A Quick-Start Guide
To Creating Your First MeetApp Event

1 Working with events

Once you have logged in to the MeetApp admin portal, create a new event or select an existing one on the event listing screen. Choose a name and control the access level of your event. Customize your event further in the Settings page, where you can write a description and assign icon, dates and the event location. Choose which features you want to use at your event and include advertisement for your sponsors and partners using banners in the app.

2 Setting up your event program

Developing a strategy to create and deliver content to your attendees is key to creating an amazing event experience. In the program section, create program items for your agenda, arrange them into tracks and assign tags for quick filtering of relevant items. Upload a photo icon or use the icon generator to create one. Assign evaluation questions to receive instant participant feedback on your sessions.

3 Working with event information

Organize your event information. Create folders for your information items, such as speaker bios, handouts and travel directions. Create your information items and assign them to their respecitve folders. Upload PDFs or bring in mobile web content. Pin the most important information into the app's side menu. Create links between information and program items, to make it as easy as possible for the participants to find what they need.

4 Engaging your participants

Engage your participants with real-time interaction using polls, surveys and other kinds of dialogue items. Through dialogue, your participants can provide valuable input to your event by responding to both single- and multiple choice questions, as well as responding in free text. Present the result on a big screen to create transparency and excitement. Announce important event updates using push notifications.

5 Managing participants

Use the Participant section to further encourage engagement amongst event attendees. Allow your participants to add their own profiles or simply import an Excel list and manage them directly in the admin portal. Assign interests or groups and choose who should have access to which dialogue items. Send targeted push notifications with a simple push of a button.

6 Mastering the details

Allow your participants to share comments and photos on the event's Activity Feed, moderate it through the admin portal if needed. Upload photos from the event into the Image gallery. Use Gamification to drive additional participant engagement. Integrate your social media channels.

Read our user guide to learn more!
https://meetappevent.com/category/user-guide/

Questions?

Don't hesitate to contact our customer support team if you have any questions during your MeetApp experience
support@meetappevent.com

MeetApp
event engagement