

*LPCA's 37th Annual Convention
and Regional Conference*

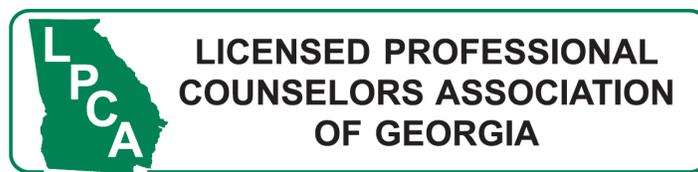
Convention App Instructions

Welcome!

We know that using new technology can sometimes feel a little overwhelming — and that's okay! This easy-to-follow guide will walk you through every step of how to download and use the Cvent Events app on your smartphone or tablet.

This app is where you'll find everything you need for the 37th Annual LPCA Convention and Regional Conference, including the list of sessions, your personal schedule, and important event details.

You don't need to be a tech expert — just follow the steps below, and you'll be ready in no time. If you get stuck, please reach out to us or visit a volunteer or staff member for assistance at the Convention.



STEP 1: Go to the App Store on your device

Apple Devices



If you have an iPhone or iPad (Apple device)
Tap on the App Store icon (it's blue with a white letter "A" made of lines).

Android Devices



Google Play

If you have an Android phone or tablet
Tap on the Google Play Store icon (it's a colorful triangle).

STEP 2: Search for the app and download

Tap "Search" or locate the Search Bar.



Type in: "Cvent Events" and click Search or Enter.



Cvent Events

Cvent

Look for an app that is a blue square with a white letter "C" (the "C" looks like a horseshoe).
Tap Download or Install.

Wait for it to finish installing. This may take a minute or two.

STEP 3: Open the App

Exit the app store.



Tap on the Cvent Events app icon that will appear on your screen after downloading.

STEP 4: Find the LPCA Event

Q Search for an event

Tap on the search bar inside the Cvent app.
Type in: "LPCA"

Q LPCA



37th Annual LPCA Convention and Regional Conference

May 27 - 30, 2025 in Savannah, Georgia



1 MB

You should see "37th Annual LPCA Convention and Regional Conference"

Click the download button to be taken to the event page.

Q LPCA



37th Annual LPCA Convention and Regional Conference

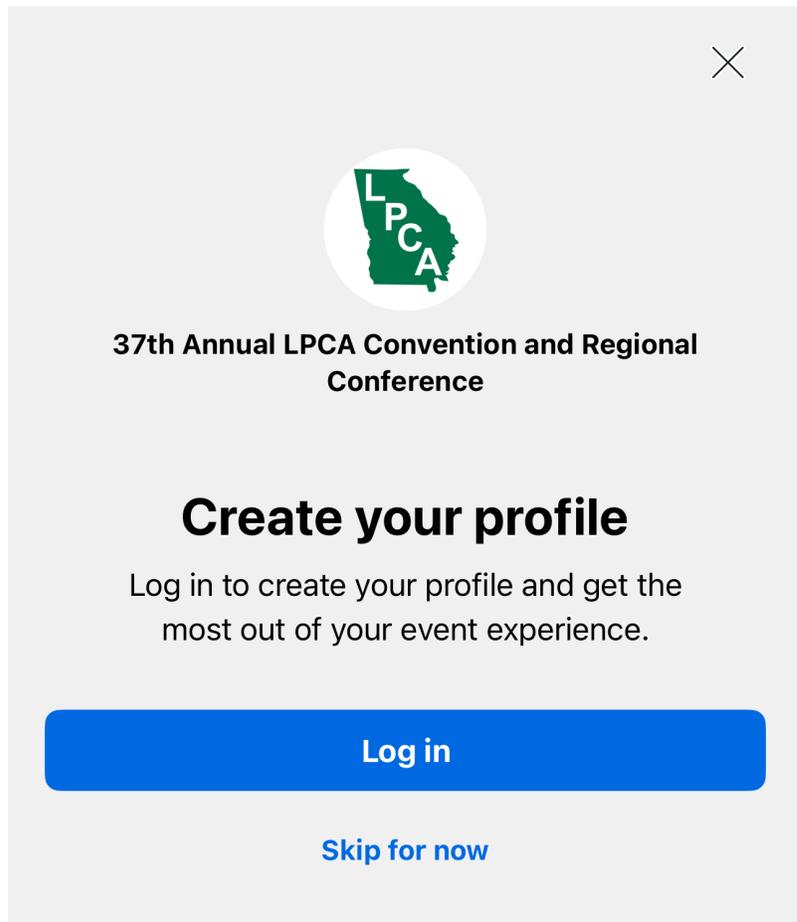
May 27 - 30, 2025 in Savannah, Georgia



Wait until the event has downloaded.

Click the arrow next to the event.

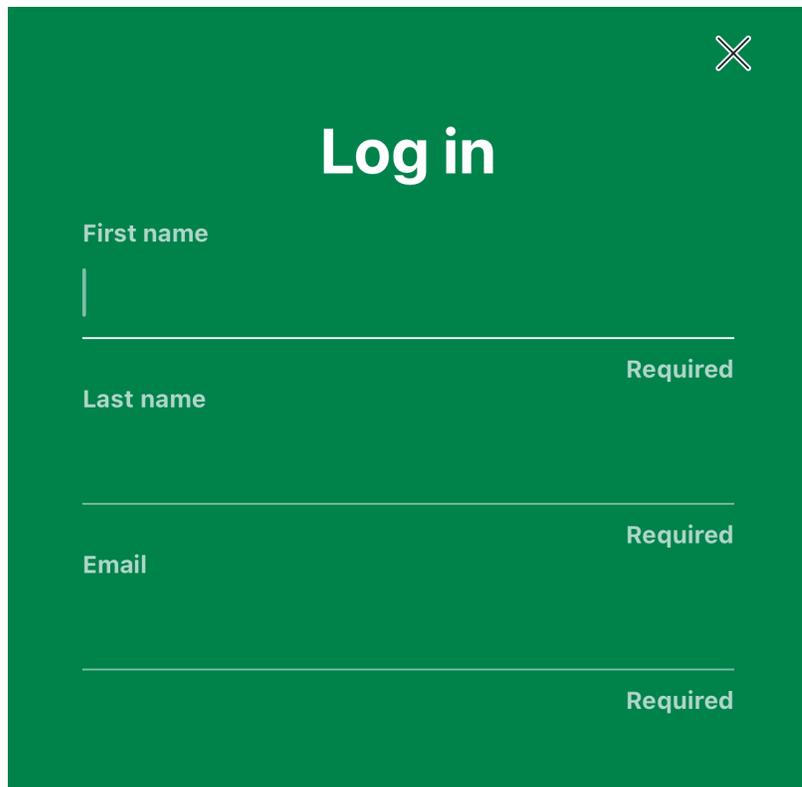
STEP 5: Log in



A screenshot of a mobile application login screen. At the top right is a close button (X). Below it is the LPCA logo, which features a green map of Georgia with the letters 'LPCA' overlaid. The text '37th Annual LPCA Convention and Regional Conference' is centered below the logo. Underneath is the heading 'Create your profile' followed by the text 'Log in to create your profile and get the most out of your event experience.' At the bottom, there are two buttons: a blue 'Log in' button and a 'Skip for now' link.



Click Log in

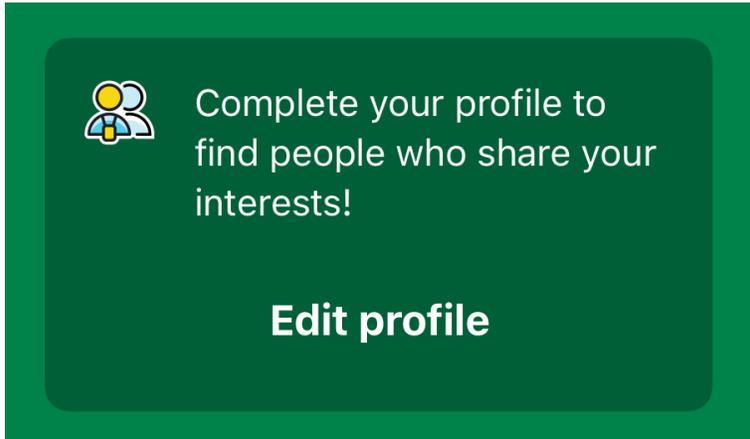


A screenshot of a mobile application login form. The background is green. At the top right is a close button (X). The heading 'Log in' is centered at the top. Below it are three input fields: 'First name', 'Last name', and 'Email'. Each field has a white underline and a 'Required' label to its right.

Type in your First Name, Last Name, and the **email address that you used when registering for the convention** (the email that you use with LPCA)

The app will send a Verification Code to the email.
Enter the Verification code you received.

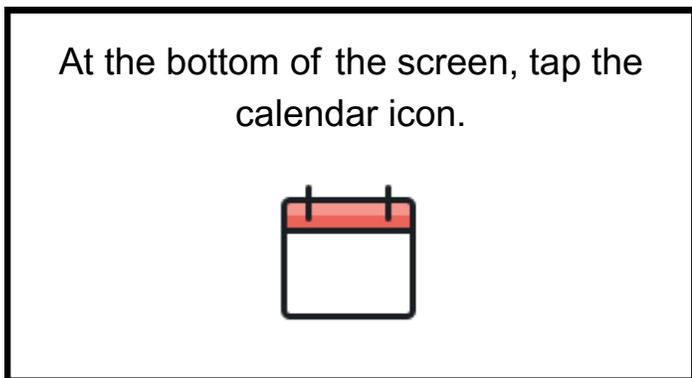
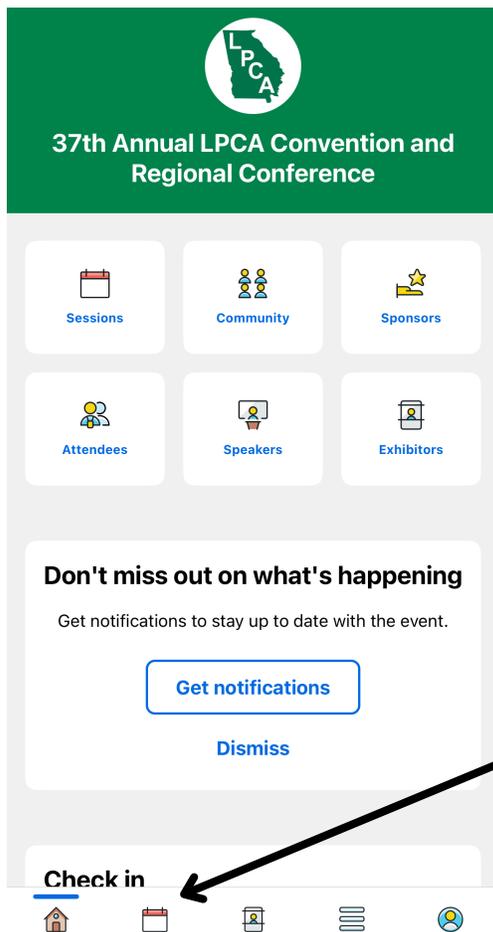
STEP 6: Complete your profile (OPTIONAL)



You may be asked to complete or edit your profile.

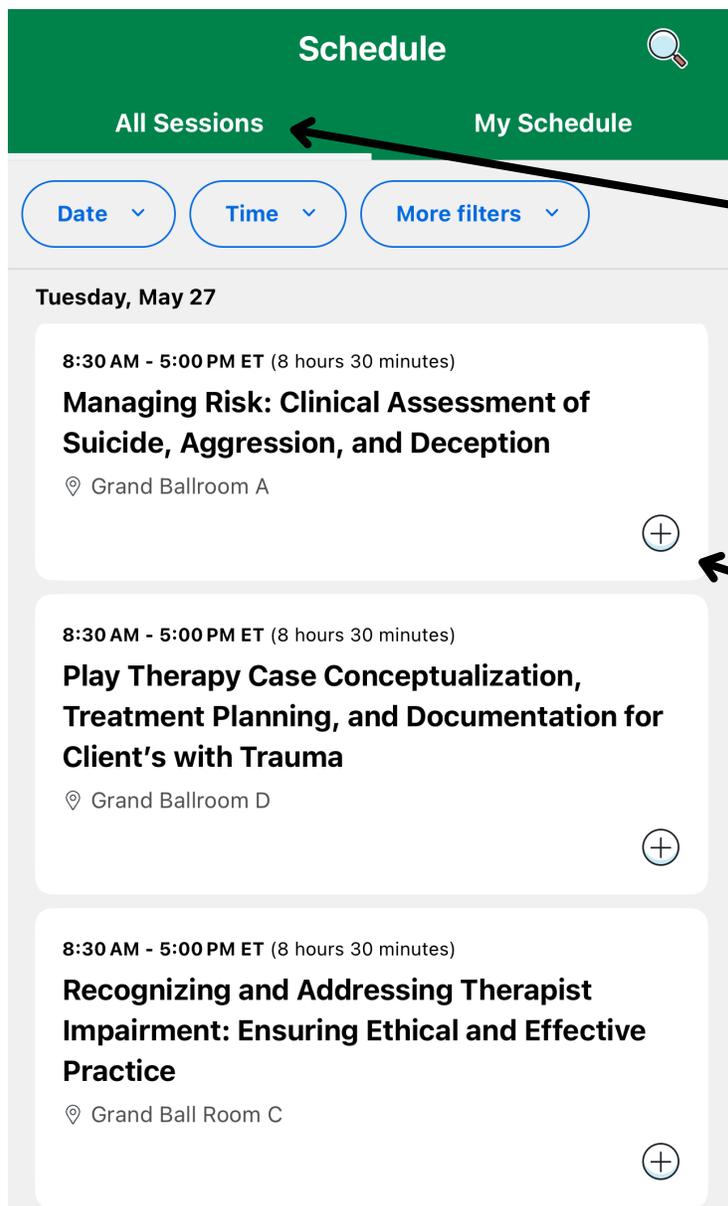
YOU CAN SKIP THIS STEP:
Either do not complete this step or click “Next” if prompted.

STEP 7: Choose your sessions



This will show you a list of all available sessions.

STEP 7: Choose your sessions (Cont'd)



Start in the “All Sessions” tab

To add a session to your schedule:

Tap the “+” button next to the session you want to attend.

Want to read session descriptions? Click on the session name. Then, you can add the session to your schedule by clicking “Add Session” from the session information page. Click the arrow at the top left to return to the page with all sessions.

If you accidentally save two sessions for the same time slot, you will see a page asking if you want to switch sessions. Click “Switch Sessions” to attend the session you most recently clicked, or click “X” to exit and keep the first session you had picked.

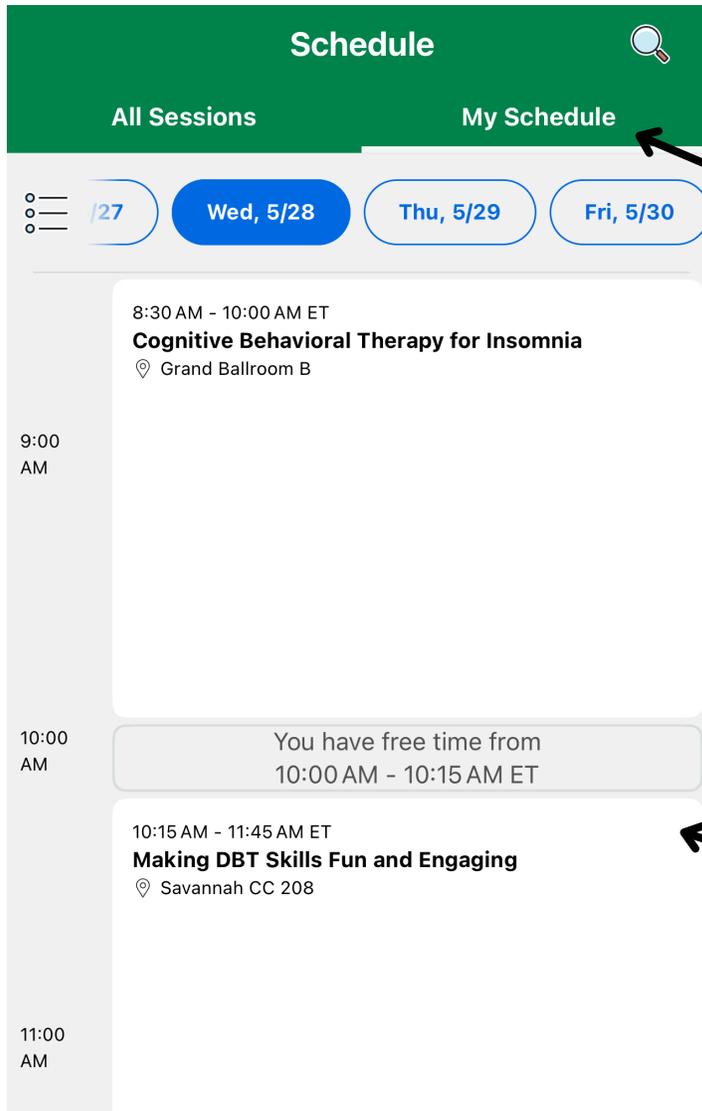
Important:

You MUST tap the “+” of “Add Session” to reserve your spot.

If you don't add a session, you are not guaranteed a seat, because space is limited.

Keep scrolling through the list and add all the sessions you want to attend.

STEP 8: Manage your sessions



Click “My Schedule” to view your added sessions.
You may have to scroll down to see the scheduled times.

To remove a session if you change your mind, click on the session name.
Then click “Remove Session”

You can visit the “All Sessions” page again to view and add another session in its place.

You are all set for the 37th Annual Convention and Regional Conference!

Next steps will be completed on-site, where a volunteer or staff member will be able to assist you through check-in and event attendance.

We thank you so much for your patience and understanding as we transition to new technology. Please remember, if you need help, friendly staff will be there to assist you every step of the way.

We're excited to see you at the convention!