


OUR GATHERING 2023 EVENT APP USER GUIDE



HOW TO INSTALL THE APP

1. Install the **Hawk Communications**  App from your Google Play Store (Android) or App Store (iPhone).
2. Launch the app and you will be directed to the login page. From here, if you did not create a password using the activation link sent to your email, click *Forgot Password*.
3. Enter your email address and click submit. You must use the same email being used for your participation in Our Gathering 2023.
4. Check your email inbox and click the reset password link to create a password. If you have difficulty finding the email, check your junk or spam folders for an email from "*noreply@einsight.net*".

Note: If you already have an account on the Hawk Communications App, to switch your App profile to Our Gathering 2023, tap Profile on the bottom right corner of the App, then click My Profiles, and select Our Gathering 2023.

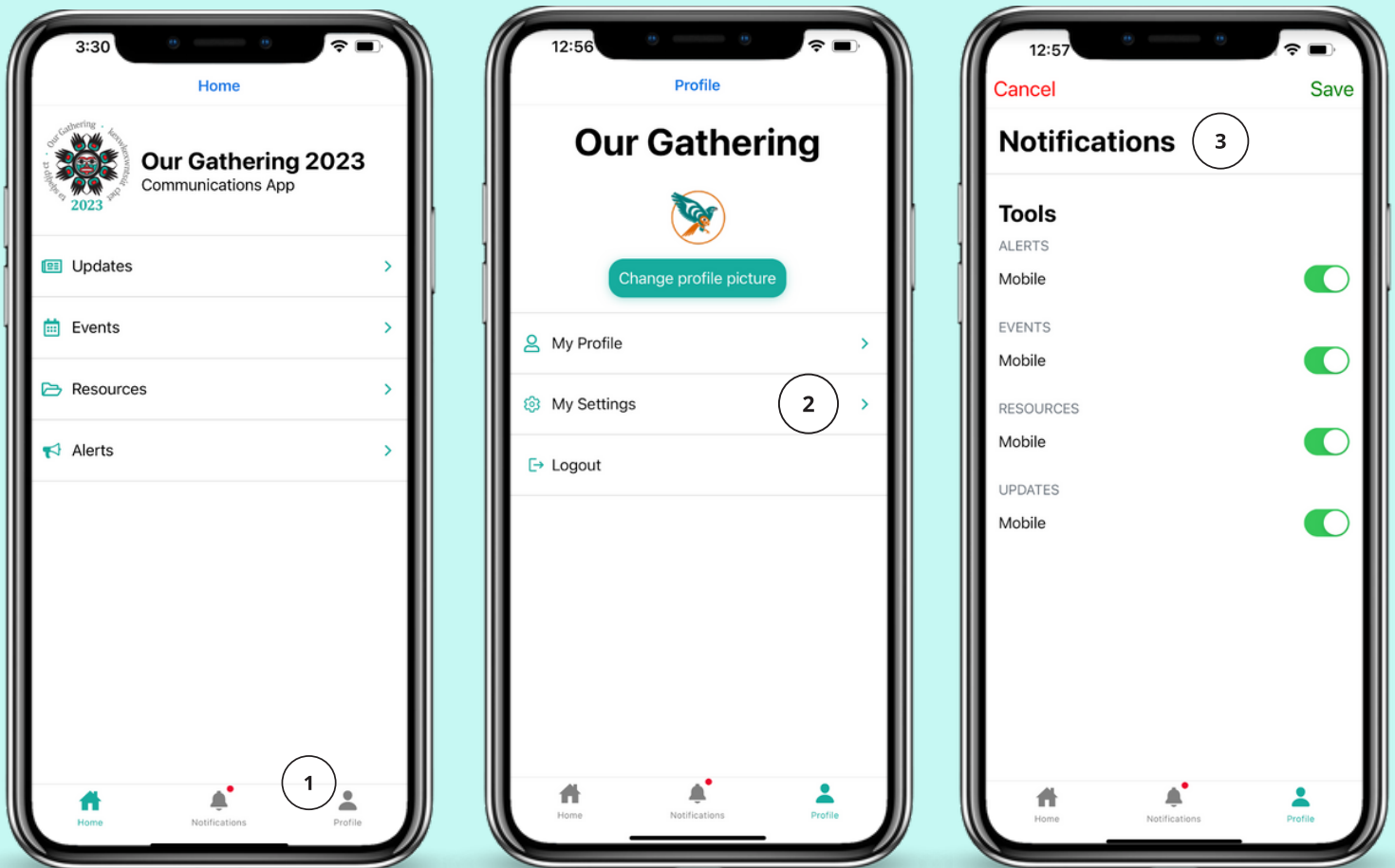
If you have been pre-approved for an account by the system administrator, once you have been added to the system you will receive an activation link to set up your password from noreply@eingsight.net. Please note this link is only available for 24 hours.

If you don't open the link in time, simply click "Forgot Password" as outlined above to set your password and gain immediate access to the Mobile App.



SETTING UP YOUR PROFILE

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1. At the bottom right corner of the main home page, click Profile. From here, you can upload a profile picture and update your profile information under the My Profile tab.

2. Click My Settings to view Notifications settings, Privacy Policy, or view our User Agreement.

3. Under the Notifications settings, you can select which features you would like to receive notifications for (Updates, Events, Resources, or Alerts). The enabled notifications will appear in your app and can be found at the bottom of the home page under Notifications.

FEATURES & FUNCTIONS

ON THE HOME PAGE, THERE ARE FOUR FEATURES TO SELECT FROM (UPDATES, EVENTS, RESOURCES, AND ALERTS). BELOW IS A BRIEF OVERVIEW OF EACH FEATURE AND WHERE TO FIND EVERYTHING YOU NEED FOR OUR GATHERING.

UPDATES

stay up to date on all things related to OG 23 and receive live updates in real time.



Search expired Updates using the filter button ▼, or search specific Updates using the search bar.

EVENTS

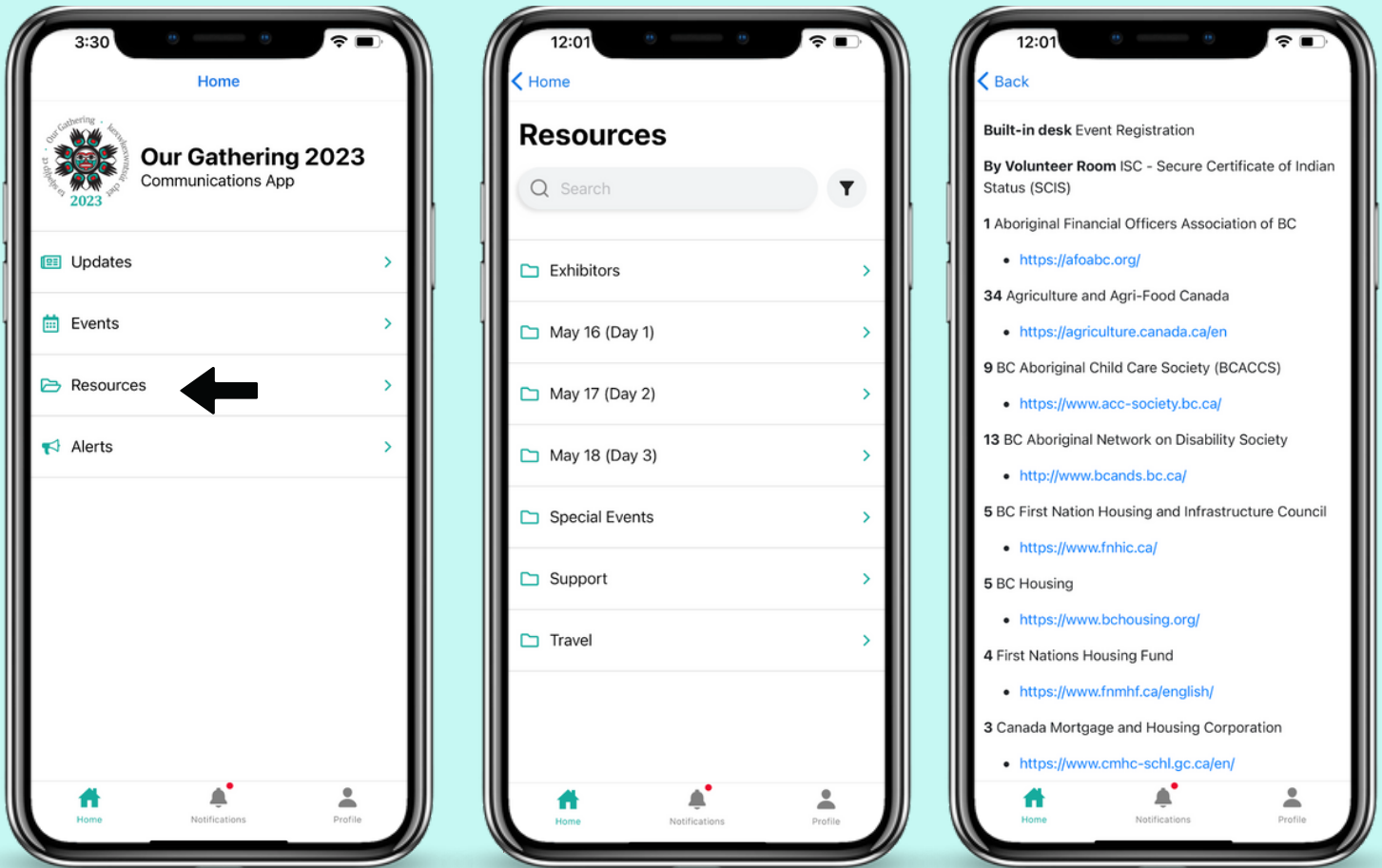
Check out this feature to view event schedules for Day 1 (May 16), 2 (May 17) and 3 (May 18). Find workshop materials, speaker bios, breakout schedules, and more.



View events in a list view or select specific dates from the **Calendar View** to view event schedules on specific dates to find the information you need.

RESOURCES

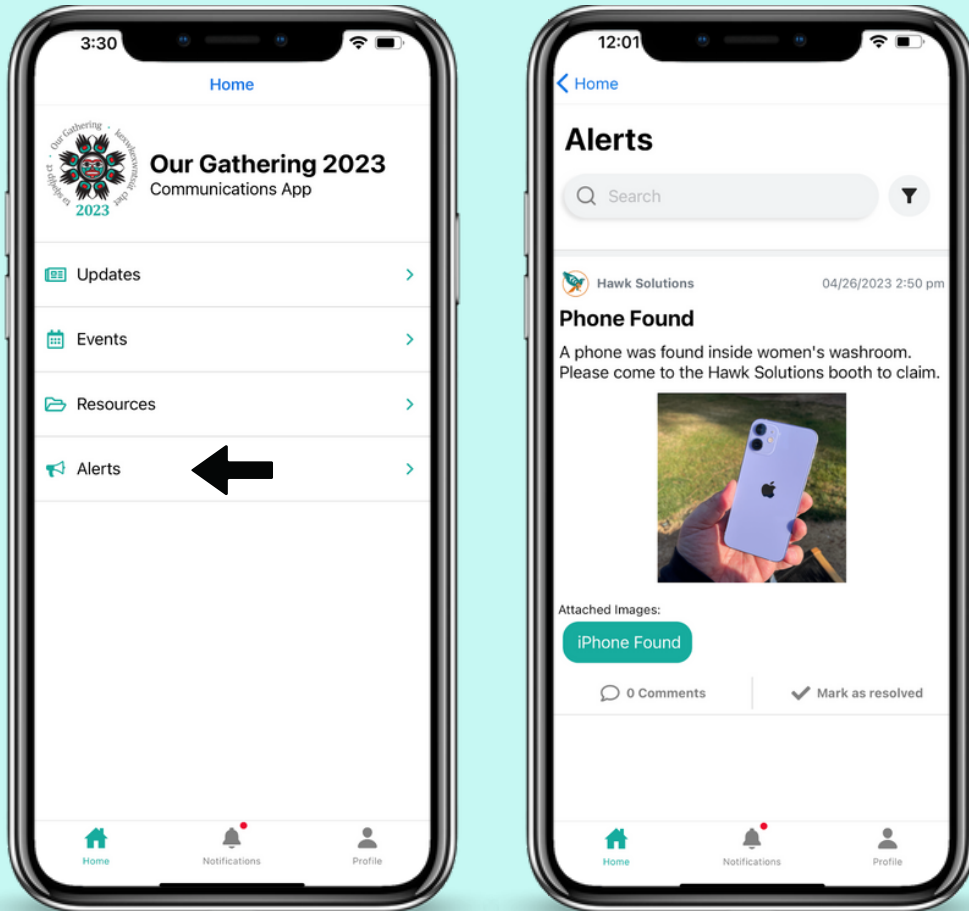
Gain immediate access to key documents and information in the Resources section of the Event App. View the exhibitor map, workshop materials, agenda, travel info, guest speaker bios, and much more.



Search Resources and gain access to all types of useful information related to OG 2023. For example, you can find the OG Exhibitor map here to help you locate booths at the event!

ALERTS

Alerts notify app users of critical or potentially hazardous information during the event.



Have you seen something you think it is important for attendees to know about right away? Have you lost an item during the event? Notify one of the volunteers at the reception and they will be able to assist you.



If you have any questions about the App or OG 2023, please contact events@nautsamawt.com.

