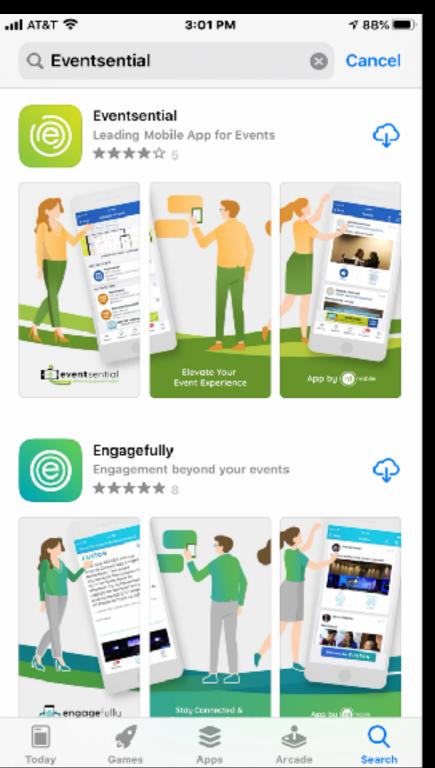


The FRPA Eventsential App is designed to make your FRPA event experience easier to manage and user friendly. This App is available on your iPhone or Android phone.

# Installing the App

Search "Eventsential" in your App Store and download to your phone. It will not say anything about FRPA but we promise it is the correct app.



## Add FRPA to the App

- Open and search for "FRPA"
- Click on the ">" to add to your app.

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### Icon Change

The App will update the icon on your screen automatically to the familiar FRPA letters with a green background Press "Continue".



3:02 PM

88% 🔳

Florida Recreation and Park Association

Switch to your custom Florida Recreation and Park Association app icon



Continue

Choose a different organization...

#### Select the current Conference

Any current FRPA event will show up on this list. To access the event, click on it.

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| FRPA<br>FLOR DA REOREATION<br>& PARK ASSOCIATION   |   |
| Upseming   | Past  |
|  | STANDING<br>TALL<br>THROUGH<br>IT ALL<br>80 years of FRPa<br>2022 |
| <b>2022 Annual Conferen</b><br>August 27 – September<br>Caribe Royale Orlando<br>Orlando, FL |   |

#### Select the current Conference

#### Click on "Select this Event"



#### 2022 Annual Conference

August 29-September 1, 2022

The Annual FRPA Conference is a gathering of recreation and park professionals for a time of learning, connecting, and creating memories. This year the theme is "Reignite Your Potential". Life, personally and professionally, has changed as we know it. This year's Conference aims to bring you fresh ideas and inspiration through education and connection to reignite the flame you felt when you began your career or spark something new in an area you've not yet discovered.

Select This Event

### Account Log In

Select "Get Started" if you do not have an existing Eventsential account with the email address you registered for Conference with.

If you have an account select "I have an account!".



×

You've selected a restricted event. Please log in and verify that you're an attendee to access it.

If you have an account already, great! If not, we can get you up and running in no time.

What can you do once you're logged in to the app?

 Automatically synchronize your agenda across devices

Converse with other attendees

Access the attendee directory

I have an account!

Get Started

### Account Log In

Use the email address you registered for Conference with and create a password. You will also need to enter your first and last name as you would prefer for it to appear on the App.

| × (@)   |  |
|---|--|
| Please use email address associated with<br>your event registration or organization |  |
| user@example.com  |  |
| Your primary email address (we'll never share this)                                 |  |
| iser@example.com  |  |
| Confirm email   |  |
| password  |  |
| Create your password  |  |
| Last/Surname  |  |
| Your name, for directories and messaging  |  |
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| Have an account? Sign Up  |  |
| Privacy Policy  |  |

# Settings

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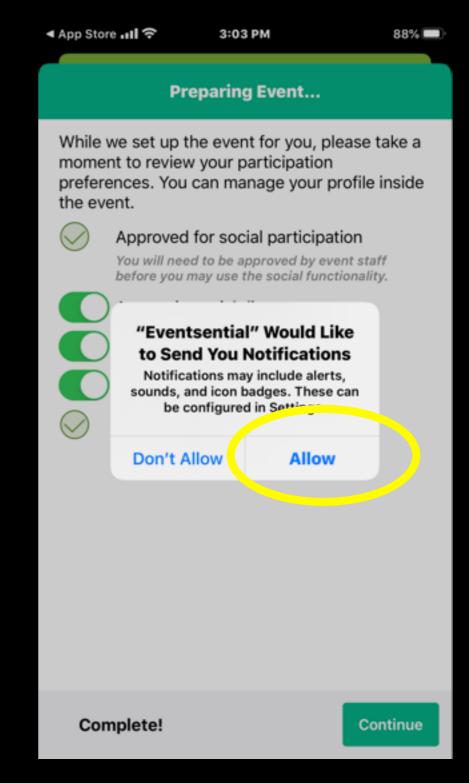
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If you have registered with the correct email address all the selections will be pre-set for you. If you would not like to appear in the App Directories, un-select these options. Your email address will NOT appear in the directory even if you check this as acceptable.

#### Preparing Event... While we set up the event for you, please take a moment to review your participation preferences. You can manage your profile inside the event. Approved for social participation You will need to be approved by event staff before you may use the social functionality. Appear in social directory Display email in directory Available for messaging Event data ready Complete! Continue

#### Notifications

If you would like to allow notifications, select "allow". We suggest allowing notifications for the duration of the Conference so that you will receive the most timely information available. You can turn these off at a later time.



#### Welcome Screen

The first screen you will see will be the Welcome Screen. This page has helpful information particular to this year's conference.



Welcome to the 2022 FRPA Conference at the Caribe Royale.

We are so excited to see you! Please be aware that information in this App will change as information evolves so check back regularly.

#### PARKING

Everyone will go through the self-parking gate where you will get a ticket. If you are staying onsite, when checking into your room, be sure to let the front desk know you have a vehicle.

Self Parking is \$14 per exit (payable by card only) for those not staying onsite. Valet parking is \$20/night.

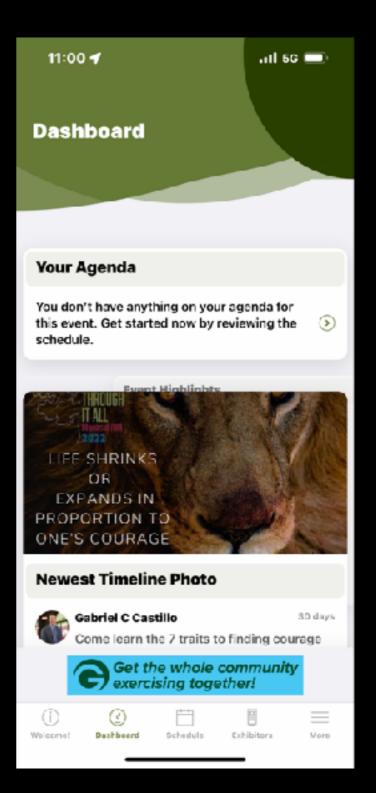
The **FRPA registration area** is in the Palms Ballroom Registration Area. The desks are in the rotunda. This is where you will check in to receive your registration packet and name badge.

#### Registration Hours



#### Dashboard

The next tab you will see will be the Dashboard. This is the central space for your App experience.

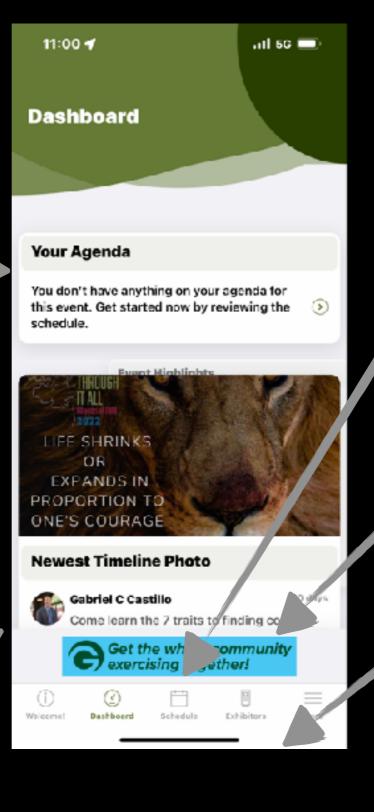


## About Your Dashboard

The sessions you have selected will appear here for easy access to your schedule.

Messages you have sent or received will appear here also.

Posts from other users to the Timeline will appear here



Find sessions by selecting "Schedule" at the bottom of the screen. You can see all classes and events, read more about them and add them to your schedule.

Shout Out to Greenfields Outdoor Fitness for sponsoring this great App!

Under Exhibitors, you will see an up to date list of Exhibitors joining us this year.

### Schedule Screen

Find sessions by searching for keywords either with the title or description of the class.

Select a class to add to "My Schedule" by clicking the calendar icon. Chosen classes will be highlighted and appear under the "My Schedule tab".

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|----------------|---|------|------|
|                | Schedule -  | F    | Û    |
|                | 2 Filters Selected Notes  |      |      |
| Mon, Au        | ug 29   |      |      |
| t v            | A Higher Level of Inclusive Play<br>8:00 - 9:00 M EB<br>Grand Si                            |      | •    |
| t<br>V         | Abrahams-Jones Academy<br>8:00 AM- 6:00 PM EDT<br>Antigua 2-4                               |      | ۲    |
| ~              | All Ability Programming<br>8:00 – 9:00 AM EDT<br>Bonaire 5-8                                |      | •    |
| Į              | Becoming Person of Influence<br>8:00 – 10:00 AN EDT<br>Grand Sierra F/G                     |      | 0    |
| ~              | S:00 – 9:00 AM EDT<br>Bonaire 3-4   |      | 0    |
| ~              | Exhibit Hall - Vendor Set Up<br>8:00 AM- 3:00 PM EDT<br>Palms Ballroom                      |      | 0    |
| Ţ              | Opportunities for Adaptive Sports i<br>Your Community<br>8:00 – 10:00 AN EDT<br>Bonaire 1-2 | n    | •    |
| Ť              | Plan, Engage, Update: Getting You<br>Community to Buy-In                                    | r    | 0    |
|                | Greenfields   |      |      |
| ()<br>Welcome! | Dashboard Schedule Exhibitors   |      | Nore |

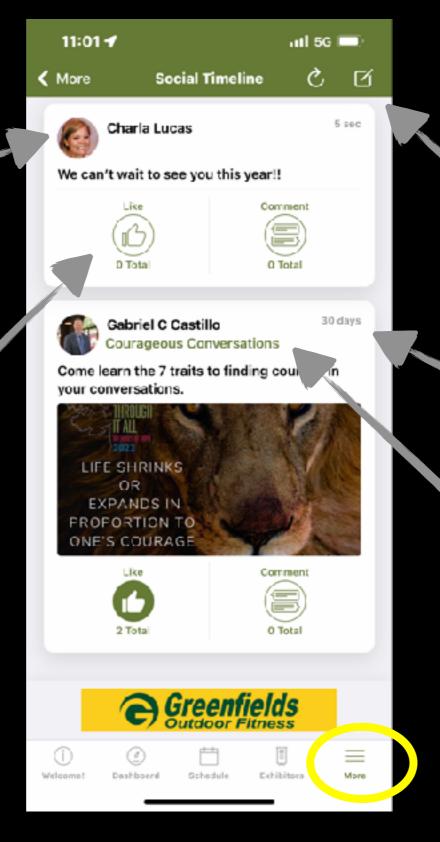
Choose your view: All: shows you all classes in order by occurrence. My Schedule: only classes you have selected to attend

ADs! Click to support our sponsor.

### Timeline Screen

Picture and Name of the person posting the post.

Interact with the post by "liking" it or leaving your own comment.



Compose a message with text or a picture, or both. Use the "Tag a Session" feature to allow others to see what class or activity you are posting about.

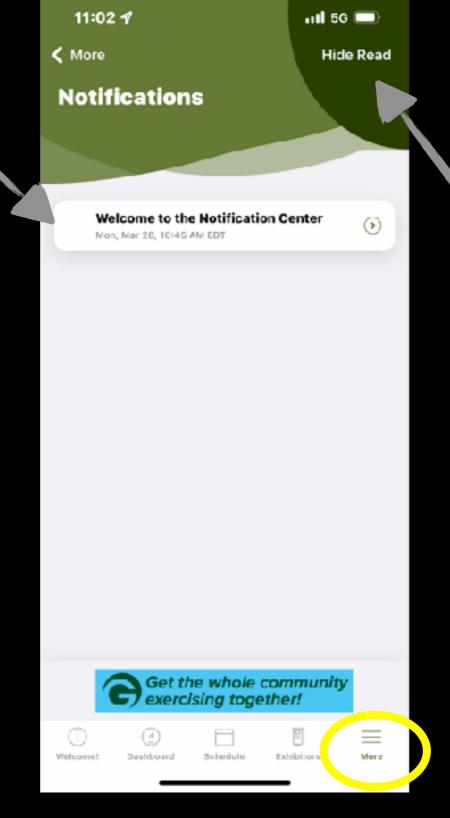
How long ago the post was posted.

The tagged class or activity the user is posting about will appear here if applicable.

Found under the "More" tab.

#### **Notifications Screen**

Notifications are important announcements and reminders in relation to the event. For example, classes that have changed rooms or reminders about socials will be here. These are the same notifications that will pop up on your screen as long as you allowed notification of these when you signed in.



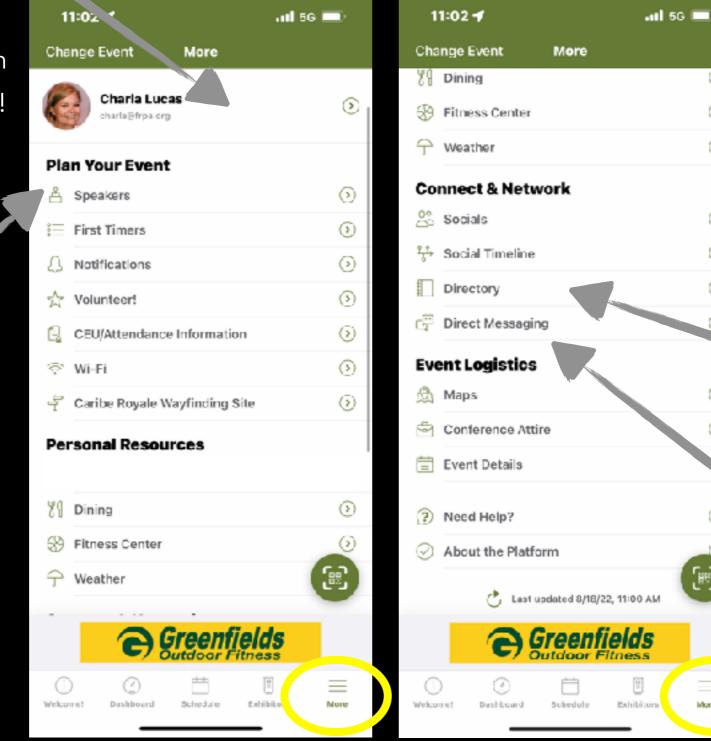
You can hide any notifications you have already read

If you did not allow notifications when you were setting up the app but you'd like to allow them now, go to your phone settings and under "Notifications" click the button to allow Eventsential to receive them.

Access your profile here. Add whatever information you wish to have available for others to see. You can upload a picture also!

See who the Speakers are, read their bios and access their contact information here. This list cross-references with the classes they are teaching.

#### More



Access the list of Conference attendees here.

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More

Send and receive messages to other delegates here.

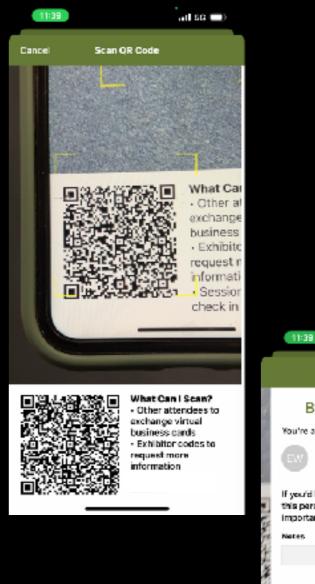
#### **Exchange Business Cards**

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| Cha      | inge Event More                 |                  |
| K        | Charla Lucas<br>charla@frpa.crg | ۲                |
| Pla      | n Your Event                    |                  |
| Å        | Speakers                        | $(\mathfrak{I})$ |
| <u>}</u> | First Timers                    | $(\mathfrak{d})$ |
| Ω        | Notifications                   | $\odot$          |
| Å        | Volunteer!                      | ٢                |
| Q        | CEU/Attendance Information      | ۲                |
| Ŷ        | Wi-Fi                           | ٥                |
| ÷        | Caribe Royale Wayfinding Site   | . ()             |
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#### Personal Resources

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|          | _          |          |            |          |  |

You can exchange business cards with other attendees and exhibitors by clicking this bubble and opening your personal QR code!



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|-----------|---|
|           | Scan Successful   |
|           | Business Card Exchange<br>You're about to exchange business cards with<br>Eleanor Warmack   |
| l         | Executive Director<br>Florida Recreation and Park Association   |
| N I       | If you'd like, you can also enter some notes about<br>this person to help you remember anything<br>important. These notes will not be shared. |
| S. Berlin | Nates.  |
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|           |   |
| l         |   |

DANAMARIN

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If you need assistance call 850-878-3221 or email <u>charla@frpa.org</u>