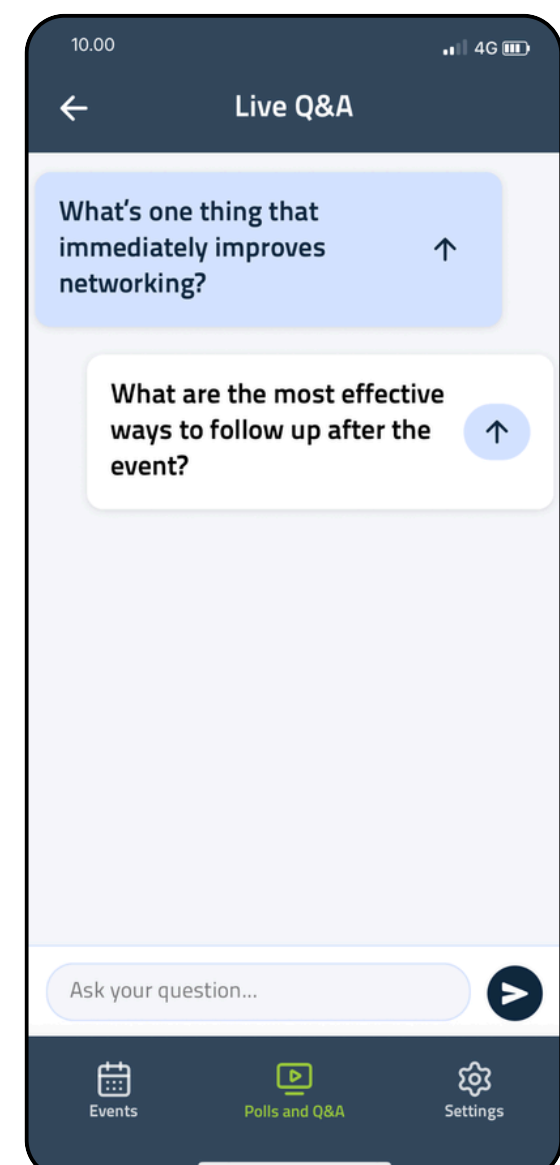
## 1. Message feed

All submitted messages are shown in the app and on the shared screen.



## 2. Type and send

Participants can type in and send their question in the message field.

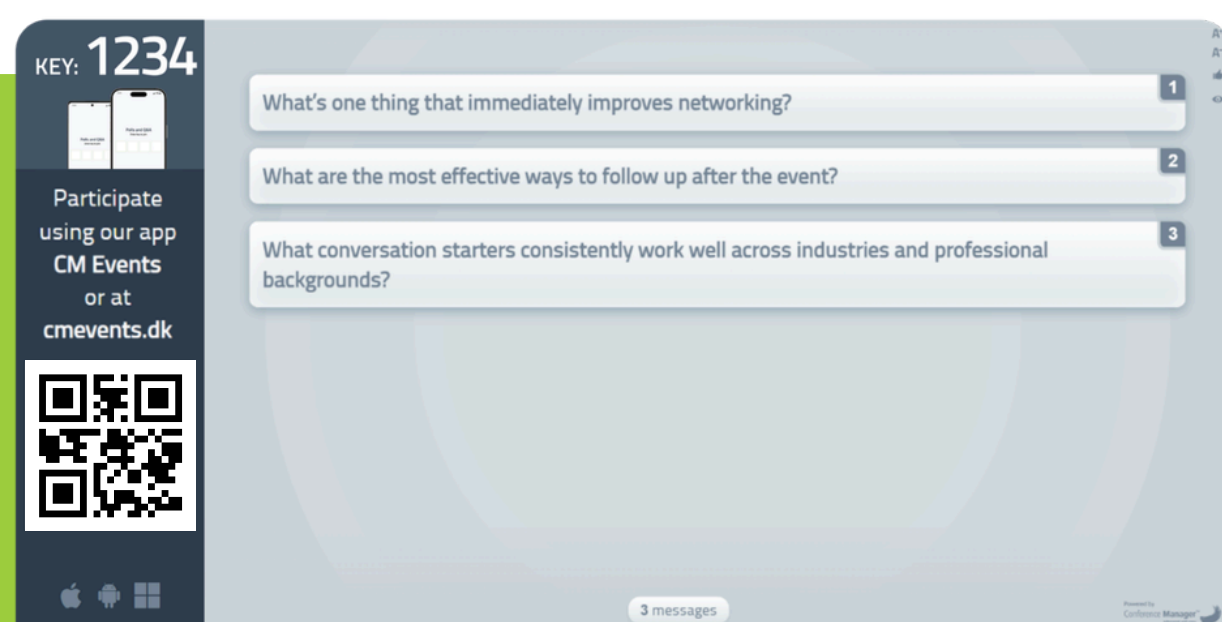


## 3. Keep track

Own messages appear in white, while other participants' messages appear in blue.

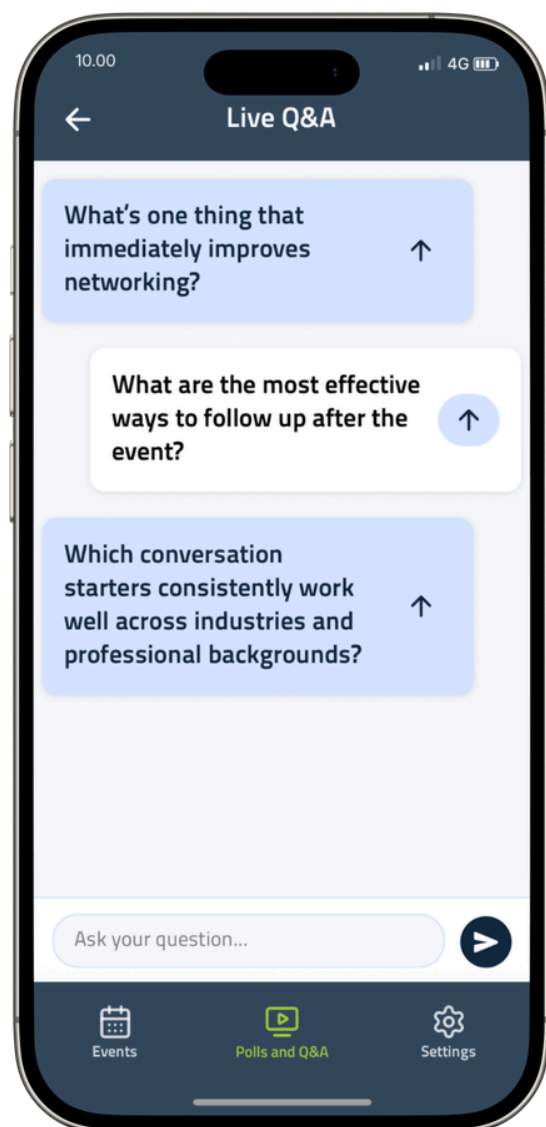
### Follow the shared screen

All submitted messages and questions are displayed on the shared screen.

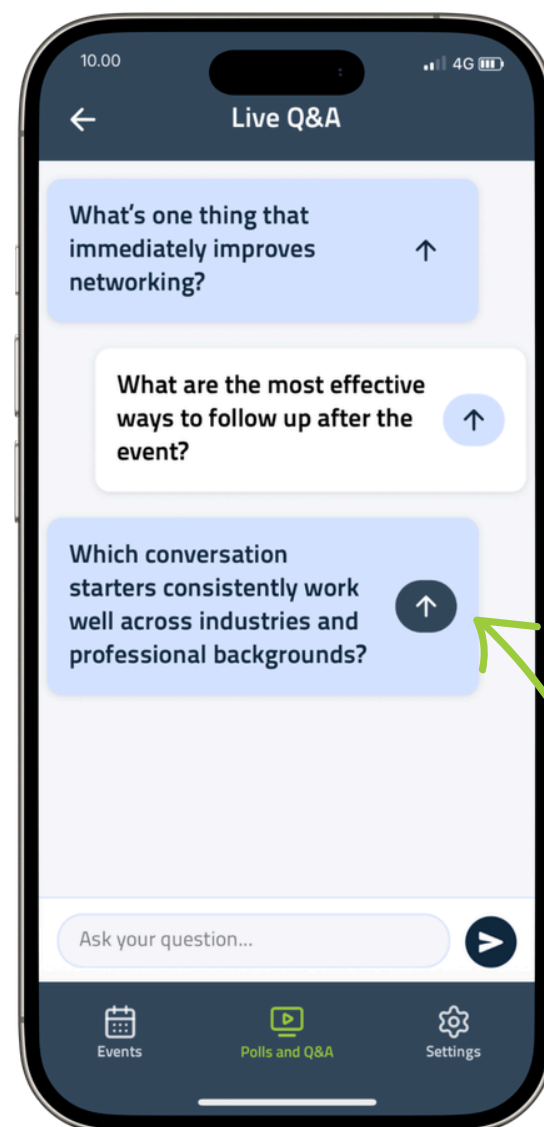


# Upvote relevant messages


During the interactive Q&A, participants can upvote the messages they find most relevant. This gives you, as the organiser, a quick overview of the most popular questions.



**1. Find messages**  
Participants can identify the messages in the feed they find most relevant.



**2. Vote with a tap**  
Votes are submitted by tapping the arrow on the specific message.

 **Follow the shared screen**  
Submitted votes are indicated on the messages with a thumbs up and the number of upvotes.



# Settings

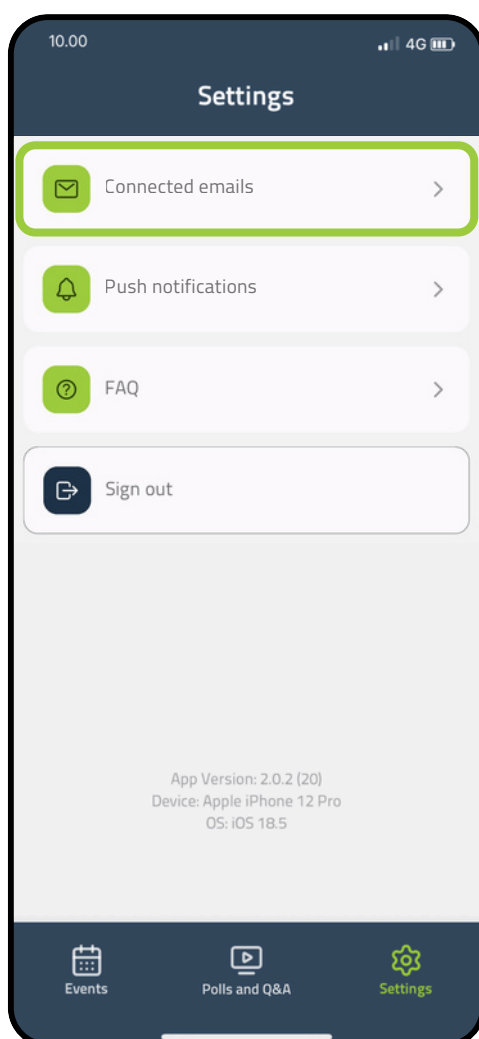
Under the **Settings** tab, participants can log out, manage push notification preferences and access an FAQ about the app.

They can also add multiple email addresses. This allows them to collect all the events they're registered for, even if they've used different email addresses.

## To add multiple email addresses:

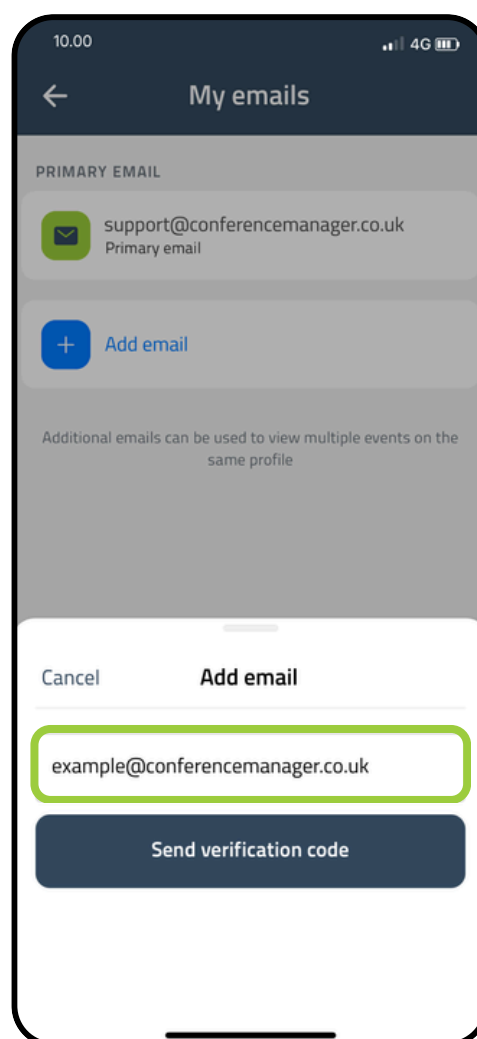
### 1. Settings

Click on the **Settings** tab and then click **Connected emails**.



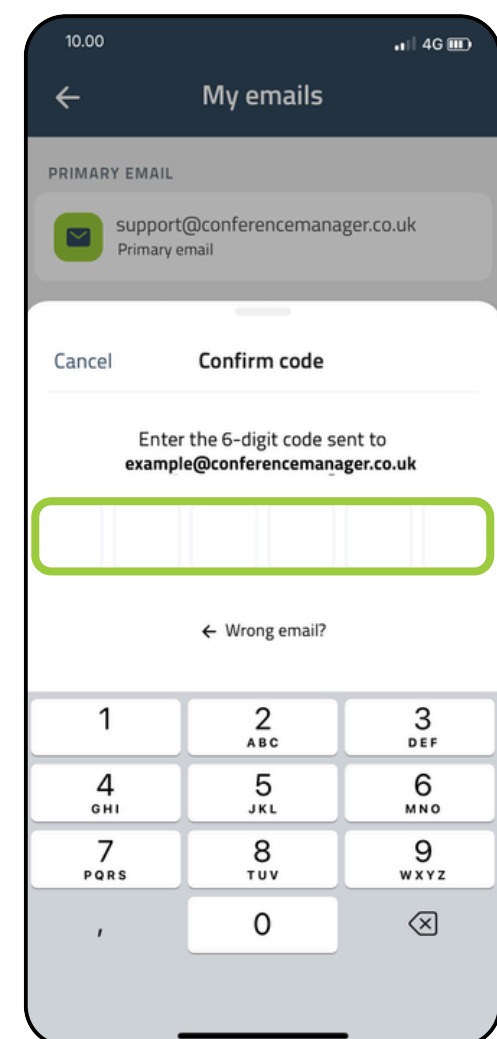
### 2. Enter email

Click **Add email** and type in the email address that should be added.



### 3. Verification code

A code will be sent to the email provided. Type in the code to verify.



### Updated overview

After the verification has been entered, the overview will be updated with the events linked to the added email.

