

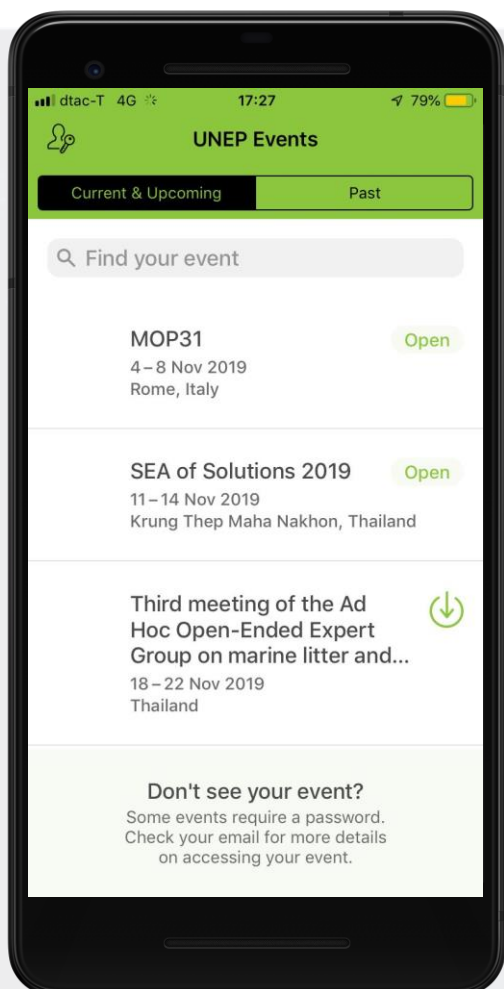
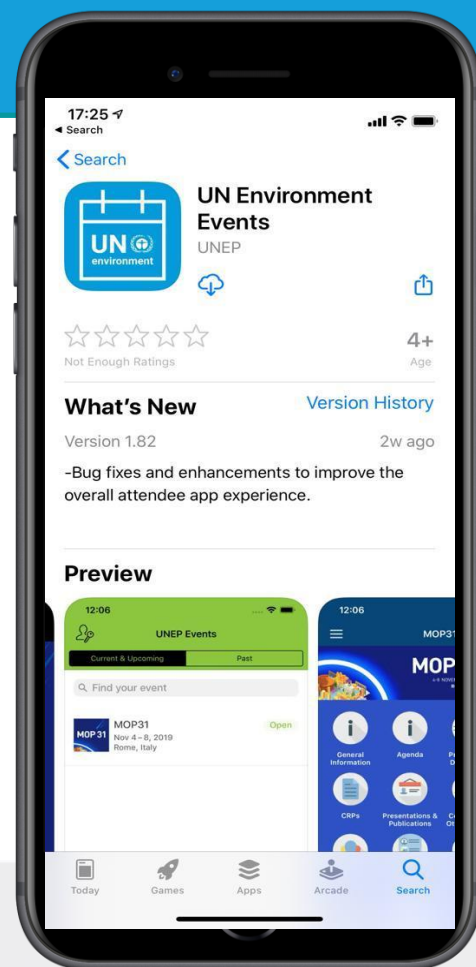
# Download the SEA of Solutions App

## Get the app

**1 Go the right store.** Access the App Store on iOS devices and the Play Store on Android.

**2 Install the app.** Search for UNEP Events. Once you've found the app, tap either **Get** or **Install**.

After installing, a new icon will appear on the home screen.



## Find your event

**1 Search for your event.** Once downloaded, open the UNEP Events app and enter **SEA of Solutions 2019** in the search bar or choose from the currents and upcoming events page.

**2 Open your event.** Tap **SEA of Solutions 2019**, then tap **Download** to open it.

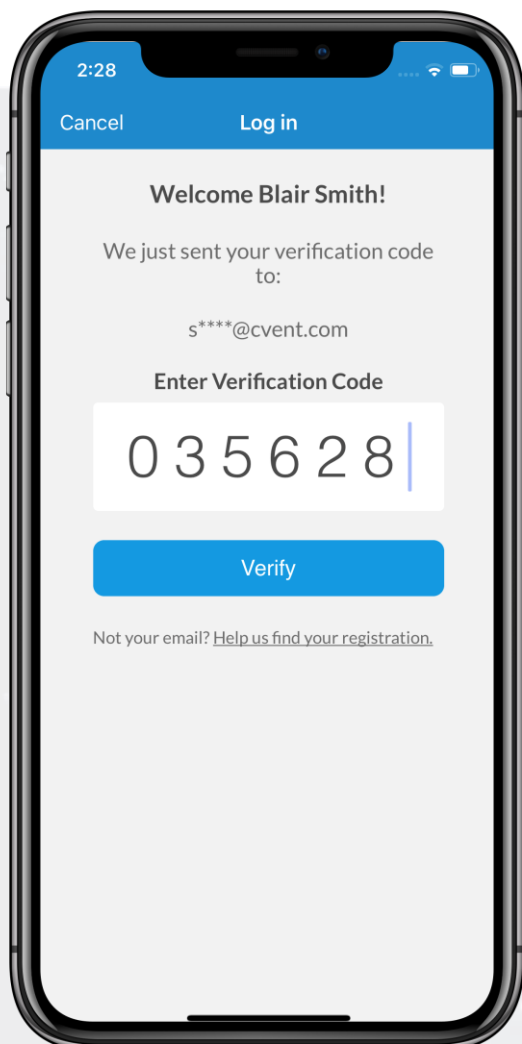
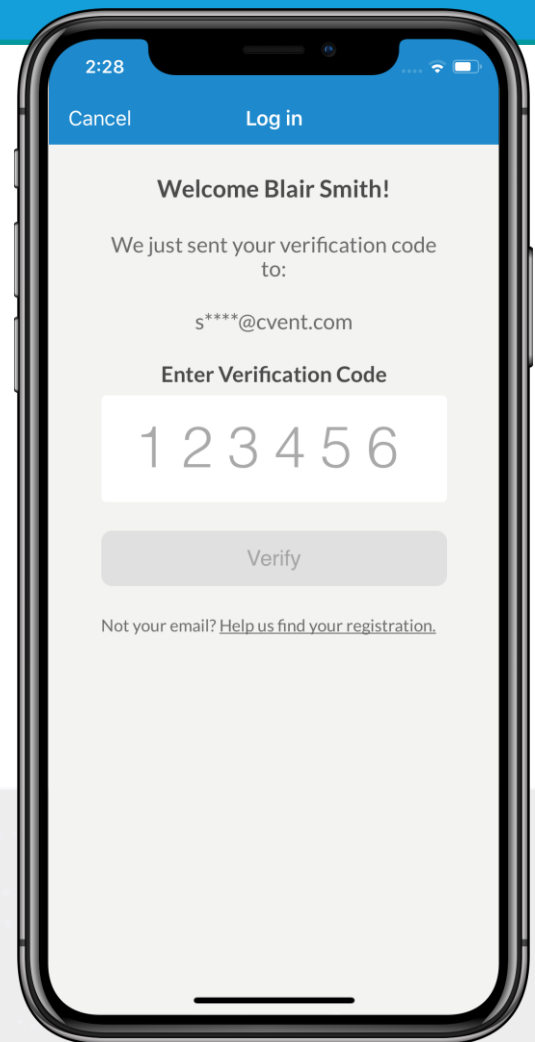
# Logging In Via the App

## Enter your info

**1 Open the SEA of Solutions 2019 event.** Open the app, then enter SEA of Solutions 2019 in the search bar. Tap it, then tap **Download** to open it.

**2 Start the login.** From the event home screen, tap the hamburger button in the top left to open the side nav menu. Tap **Log in for more features**.

**3 Enter your deets.** Enter your first and last name, then tap **Next**. Enter the email address where you'd like your verification code sent, then tap **Next** once more time.



## Verify your account

**1 Open your email.** Exit the app and open your verification email. You'll see it includes your six-digit verification code.

**2 Enter the code.** Return to the app and enter the verification code, then tap **Verify** to log in.

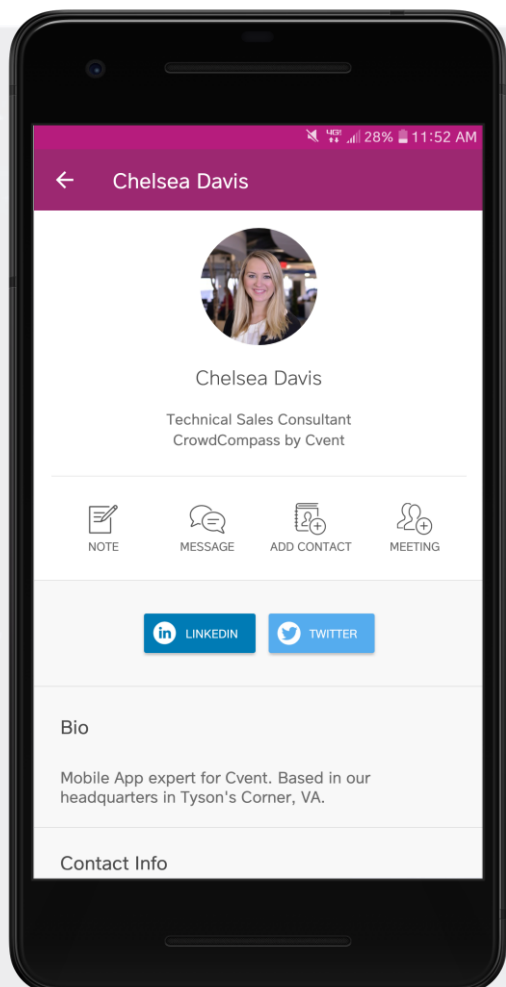
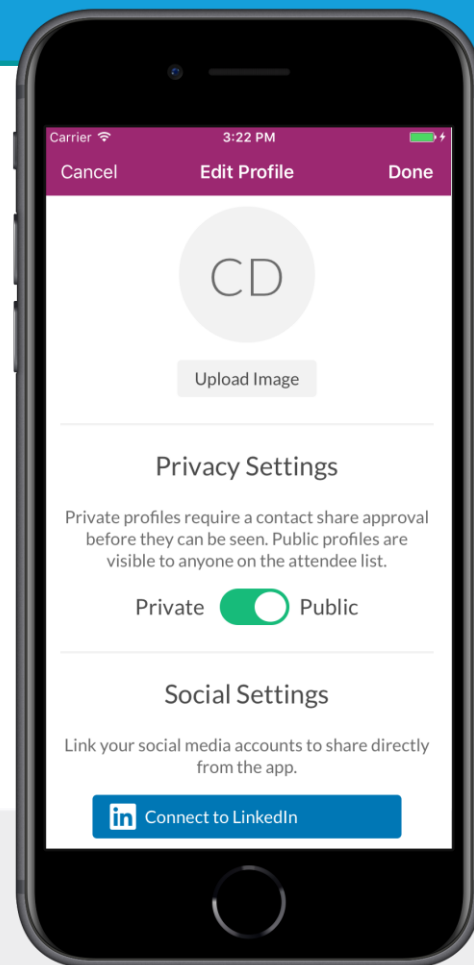
# Marketing Yourself

## Build your profile

**1 Access your profile settings.** After logging in, tap the hamburger icon in the top left, then tap your name at the top of the screen.

**2 Tell us about you.** Upload an image, choose your privacy settings, connect any relevant social media accounts, and fill out the text fields to give other attendees a sense of who you are.

When you've finished, tap **Done**.



## Take it public

**1 Edit your profile.** If you don't mind fellow attendees seeing your profile, you can set it to public.

After logging in, tap the hamburger icon in the top left, then tap your name at the top of the screen.

**2 Update your settings.** Under Privacy Settings, toggle your selection to "Public" to make your profile visible to anyone on the attendee list.

Tap **Done** to save.

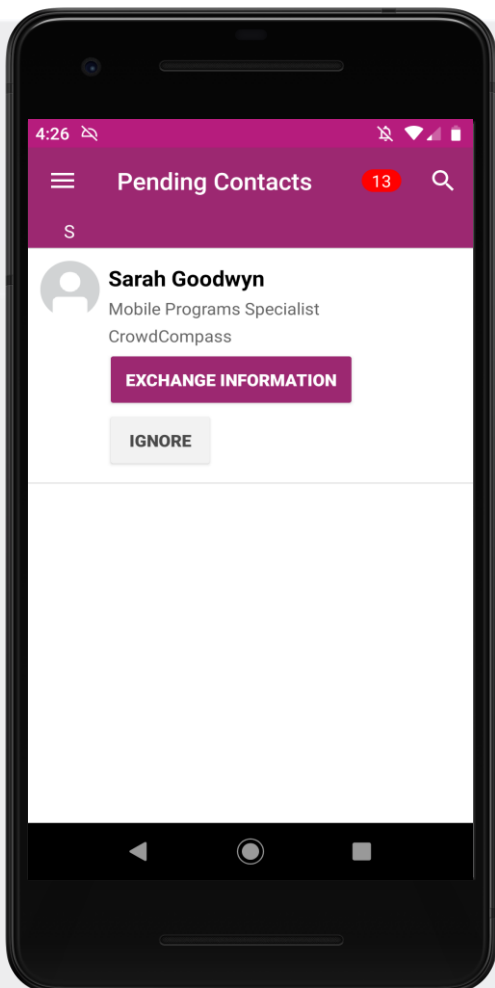
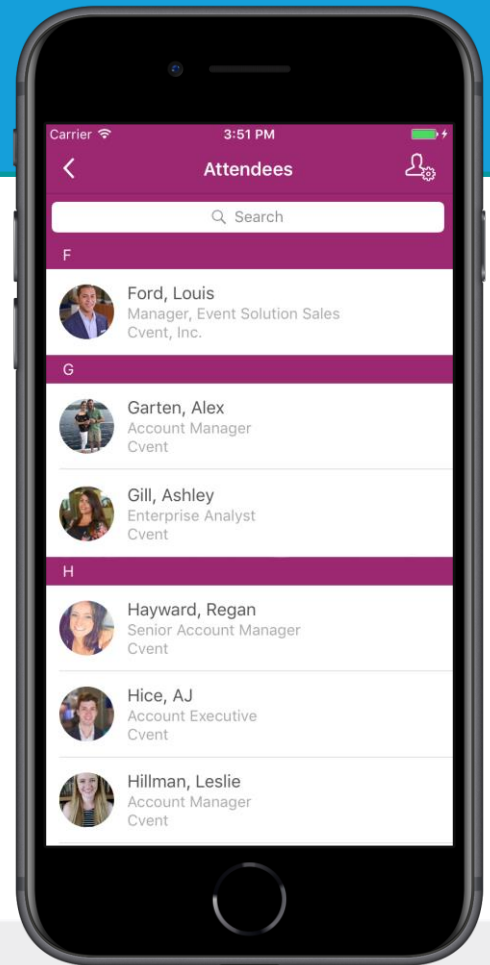
# Networking

## Share your info

**1 Access the Attendee List.** After logging in, tap the **Attendees** icon.

**2 Send a request.** Find the person you want to share your contact information with by either scrolling through the list or using the search bar at the top of the screen.

Tap their name, then **Add Contact** to send a contact request. If they accept, the two of you will exchange info.



## Continue the convo

**1 Access My Contacts.** Tap the hamburger icon in the top left of the screen, then **My Contacts**. Here you'll find a list of all the attendees you've exchanged contact info with.

**2 Connect inside or outside the app.** Find that interesting person you just met and tap their name.

You'll be taken to the attendee's profile, which shows their bio, contact info, and all the social networks they've linked to their account. Tap any of the social media logos to view that attendee's page.

Underneath the attendee's profile picture, tap **Message** to chat in the app or **Meeting** to schedule an appointment through the app.

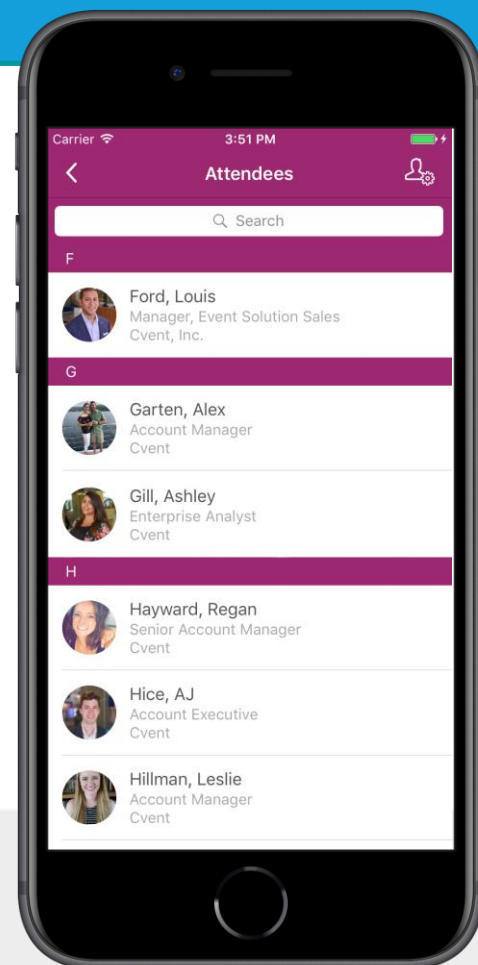
# Messaging Attendees

## Get to chatting

**1 Access the Attendee List.** After logging in, tap the **Attendees** icon.

**2 Send your message.** Find the person you want to message by either scrolling through the list or using the search bar at the top of the screen.

Tap their name, then **Message** to start texting. To pick up a chat you previously started, tap the hamburger button in the top left of the event home screen, then **My Messages**.



## Or be a hermit

**1 Access the Attendee List.** Rather focus on the conference? Just as before, log in and tap the **Attendees** icon.

**2 Block the person.** Find the Chatty Cathy you're worried about by scrolling through the list or using the search bar at the top of the screen.

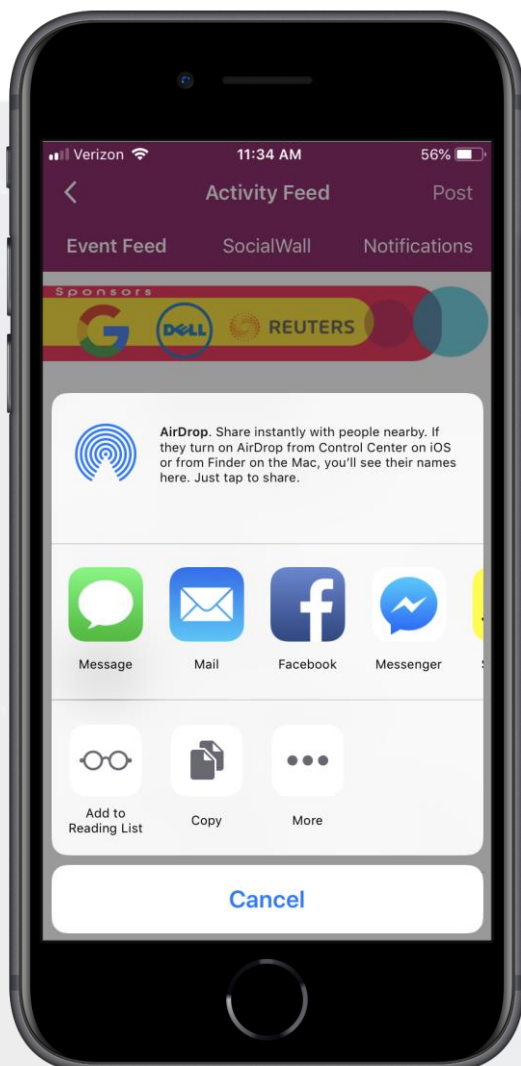
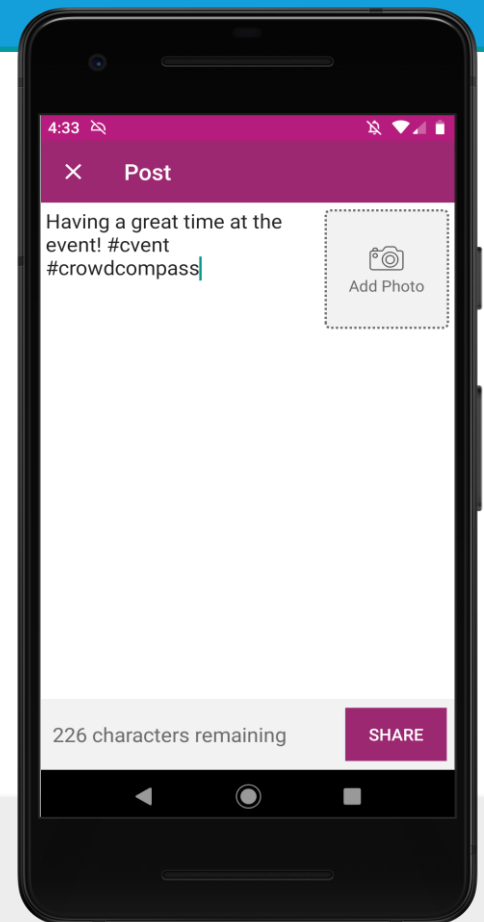
Tap their name, then **Message**. But, don't type anything, and instead tap **Block** in the top right.

# Sharing to Social Media

## Start posting

**1 Access the Activity Feed.** Begin by logging in. If your event's home screen is the Activity Feed, go to the next step. If you see navigation icons on your event's home screen instead, tap the **Activity Feed** icon.

**2 Publish your creation.** Tap **Post** in the top right corner, then type your message. To include pictures, tap **Add Photo**. Once you've finished, tap **Share**.



## Share your message

**1 Find your post.** To share to social media, find your post on the Event Feed.

**2 Share it.** Tap the ellipsis icon at the bottom right of your post, then **Share to Social**.

Select your desired social platform from the menu. This action shares a link to your post in the online version of the event.