



Conference App Installation Instructions

STEP 1: DOWNLOAD

Download the "**GoEngage**" app from the google play store (android device) or app store (apple device)



STEP 2: ENTER EVENT CODE

- Through the setup process you will be asked if you would like the app to send you notifications. Please click “allow” if you would like to receive important and useful alerts throughout the conference via the app.
- Click on “**Get Started**” on the Welcome screen.
- On the following screen select “**Enter Code**”.
- Enter the code **968165** and click OK.
- Select “**2023 FACRAO**” under My Apps to enter the conference mobile guide.

STEP 3: LOG IN

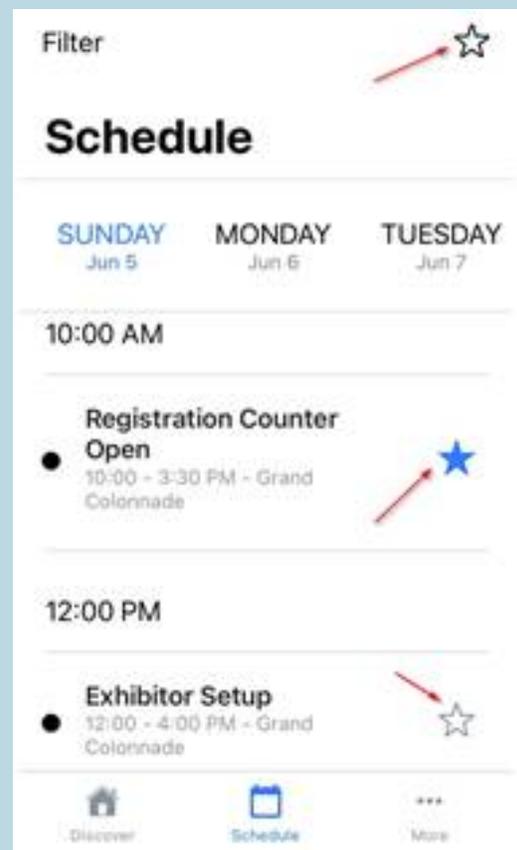
- Click on “**Log In**” to access the full guide.
- Be sure to log in with the email address you registered with.
- The mobile app will ask to confirm your email address by sending you a code to your email.
- You will receive an email from welcome@mobileup.io with Subject: Southern Assoc of Collegiate Registrars & Admissions Officers Verification Code. We are partnering with our regional group, the Southern Association (SACRAO), on the mobile app, which is why they are noted in the subject line. Next step: Enter the 6 digit verification code in the app



STEP 4: PLAN

Now that you have downloaded and logged into the mobile app, it is now time to review and plan your schedule.

- Click on the “Schedule” icon on the bottom of the app or the “Schedule” tile.
- Click on the star icon next to each event that you would like to add to your schedule.
- You will then be able to filter to view only your specific schedule by selecting the star icon on the top right.



You will find lots of useful information located in the app. Take a moment to familiarize yourself with it by visiting the other tiles:

- **Sponsors:** Learn more about the different corporate partners and sponsors of the Summit. We could not have this event without their support! Please stop by their booths, engage with them, and have them initial your Scavenger Hunt card to enter into our drawing!
- **Speakers:** Looking for your favorite speaker? Click here and search for him/her and see what session(s) they are presenting.
- **Attendees:** Network with your fellow attendees.
- **Venues:** Click here to get floorplans of the venue. Select the Venues tile, then click on “The Florida Hotel” text, then scroll down to “Show Floor Plan”
- **Resources:** A ton of useful information for you! From suggested attractions and dining in the Orlando, to the FACRAO meeting minutes that will be voted upon at the Annual Business meeting.

NOTIFICATIONS

If you missed any of the notifications sent out by the team, you can always find them in the app. Click on the “...” right above “More” on the bottom of the mobile app. You will then see Notifications.

Should you have any questions please email us at memberrelations@facrao.org or, while at the conference stop by the registration desk.