



# How to maximize your time at the 2017 NCRA Convention & Expo with the NCRA event app

## What do you need to do?

Follow these simple steps to download the app, log in, set up your personal profile, and get started connecting with other event attendees, personalizing your agenda, and accessing up-to-the-minute event information.

### Step 1: Download the app

**On your phone,** [click here](#) to find the app in your respective app store or search for “National Court Reporters Assn.” in the Apple App Store or Google Play to download the app.

### Step 2: Log in

Log in to the app using the email you used to register for the 2017 Convention and Expo and the password “NCRA2017”.

### Step 3: Update your profile

Once logged in to the app, select the “My Profile” icon. Each attendee’s email address, city, and state have been pre-loaded into the app. Select the “edit” button in the upper-right corner of your profile page to add, remove, or update your information. You can also select the lock icon next to each field to specify which information you want to be visible to other attendees. Don’t forget to select the “Save Profile” button once you have completed your changes.

### Step 4: Personalize your agenda

Select the “My Event” icon, then “My Schedule,” and the “+” symbol in the upper-right corner to view scheduled events and

sessions for each day. Select the check box to the left of each entry you wish to add to your personal agenda. Simply visit the “My Schedule” area throughout the Convention to see when and where your next session is as well as any last-minute time or location changes.

### Step 5: Accrue your CEUs

**NCRA will only track session attendance and CEUs via the app this year.** CEUs will be awarded based on your actual session attendance. After attending your education sessions, simply select the “CEU Tracking” icon. Your app will open to a camera screen that will allow you to scan the QR code for each session. The QR code will be posted at the end of each session and is unique to each session.

### Step 6: Make note of exhibitors, sponsors, and other attendees you’ve connected with

Select the “My Event” icon, then “My Contacts” or “My Booths,” and the “+” symbol in the upper-right corner to view other event attendees and exhibitors. Select the check box to the left of each entry you wish to add to your personal list of contacts and exhibitors. Never forget a name again!

For technical difficulties at Convention, please visit the NCRA Membership booth 404 in the Expo Hall.