



ZOHO BACKSTAGE ATTENDEE APP INSTRUCTIONS

The following pages will walk you through setting up, finding our event, and making the best use of the app and it's features.

While using the app is not a requirement, we highly encourage it! The app offers helpful features such as:

- Faster, smoother check-in
- The ability to “favorite” sessions and receive reminders
- Access to message boards
- Ability to view speaker and attendee profiles (*if set-up by the attendee in app*)

Whether you're joining us in person or virtually, the app is a convenient way to stay organized and engaged throughout the event. Details on how to access and use the app are included in this document.

Step 1:

Download the app “**Zoho Backstage for Attendees**” to your phone.

- For **Android**: Lollipop (5.0) and up [Click Here](#)
- For **iOS**: iOS 9.3 and up [Click Here](#)



*After you download, when searching for the app on your device search “**Backstage**”*

Step 2:

Open the app and search for “**ULF**” or the full name “**ULF Scientific Symposium (June 26th) & Family Conference (June 27th-28th)**”

Note: You should, on most devices, be able to just type in “ULF” and it will populate

Tap on the event:

Once you have entered the event:

- On the left side tap the menu [≡] icon and tap “**SIGN IN**”
- Enter your **ticket ID or Email address** used to purchase the ticket
(*your ticket ID is located on your confirmation email you received upon registering*)
- A one time password (OTP) will be sent to your email account for verification.

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Once logged in View Your Tickets:

Tap the red “Your Tickets” button on home page

This will show your ticket(s)

The details of your ticket purchase can be accessed at any time.

Multiple Tickets

Individual Email Addresses

If you registered multiple guests and used their own emails, your guests will be able to login using the email you registered them with using the same steps above.

Same Email Addresses

If you used the same email address to register all your guests your app will have all the tickets under “your tickets” just scroll to left to see each ticket.

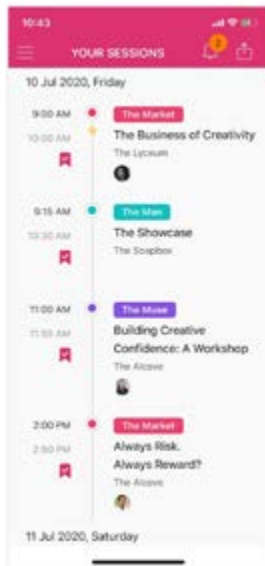
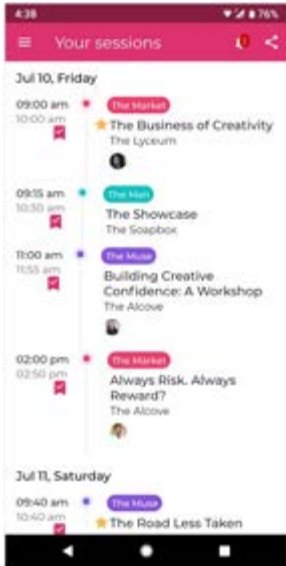
Note: You can also access the event by visiting it's [microsite on your web browser](#).

Personalize Your Agenda

Personalize your agenda for every event day by bookmarking sessions. Easily find your bookmarked sessions in a separate view to join ongoing presentations.

Note: Sessions can only be bookmarked if you are logged in to the event in the attendee mobile app or [microsite for the conference](#)

For Android & iOS



1. Tap the Menu icon [≡] in the top-left corner.
2. Tap the Agenda option. You will see all the sessions scheduled during the event. If the event runs for multiple days, the sessions for each day will be displayed in a separate tab on this screen.
3. Tap a session name that you want to bookmark.
4. Tap the Add button in the pop-up.
Note: Your bookmarked sessions will be displayed in the Your Sessions tab.
5. To remove a session, click the Remove button in the session's pop-up.

Customize Your Profile

In the menu bar by tapping your name, you can update your contact information, upload a photo of yourself and share a little about yourself.

We encourage you to take a few moments to explore the conference app and get familiar with its features before the event begins. From viewing the agenda and speaker bios to connecting with fellow attendees and receiving real-time updates, the app is your go-to guide throughout the conference. The more you explore now, the more seamless your experience will be!