



#Fuel2022

FUEL 2022 EVENT APP USER MANUAL

- Please review this document in its entirety to ensure the best experience when using the Fuel 2022 Event App.
- We will continue to enhance the Event App leading up to Fuel 2022 so please be sure to update the Event App in your app store when an update is available, keeping in mind that you may have app updates set to automatically update.
- After review of this manual if you have any questions, please post in the [Fuel room in ERA CONNECT App](#) and our team will be able to assist.
- If you have any questions when onsite at Fuel 2022, please visit the ERA Marketing booth located in the Level 1 prefunction of the Music City Center and we will be happy to assist.

1. DOWNLOAD AND LOGIN

- a. Download the Fuel 2022 Event App by searching **Boomset event app**  in the iOS app store or the Android google play store, scan the QR code or use the links provided below:




iOS App Store: <https://apps.apple.com/us/app/boomset-event-app/id1496153096>

Android Google Play Store: https://play.google.com/store/apps/details?id=com.boomset.attendeeapp&hl=en_US&gl=US

- b. Once the app is downloaded, open the app and type in the **Fuel 2022 event code EFUEL** to begin the login process:
 - Next you will be prompted to enter the **email address associated with your Fuel event registration**. Click continue.
NOTE: It's important that you have access on your device to the email address associated with your Fuel event registration in order to complete the rest of the steps below.
 - An email will be sent to the **email address you entered that is associated with your Fuel event registration**.
 - **Enter the PIN** that was emailed to the **address you entered that is associated with your Fuel event registration**.
NOTE: If you do not receive a PIN within a minute check your spam folder and if it is not there then on the Enter PIN screen click on "Request a new PIN" and then click continue to send a new PIN to the email address associated with your Fuel event registration.
 - Go to your email to obtain your PIN.
 - **Enter your PIN** and **click the blue continue button**.
 - **If experiencing any issues, please post in the [Fuel room in ERA CONNECT App](#) or when onsite at Fuel visit the ERA Marketing booth located on Level 1 prefunction of the Music City Center.**

2. HOME SCREEN


a. Attendee Profile

Once logged in, you'll be navigated to the home screen of the Event App. Located at the top right-hand corner is your **Attendee Profile** – click on the red circle icon with your initials (ex. ).


Your **Attendee Profile** is where you can:

- I. Add a picture – If you wish you to add your profile picture – click on Personal Information and under the gray circle with your initials you will click on **Edit Photo**. This will allow you to choose a picture directly from your existing photo gallery on your device or take a photo right on the spot to add.
- II. In your **Attendee Profile**, you can edit your Company/Organization.
NOTE: you will not be able to change your name for security reasons.
- III. Details on how to make your attendee profile visible or private noted in section 6b below.
- IV. If you wish to **Sign Out** of the **Event App** completely you will find this option under your **Attendee Profile** at the bottom of the screen.
NOTE: When logging back in you will need to “Request a new PIN” as you did in section 1 above.

b. Your Personal Schedule

- I. From the home screen, click on the calendar icon  in the top right corner. Once you begin to build your Personal Schedule, this is where you will see your full list of sessions.
NOTE: Individual Fuel sessions cannot be added to your personal calendar on your device and will only be visible via the Personal Schedule in the Fuel Event App Personal Schedule area.

c. Direct Messages

- I. From the home screen, once you connect with an attendee, click on the chat bubble icon  in the top right corner to send messages with those attendees you have connected with directly.
NOTE: Further details on how to connect directly with an attendee can be found under section 6c below.

d. Event Chat

- I. Scroll down to the bottom of the home screen, under INFO, click **Event Chat**.
- II. The **Event Chat** section is where messages are posted that will be shared with everyone using the **Fuel 2022 Event App**.
NOTE: This section is not for private messages. Reference section c. above and 6c below for details on direct messaging.
- III. In this section keep an eye out for important event messages and updates!

e. Add the Fuel 2022 event to your Calendar

- I. Scroll to the bottom of the home screen, under INFO, click **Add to Calendar**.
- II. In this section you can add the Fuel 2022 event itself into your personal calendar on your device.
NOTES:
 - **This will add a full day calendar block on your personal calendar from March 18-20. Individual sessions will not be added and are unable to be added to your personal calendar.**
 - **If you receive an alert message you must go into your device settings and under the Event App, click on the toggle next to Calendars to allow the Event App to access your calendar.**
 - **This feature may not be compatible with all Google devices.**


3. MENU OVERVIEW

- a. From the home screen, you can use the menu button at the top left to navigate to other sections of the app, curated specifically for Fuel 2022. Here you will find sections for:
 - i. Home
 - ii. Agenda
 - iii. Speakers
 - iv. Attendees
 - v. Sponsors
 - vi. Map

4. AGENDA SECTION

- a. The Fuel 2022 agenda can be found using the menu button at the top left of the home screen. You can view **All Sessions** via the first tab. You can also view sessions by each event day. You are also able to view your selected sessions under **My Sessions**.

NOTE: There are two places to view your selected schedule, those areas are My Sessions and your Personal Schedule described in section 2b above. These areas will be the same list of sessions that you have selected to add to your schedule.

- b. If you are looking for a specific session, you can use the search or filter icon  located at the top right of the **Agenda Section**.

NOTES:

- **Session times are adjusted based on the time zone where your device is located. Please be sure that you are taking this into consideration when planning out each day.**
- **The time will adjust to Central Time when you are onsite at Fuel in Nashville, TN. Ex: if your home office is in Eastern Standard Time, the event app will display everything in Eastern Standard Time until you arrive to the event.**
- **If needed you can view the correct times of the sessions via the [Fuel event website here](#).**

- c. Use the **Add Me** button to add a session to your **Personal Schedule & My Sessions** (referenced in section 2b above). This will enable you to curate your own schedule based on your planning and preferences to have a better onsite experience.

NOTES:

- **This does not add those sessions to your Gmail, Outlook, etc calendar. But within the app, you will have a personalized list of sessions you have selected to know where to go next.**
- **It will show “You’re registered” once a session is added to your schedule. Please be aware that sessions are on a first come, first serve basis and “You’re registered” just confirms that you have added the session to your schedule.**

- d. To learn more about a session’s content, click on the session title – you will see the title of the session, session description, and the track it is associated with. In the top right corner, it will note that you are **Attending** if you have already added it to your **Personal Schedule & My Sessions** or it will have an **Add Me** button if you wish to add it to your **Personal Schedule & My Sessions**.

5. SPEAKERS SECTION

- a. View a list of speakers for Fuel 2022 using the menu button at the top left of the home screen.
- b. Speaker profiles include a headshot, biography, and sessions they are associated with.
- c. You can add sessions to your **Personal Schedule & My Sessions** directly from the speaker's profile.

6. ATTENDEES SECTION

- a. A list of attendees can be found using the menu button at the top left of the home screen. Use the filter icon  at the top right of this section to search for other attendees by either first name or last name.

NOTE: Only those who opt to allow their profile to be visible will be listed in this section.

- b. At the top of the **Attendees Section**, you have the option to make your profile private or public. Click on the toggle next to **Your profile is visible to other attendees** and it will change your profile to private. You can change this at any time based on your preference.
- c. You may click on an attendee's name to directly message them within the **Event App**. Click on **Direct message** in red to send a note with your request.

NOTE: Attendees must accept your request to connect before you can continue chatting in the direct messaging area referenced in section 2c above.

7. SPONSORS SECTION

- a. View a list of our Fuel 2022 Event Sponsors along with the Vendor Showcase hours.

8. MAP SECTION

- a. View the event space within the Music City Center including room names/locations for registration, meals, vendor showcase, general session, and breakouts.

- If you have any questions, please post in the [Fuel room in ERA CONNECT App](#) and our team will be able to assist.
- If you have any questions when onsite at Fuel 2022, please visit the ERA Marketing booth located in the vendor showcase on Level 1 prefunction of the Music City Center and we will be happy to assist.

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