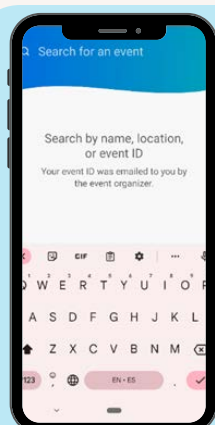# GLOBAL ASSEMBLY APP USER GUIDE

The app is the best way to register for workshops, communicate with other participants, ask questions, and get updates during our Global Assembly. Here's our step-by-step guide to signing on to our app. See the last page for workshop registration instructions.

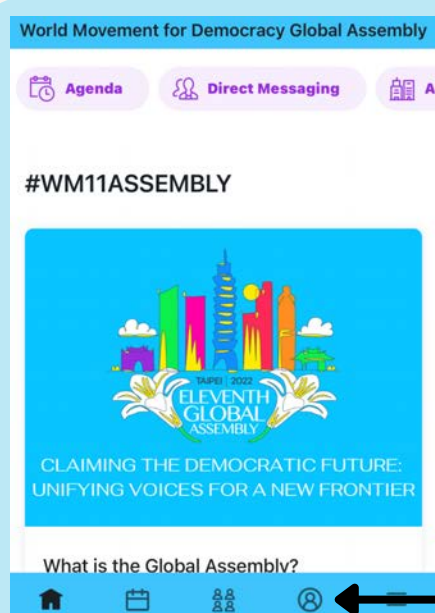Step 1: Download the Cvent Events app from the Apple App Store or Google Play.

Step 2: After downloading the Cvent Events app, you should see a search screen.

The name is **World Movement for Democracy Global Assembly**.

Step 3: After typing in the name, the event page should populate below.

Step 4: Press the down arrow to download the event.

Step 5: Press the arrow next to the event name to enter our App.

World Movement for Democracy Global Assembly
Oct 25 - 27, 2022
Grand Hyatt Taipei, Taiwan

This is our event home page! It may look different as we get closer to the event. Here you will find information about the assembly.

Step 6: Please enable notifications.

Please log in so you can sign up for workshop sessions, message other participants, and engage in our community discussions.
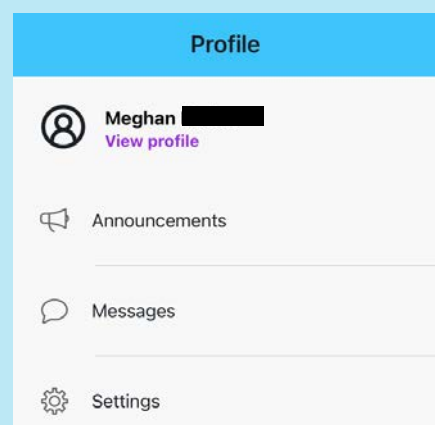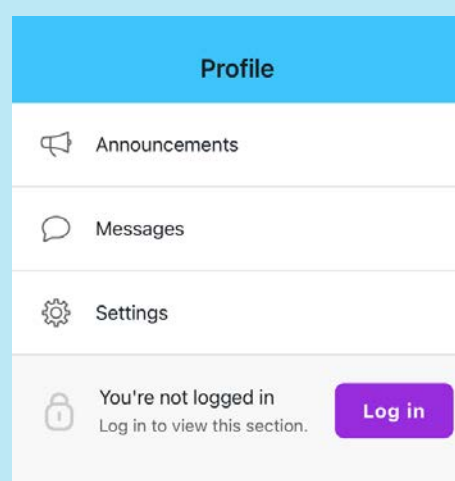
Step 7: To log in, press the icon of a person in a circle on the bottom banner.

#WM11ASSEMBLY

CLAIMING THE DEMOCRATIC FUTURE: UNIFYING VOICES FOR A NEW FRONTIER

What is the Global Assembly?

Step 8: Press log-in and enter your:
- First name
- Last name
- Email (the one you registered with)

We have two-factor authentication enabled on the devices. The World Movement for Democracy will email you a verification code. You may also be texted the code.

Step 9: Please enter the code, then press the arrow to continue.

Profile

Announcements
Messages
Settings

You're not logged in
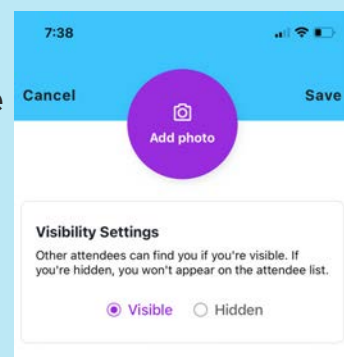Log in to view this section.

Log in

You will be brought back to your profile page.

Step 10: If you want to edit your profile (including adding a profile picture), press view profile, then in the upper right corner, press the pencil.

Profile

Meghan
View profile

Announcements
Messages
Settings

Please add any information you would like other attendees to know. To add a profile picture, click on the camera in the profile picture. You can opt to make your profile visible or hidden.

When you update your profile, please press save!

7:38

Cancel   Save

Add photo

Visibility Settings
Other attendees can find you if you're visible. If you're hidden, you won't appear on the attendee list.
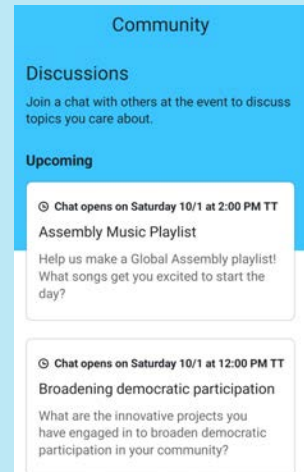
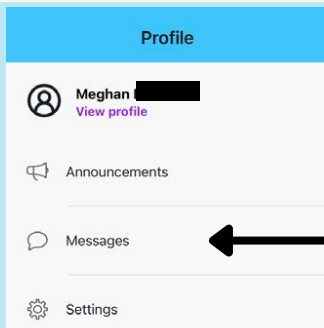◉ Visible   ○ Hidden

JOIN OUR DISCUSSION BOARDS

To engage with other attendees in the community discussion boards, press the icon with the four people at the bottom center of the screen.

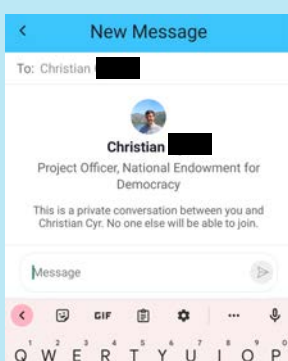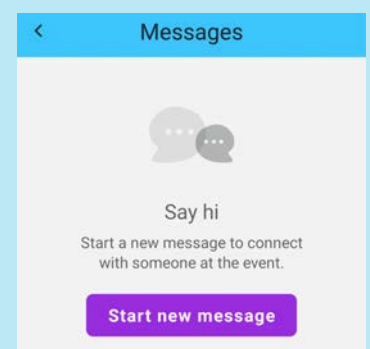You will be taken to the Community page. Press on the discussion you want to join!

Community

Discussions
Join a chat with others at the event to discuss topics you care about.

Upcoming

⏱ Chat opens on Saturday 10/1 at 2:00 PM TT
Assembly Music Playlist
Help us make a Global Assembly playlist! What songs get you excited to start the day?

⏱ Chat opens on Saturday 10/1 at 12:00 PM TT
Broadening democratic participation
What are the innovative projects you have engaged in to broaden democratic participation in your community?

DIRECT MESSAGE OTHER ATTENDEES

To direct message other attendees, press the profile icon on the bottom banner.

Profile

Meghan
View profile

📢 Announcements

💬 Messages

⚙ Settings

Then press messages.

Then press start new message.

Messages

Say hi
Start a new message to connect with someone at the event.

Start new message

New Message

To: Christian

Christian
Project Officer, National Endowment for Democracy

This is a private conversation between you and Christian Cyr. No one else will be able to join.
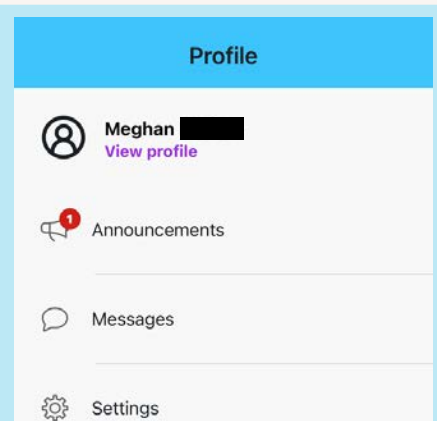
Message

Search for the person you want to message, select their name and begin messaging.
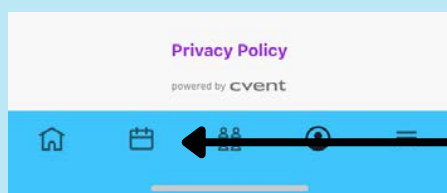
VIEW ANNOUNCEMENTS

We will be sending push notifications and announcements during the assembly. You can check your announcements under your profile page.

Profile

Meghan
View profile

📢 1 Announcements
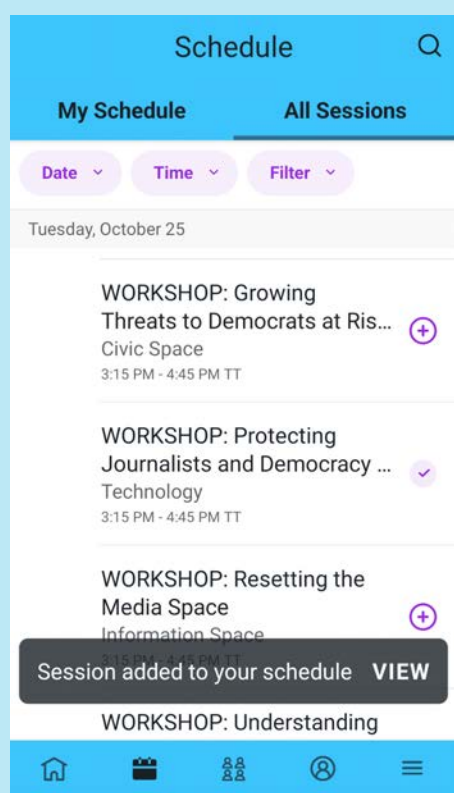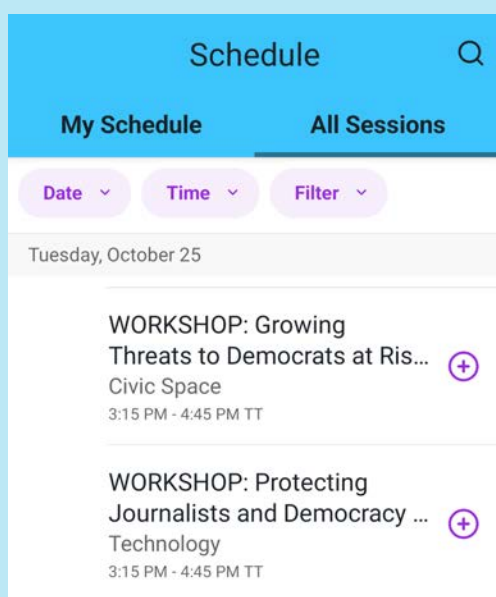
💬 Messages

⚙ Settings

REGISTER FOR WORKSHOPS

To register for workshops or see your schedule, press the calendar icon on the bottom banner.
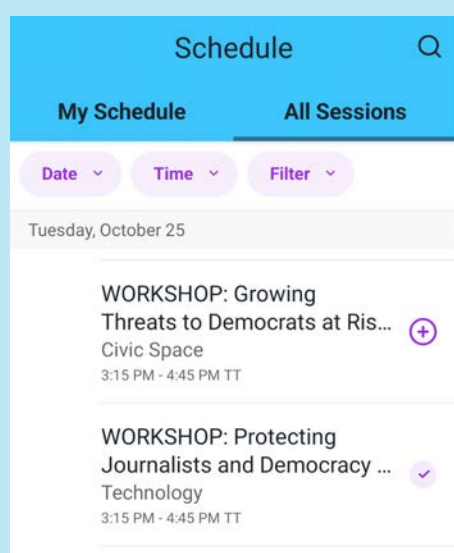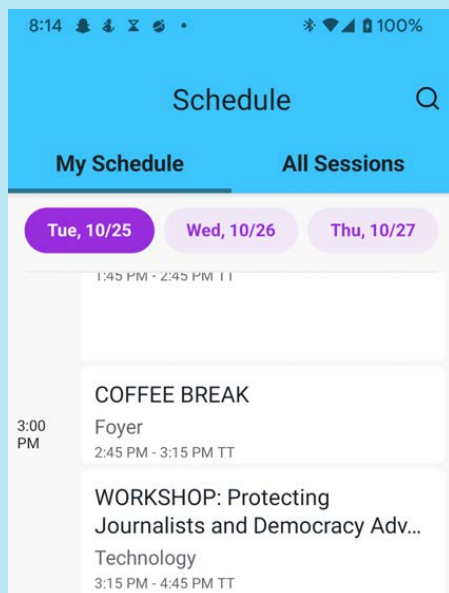
You will be automatically registered for our center stage sessions.

In addition to these center stage sessions, we ask participants to select **one** workshop per day to take part in.

Under the "All Sessions" tab, you can register for the workshops by pressing the plus sign to the right of the session's name.

Once you register for a workshop, the purple plus sign will turn into a check mark. You will also be able to find the workshop on your "My Schedule" tab.

To unregister for a workshop, press the purple check under the "all sessions" tab.