Crowd Compass App by CVENT
GMWA Board Meeting & Convention Event Directory
## Download/Access Instructions

The following are instructions on downloading and accessing the GMWA Board Meeting & Convention Information. *Please note, the event is accessible via the Crowd Compass App which can be downloaded to your mobile phone, iPad or tablet. You may also access the event via your laptop computer.*

You should have received a communication announcing there is an App for the conference. You should use the following instructions for downloading and accessing everything related to the conference.

1. From your mobile device, iPad or tablet, access your app store to download the app. Search for Crowd Compass. Click & download the app.

2. Once the download is complete, open the app and type GMWA2018 in the search window on the far right side of the screen and click search.
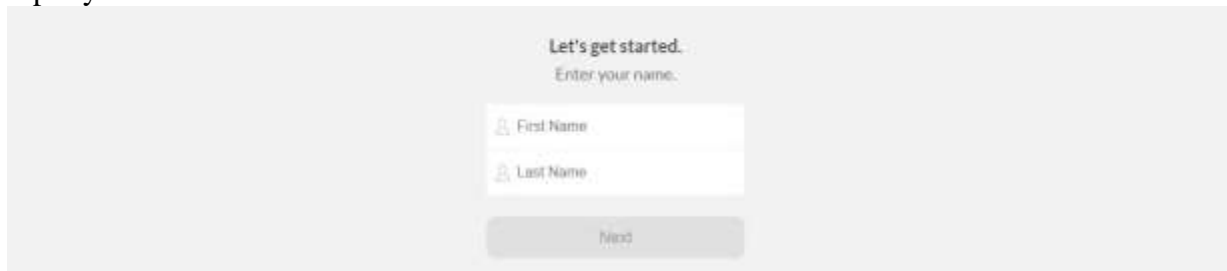

3. Next, click on the Gospel Music Workshop of America, Inc. National Board Meeting event.
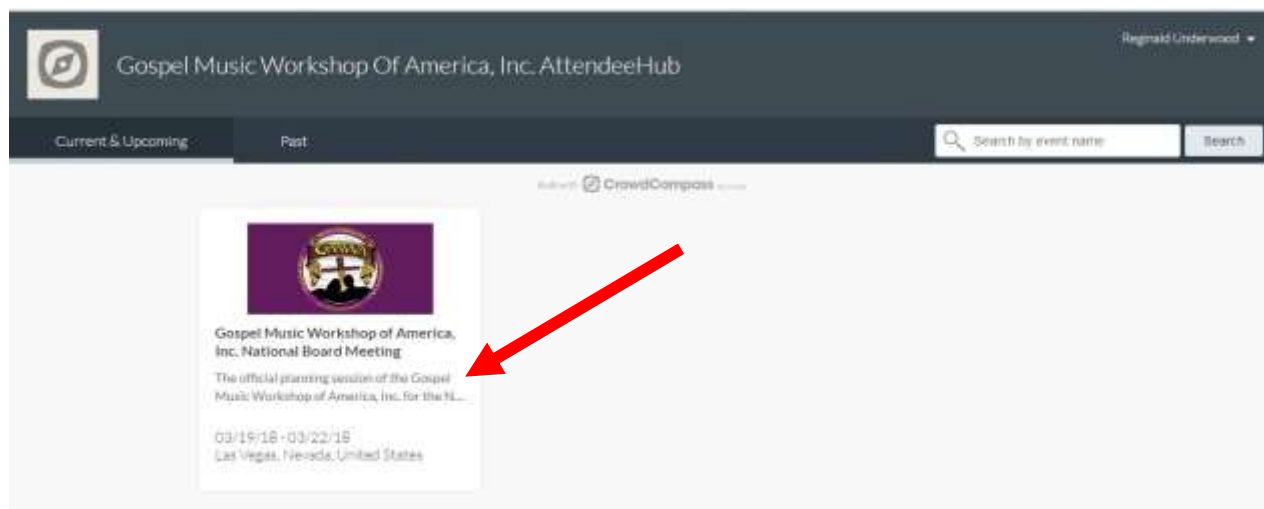
4. You **MUST** now verify your account by logging in, in order to access all the features of the app.
   a. Click the arrow in the upper right-hand corner and choose Log In.

b. Input your first and last name. Click Next
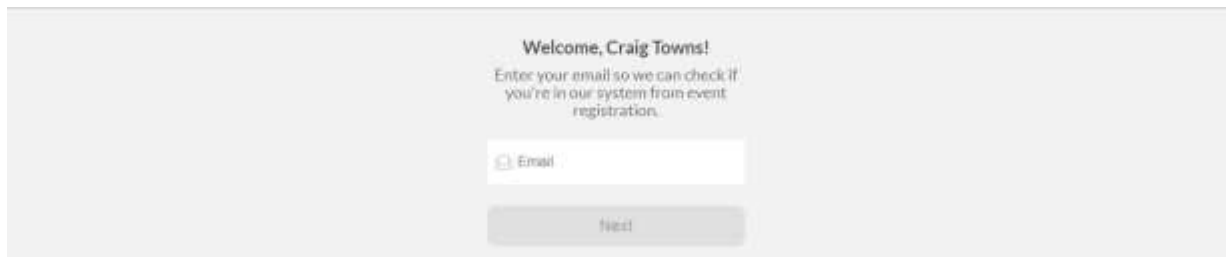

c. Enter your email address and click Next.

d. You will be sent a verification code to the email address you entered.
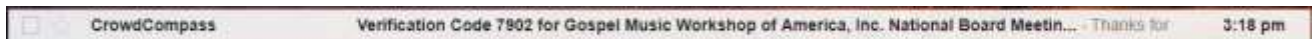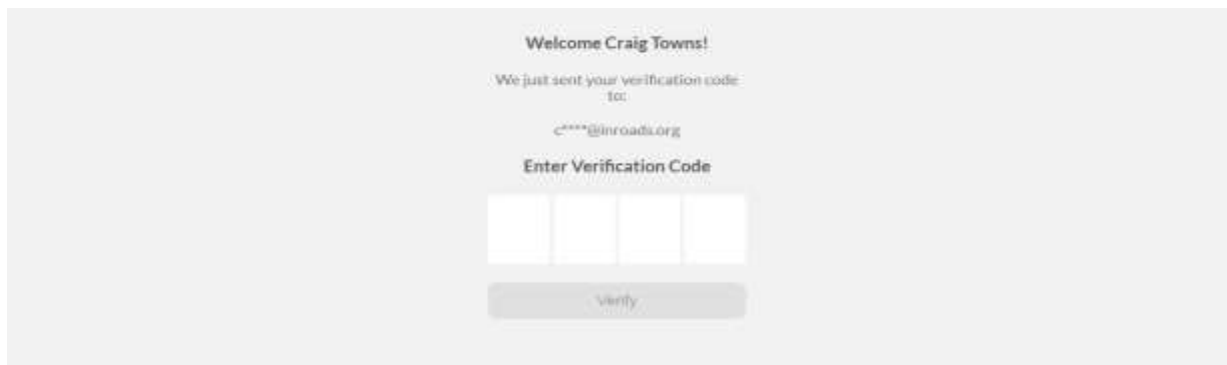

e. Enter the 4 digit code and click the Verify button

f. You are now successfully logged in and have full access to the event and the app features.

5. You may now update your profile by:
    a. Clicking the arrow to right of your name
    b. By choosing edit profile you can…
        i. Add additional information about yourself
        ii. Connect the app to your Social Media platforms
    c. By choosing edit Profile Photo you can…
        i. Upload or take picture of yourself to enhance networking and interfacing during the conference with other attendees.
6. You now have full access to the app, its features, content and all things GMWA Board Meeting.

***PLEASE NOTE:

Unless you remain logged into the app, you will need to login each time you visit/open the app. You will be prompted to enter your 4 digit verification code (it is the same code you received via email upon your initial login.) No worries if you do not remember, as the system will resend it to the email we have on file for you.