JUJAMA

A User Guide to the Jujama Networking & Event Desktop App

Welcome to **Jujama Connect**, a members only networking application.

This powerful platform brings the event to you with both desktop and mobile apps allowing you to:

- Create and maintain a public profile
- Request meetings with other attendees
- Manage a personalized schedule of event sessions
- Send private in-app messages to other members
- Receive important updates and announcements from the conference organization team
- Access event documentation and content

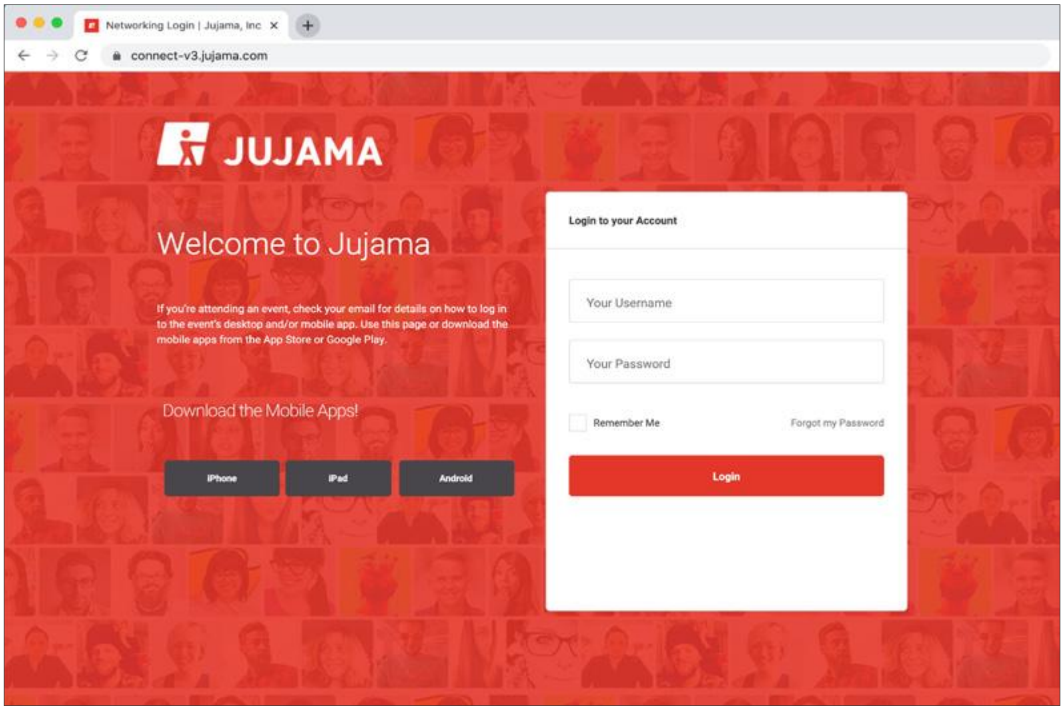
Please note: *Login details will be sent to the email address which was used to register for the event.*

There are two ways that you can access the event platform:

1. Via your smartphone or tablet, referred to as the mobile app
2. Online, via your laptop or desktop computer, referred to as the web or desktop app

This guide will focus on the use of the desktop app. An additional user guide for the mobile app is also available. Please ask the event organizer or email Jujama at support@jujama.com for assistance.

APP LOGIN



DESKTOP APP

THE MENU & EDITING YOUR PROFILE

The desktop app menu can be found in a condensed form on the left of the screen. For additional menu items, select the three-line icon in the upper left corner. From this expanded menu, you can see all of the features that are available within the platform. When first visiting the desktop app, the best place to start is updating your profile!

Editing Your Profile

To view and make changes to your profile, select either the My Account tab from the menu (if available) or access your profile by clicking your name in the upper right corner of the screen and selecting Profile Settings from the dropdown. Here, you can change how your profile appears in the attendee list by adding a short biography, uploading a profile photo (file size for profile photos must be less than 4MB), or adding your social media links.

Menu Icon

Access to profile settings

MENU ICON

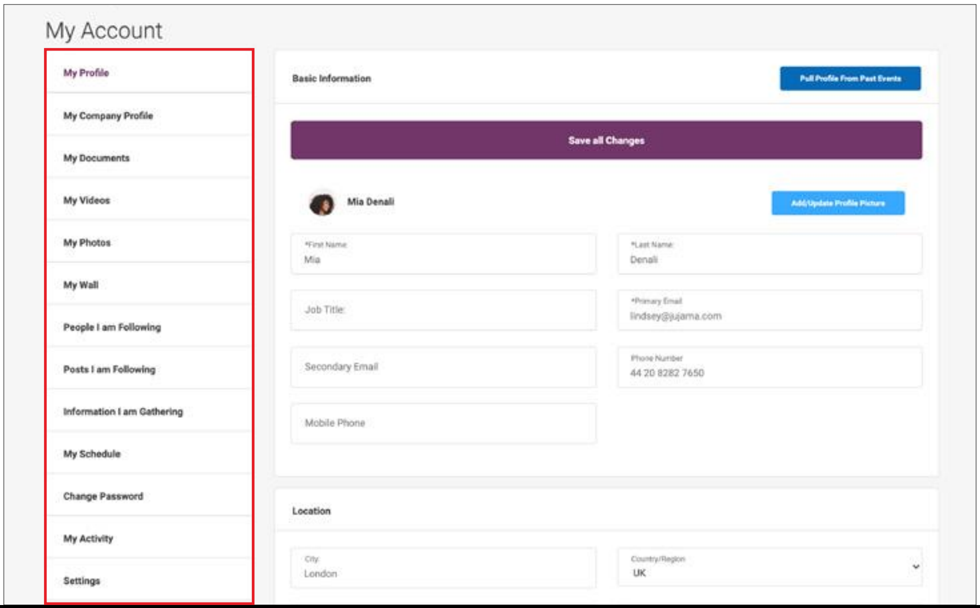
The three-line menu icon can be found in the upper left corner on every page. Clicking this icon will expand the menu to show all available features.

PROFILE SETTINGS

Click your name in the upper right corner, then select "Profile Settings" from the dropdown.

My Account Tip

Take some time to explore the what is available to you under the My Account section. Here, you can update your personal and company profiles, manage your documents, videos, and photos, access information you've saved, and also update your password and notification settings.

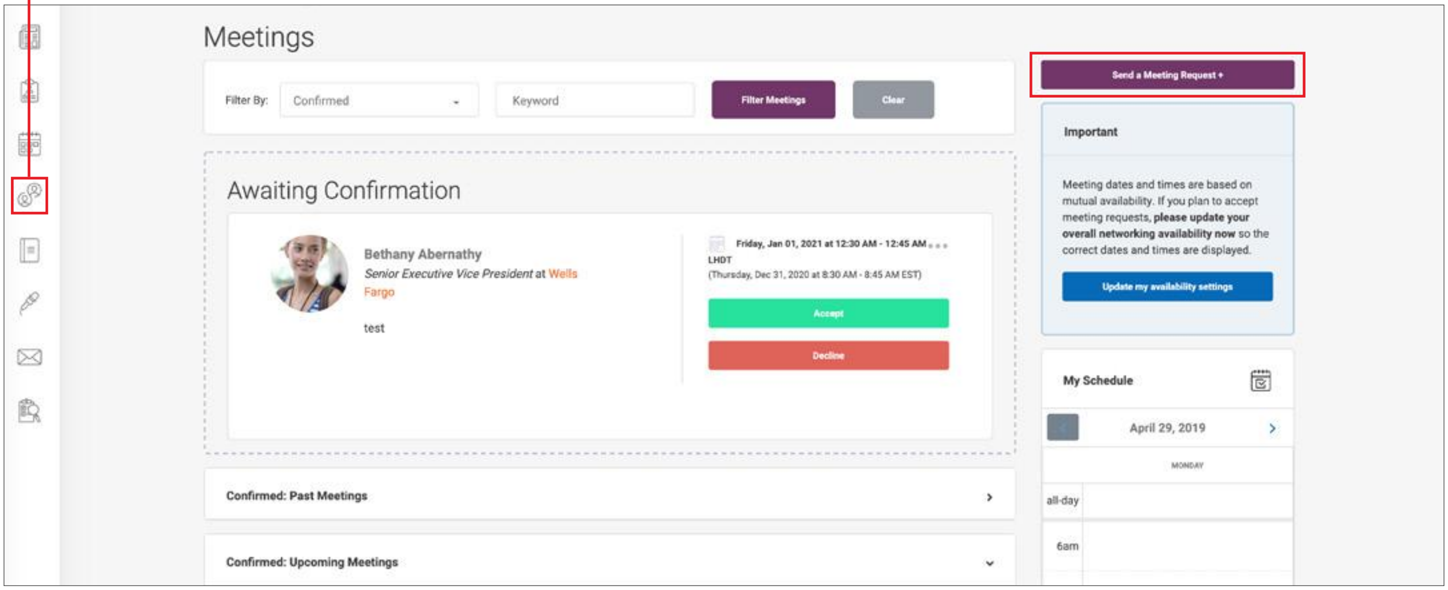


MANAGING AND REQUESTING MEETINGS

Managing meetings can be done from the Meetings page. At the top of the meetings list (in the dotted section) will be any meetings awaiting your response. Use the Accept or Decline buttons to respond. Below Awaiting Confirmation meetings will be the meetings list with any past and upcoming meetings.

To arrange a meeting, click the "Send a Meeting Request" button on the upper right side of the page. On the next page, you will be able to select up to 10 people for a one-to-one meeting or group meeting. Once the participants are selected, click the "Request Meeting Now >>" button. A pop-up will appear to complete the details about the meeting. ***Please note:*** *You will need to select the information in the order in which it appears.* Once the details have been filled in, click the "Invite" button at the bottom. At this time, the invitation will be sent and the recipient will receive an email with the meeting details and will be prompted to respond.

Meetings Icon



STEP 1
Select the meetings tab from the menu.

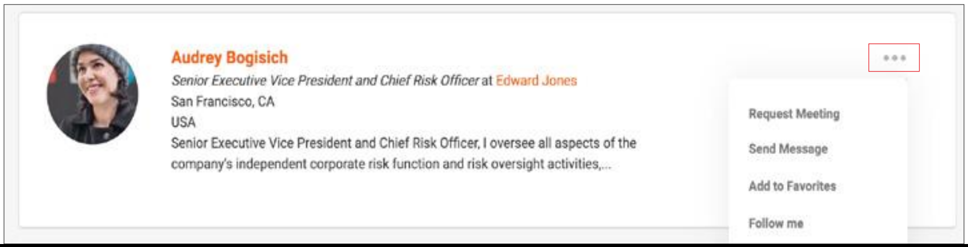
STEP 2
Select "Send a Meeting Request" from upper right.

STEP 3
Select the participants to add to the meeting request.

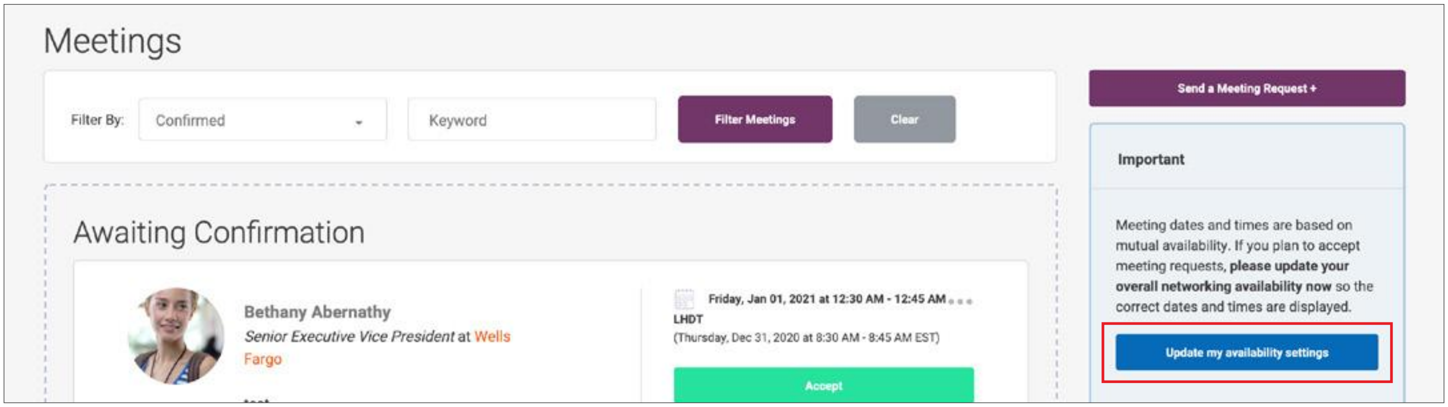
STEP 4
Fill out all meeting details, then click the "invite" button.

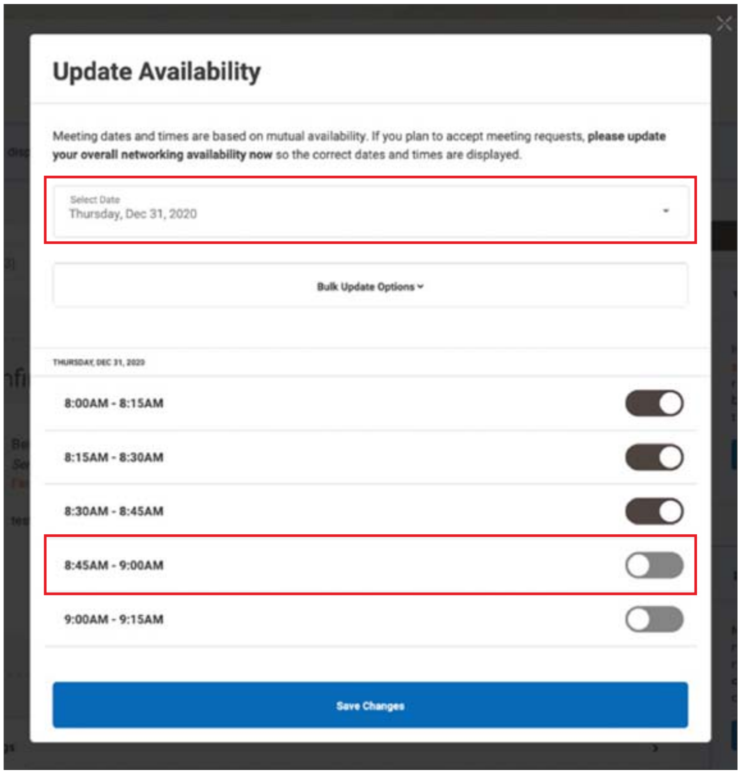
Meeting Tip

You can also request a meeting with a specific person when browsing the "Profiles" section. For this method, while browsing, choose the triple-dot icon to the right of the person you wish to meet with. You will be presented with action items for that person. Select "Request Meeting" and fill out the meeting details as stated above.



You are able to indicate to other conference attendees what your availability at the event will be. Other attendees will be unable to arrange meetings with you at any times you have indicated yourself to be unavailable. From the meetings tab, choose "Update my availability settings" from the right side of the page. In the pop-up that appears, toggle your meeting availability for each day/time.





STEP 1

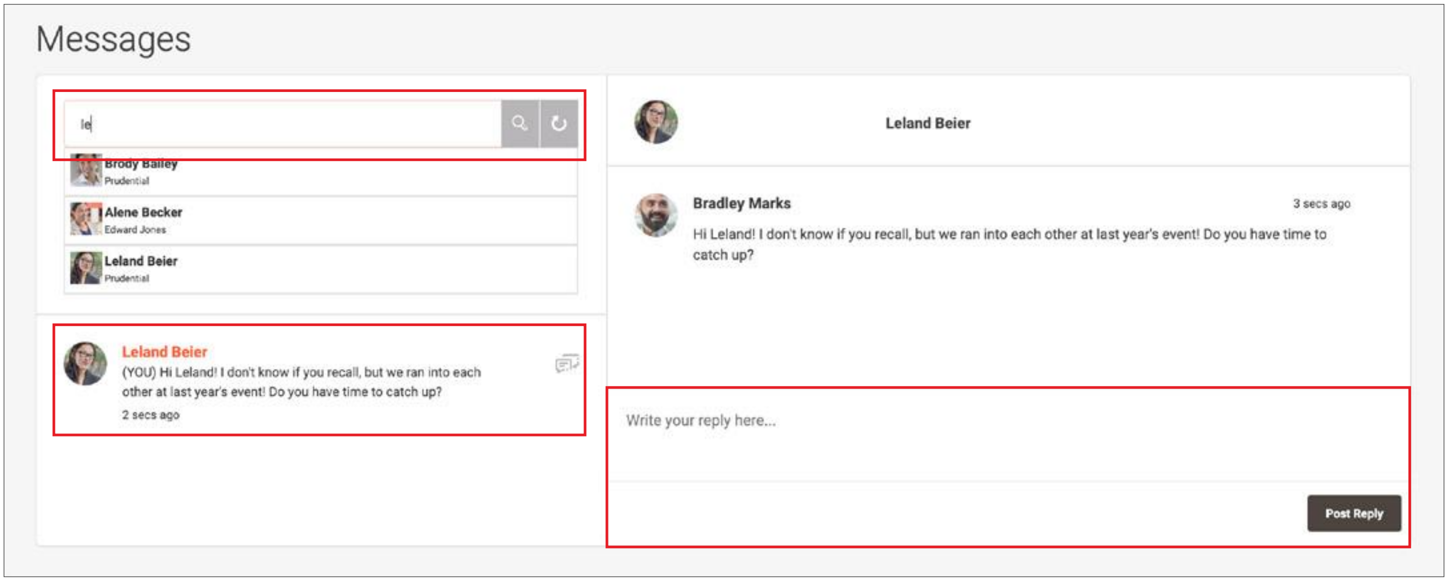
From within the meetings tab, select "Update my availability settings" from the right side.

STEP 2

Toggle your meeting availability for each day and time. Please note that the days can be selected from the top.

SENDING A MESSAGE

Messages from within the mobile and desktop apps act as a typical text message. In addition to being notified of a new message within the app, a recipient will also be notified via email that there is a message waiting for them. To send a message to another attendee, click on the Messages tab from the menu. From this screen you will be able to view all your messages and send messages to attendees. From the search field below the Messages title, begin to enter the name of the attendee you would like to message. As you type, the name will appear in the dropdown. Select the correct person, then click their name in the list below. The message thread for that attendee will appear on the right side of the screen.



STEP 1

Select the messages tab from the menu.

STEP 2

From the search field below the Messages title, type the name of the person you want to message.

STEP 3

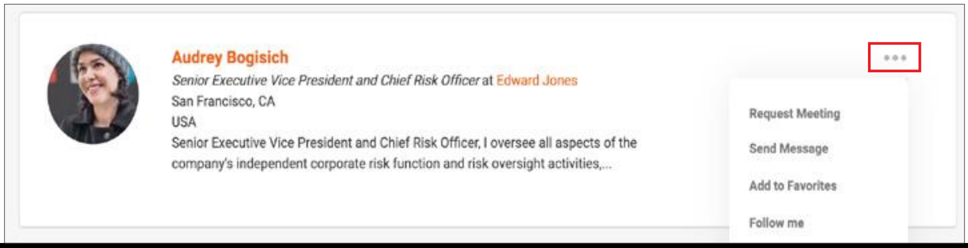
Select the person you want to message from the dropdown list.

STEP 4

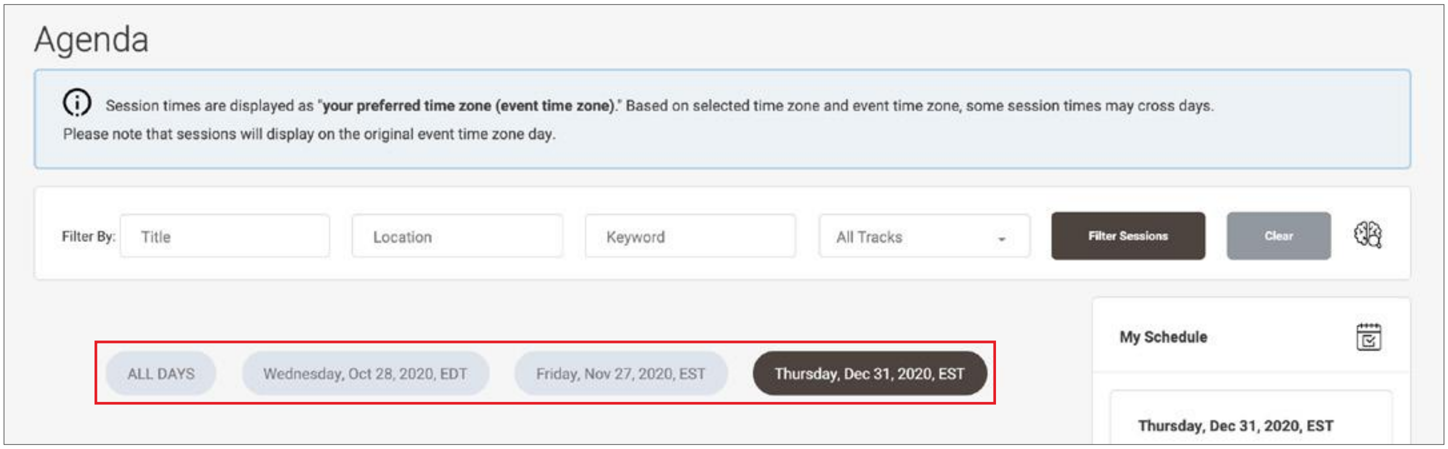
Click the person's name from the list on the left, then type your message on the right.

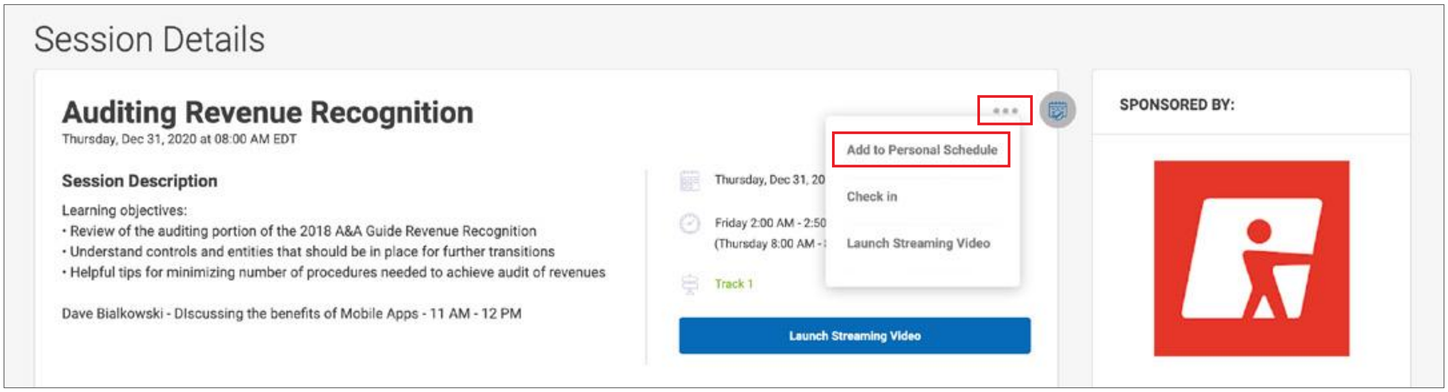
Messaging Tip

You can also send a message to a person when browsing the "Profiles" section of the app. For this method, while browsing, choose the three-dot icon to the right of the person you wish to message. You will be presented with action items for that person. Select "Send Message" and then compose the message.



The full event agenda can be found within the mobile or desktop apps. To browse the agenda, you can select the agenda tab from the menu. This will give a complete one page agenda listing that you can browse, filter, and search. Choose day bubble filters to select the agenda by day. You can select an agenda item for complete item details. From there, you can add it to your personal schedule, set a reminder, and more! To view a virtual session or launch a video stream, click the blue button from the session details page.





STEP 1

Select the agenda tab from the menu.

STEP 2

Filter, search, and sort the agenda, then click into the session details.

STEP 3

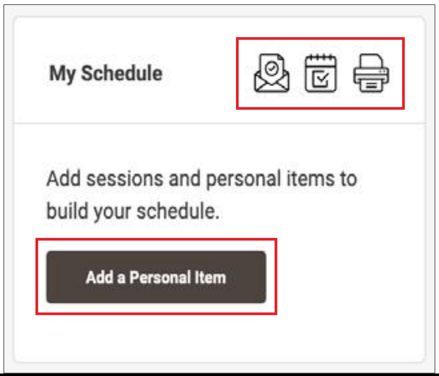
Select the three-dot icon for action items.

STEP 4

To launch virtual sessions or video streams, click the blue "Launch" button.

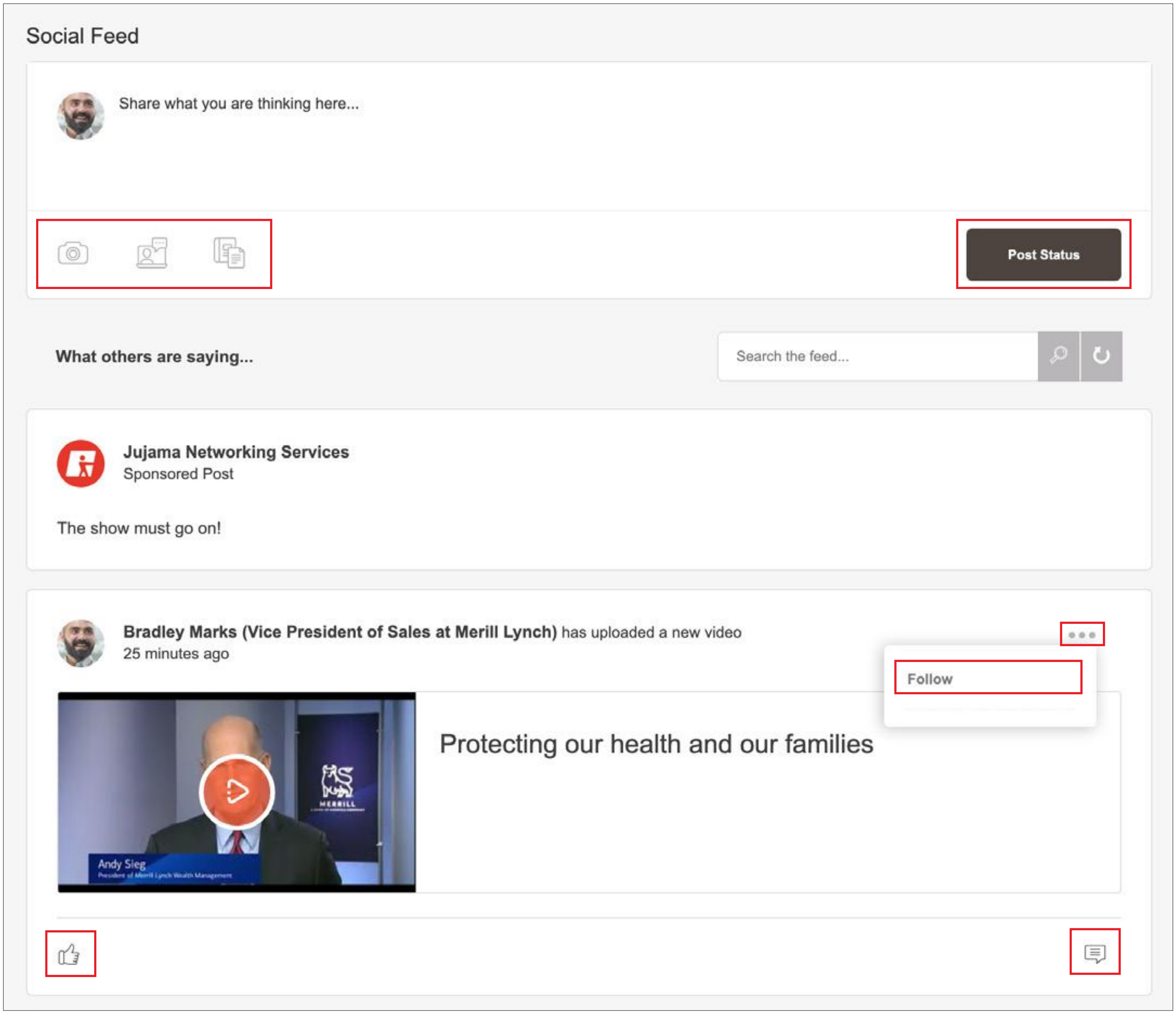
Creating Your Personal Schedule

You can create a personal schedule by adding items from the agenda list (see above) and also personal items. Select the My Schedule tab from the menu. Here, you can plan your day, then print, email, or export your personal schedule to your device calendar!



THE SOCIAL FEED

The social feed will have posts, photos, videos, and information from event administrators and other attendees. To get the latest updates and stay engaged, it's recommended that you are active on the social feed. You can choose to post a status update, upload a photo or document, or post a link to a YouTube or Vimeo video. You can also follow, like, and comment on other attendees' posts, which is another great way to network. Use the @ symbol to mention or tag a person or agenda item!



JUJAMA

For more information, please email support@Jujama.com or call +1 (570) 209-7670.