Accessing the Speaker Portal

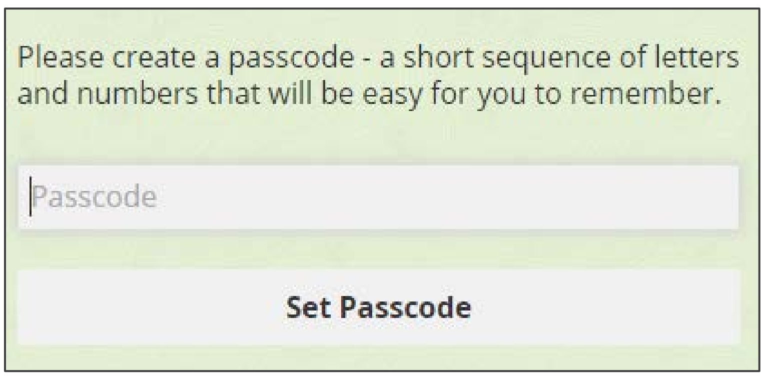
As a speaker, you have the ability to control your app details from our Speaker Portal. Update your session description, upload session materials, view evaluation results, and see who added your session to their personal agenda favorites.

Instructions:

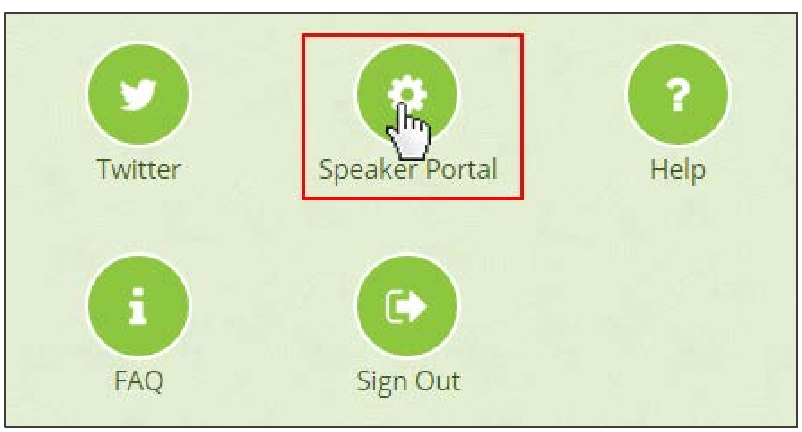
1. From your computer (MAC or PC), go to your app's web URL. It will follow this format: http://app.resultsathand.com/***APPNAME***

   If you do not know your app name URL, please contact your event organizer.

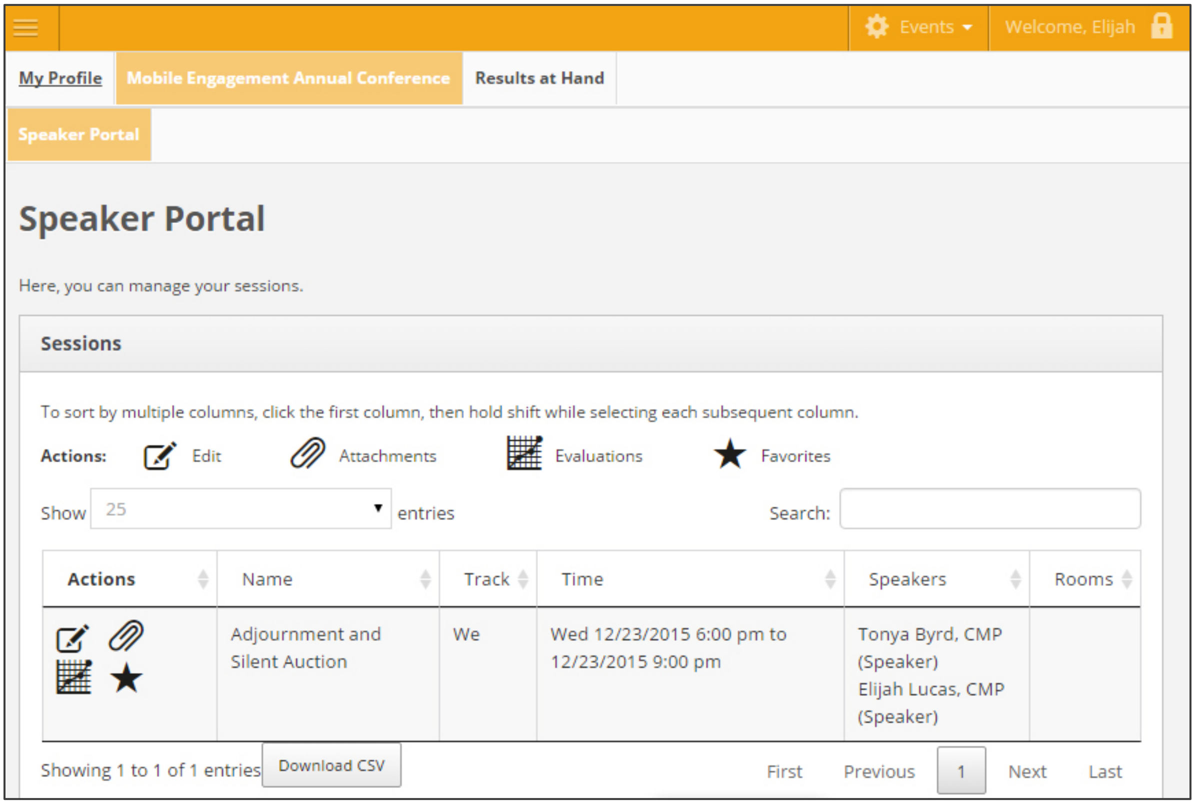
2. Select "Sign In" from the home screen navigation. When prompted, enter your email address provided during registration. Upon first login you will be prompted to create a passcode.



3. Once logged in, tap "Speaker Portal" from the home screen. Once clicked, you will be transferred to the Speaker Portal in a new browser tab.



4. Your Speaker Portal should look similar to the screen below:

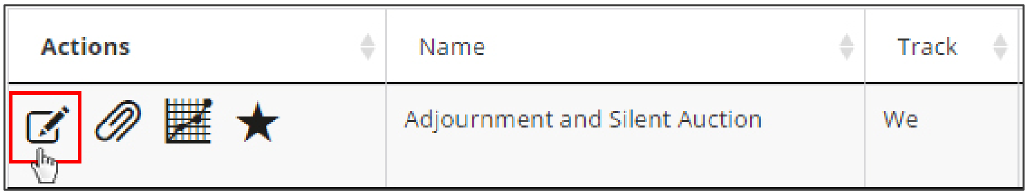


Within the Speaker Portal, you can manage your in-app profile and sessions. Continue reading for instructions on each of the following actions you can take.

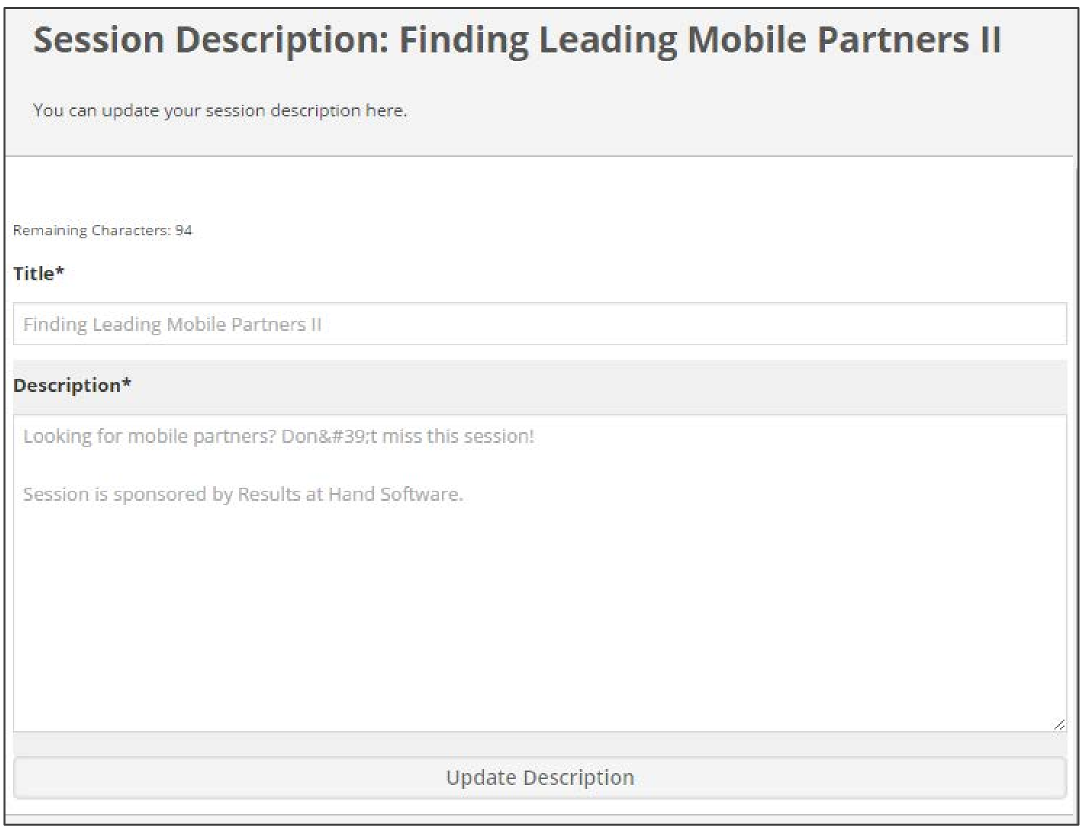
How to Edit Your Session's Description

Please follow these instructions to edit your session description:

1. Click the pencil icon next to the session you want to manage.



2. Once you click the icon, you will be able to edit your session title and description. Click the Update Description button after editing to save your changes.

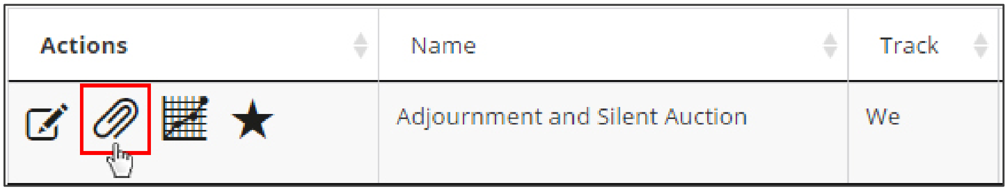


NOTE: This feature is not available for all events. The event organizer must grant you permission.

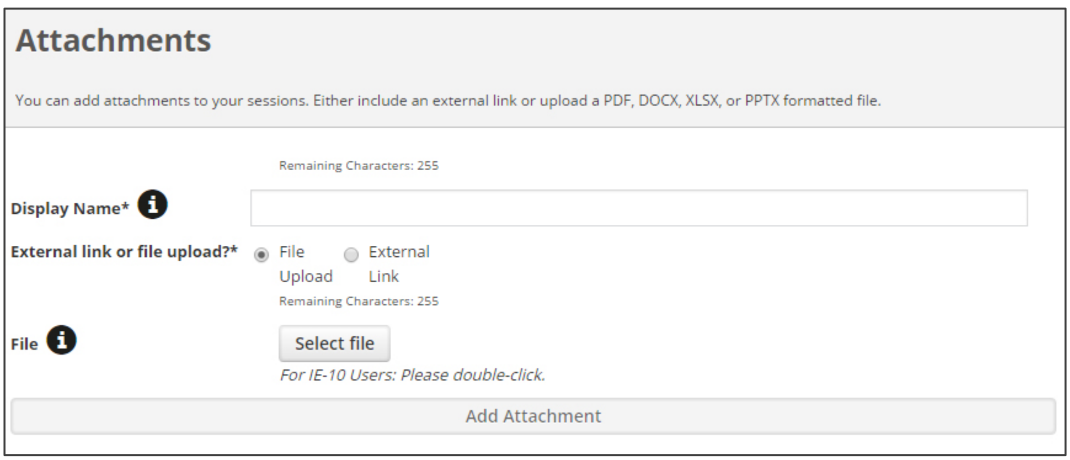
How to Attach Session Materials

Please follow these instructions to add session materials:

1. To control your session materials, click the paper clip icon next to the session you want to manage.

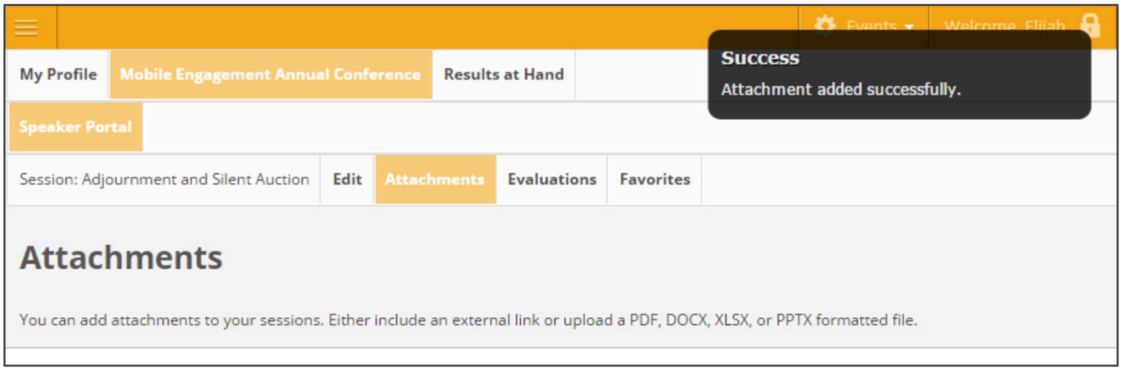


2. At the top of this screen, you can add new attachments. Start by giving your attachment a name and setting the material type (uploaded file or external URL).



- **File Upload:** hit the “Select File” button and browse your PC for the file you want to attach to your session,
    - Please note that attachments have a maximum size of 10 MB. Attachment format must be one of the following: Word, Excel, PowerPoint (PPT or PPTX, not PPS), or PDF.
- **External Link:** enter the external URL you want to link to with your attachment, including the starting “http://”.

Once you have added your file or URL, click the “Add Attachment” button. Upon successful attachment, you will see your new attachment appear in the existing attachment list below and see the Success Bubble. See below example:



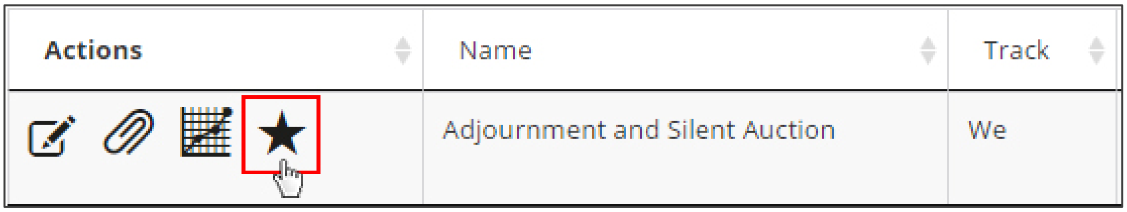
If you have difficulty adding an attachment, please check the size and format to ensure the attachment meets the requirements. If you continue to have difficulty, please utilize the Support form found on the app's home screen.

NOTE: This feature is not available for all events. The event organizer must grant you permission.

How to View Who Favorited Your Sessions

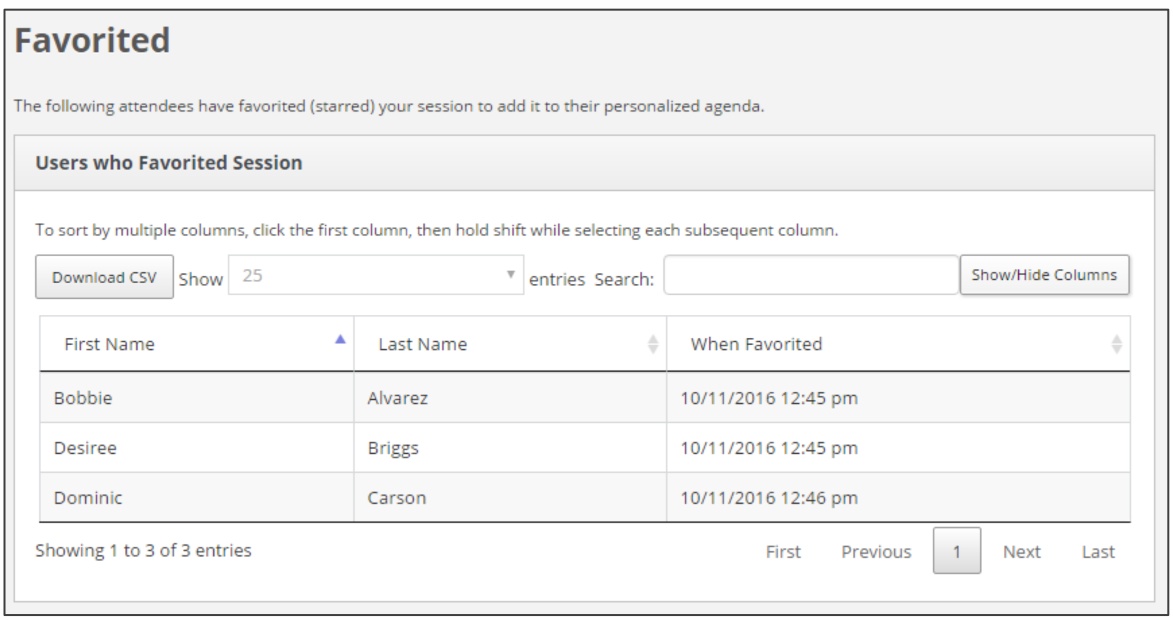
Please follow these instructions to view who has added your session to their personal favorites:

1. Click the star icon next to the session you want to see the favorites for.



Actions	Name	Track
	Adjournment and Silent Auction	We

2. Users who have tagged your session as a favorite will be displayed in a list. See the individual's name, assignment, and time the user favorited your session. You can also download these users as a CSV by tapping the button below the list.



Favorited

The following attendees have favorited (starred) your session to add it to their personalized agenda.

Users who Favorited Session

To sort by multiple columns, click the first column, then hold shift while selecting each subsequent column.

Download CSV Show 25 entries Search: Show/Hide Columns

First Name	Last Name	When Favorited
Bobbie	Alvarez	10/11/2016 12:45 pm
Desiree	Briggs	10/11/2016 12:45 pm
Dominic	Carson	10/11/2016 12:46 pm

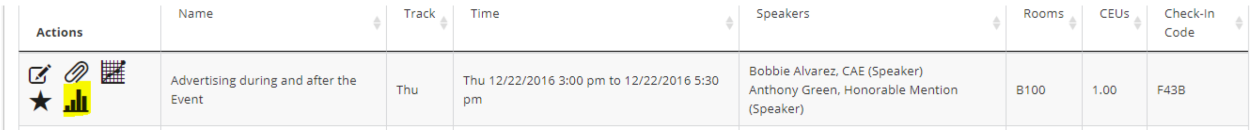
Showing 1 to 3 of 3 entries First Previous 1 Next Last

NOTE: This feature is not available for all events. The event organizer must grant you permission.

Managing Polling for your Sessions

Please follow these instructions to manage your poll questions.

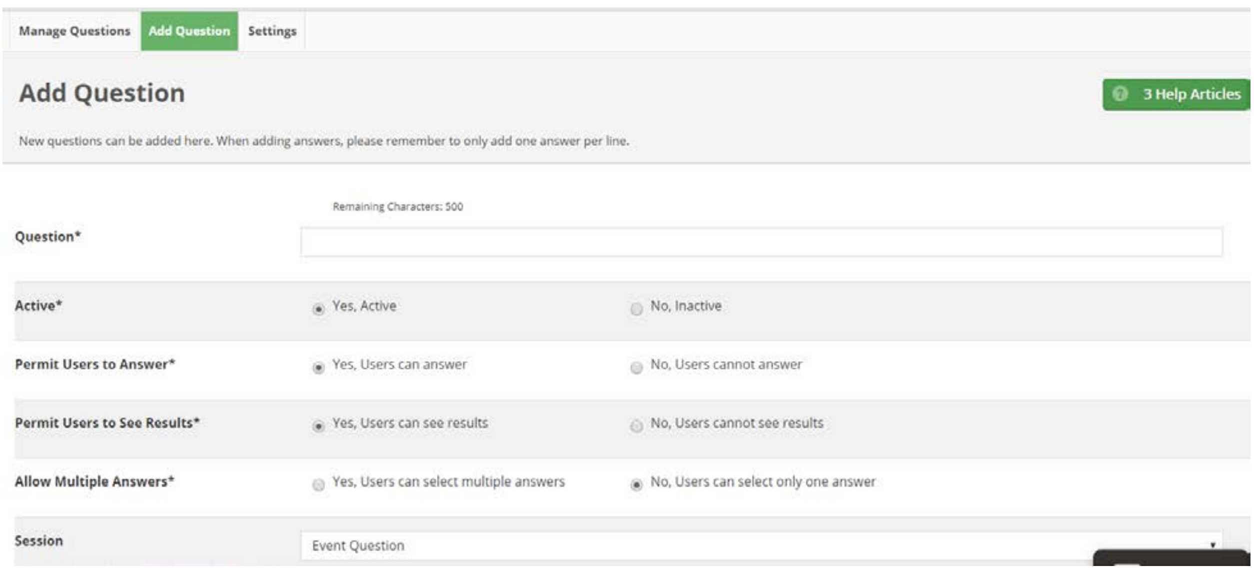
Select the Polls Action button next to the session of interest



Actions	Name	Track	Time	Speakers	Rooms	CEUs	Check-In Code
	Advertising during and after the Event	Thu	Thu 12/22/2016 3:00 pm to 12/22/2016 5:30 pm	Bobbie Alvarez, CAE (Speaker) Anthony Green, Honorable Mention (Speaker)	B100	1.00	F43B

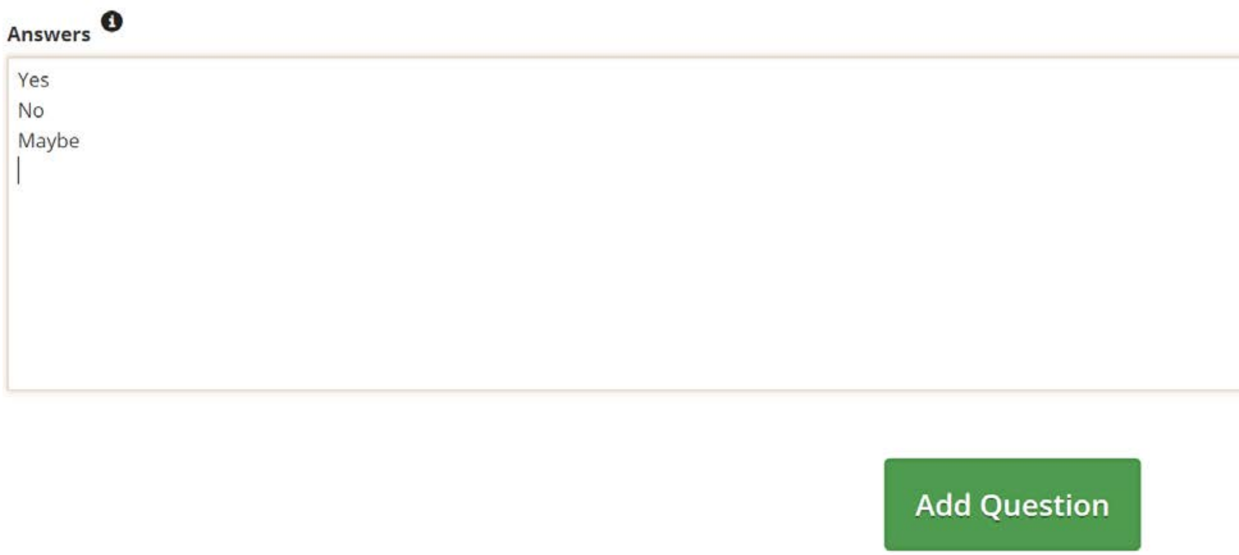
Creating and Editing a Poll Question

Add a polling question: Goto Add Question section



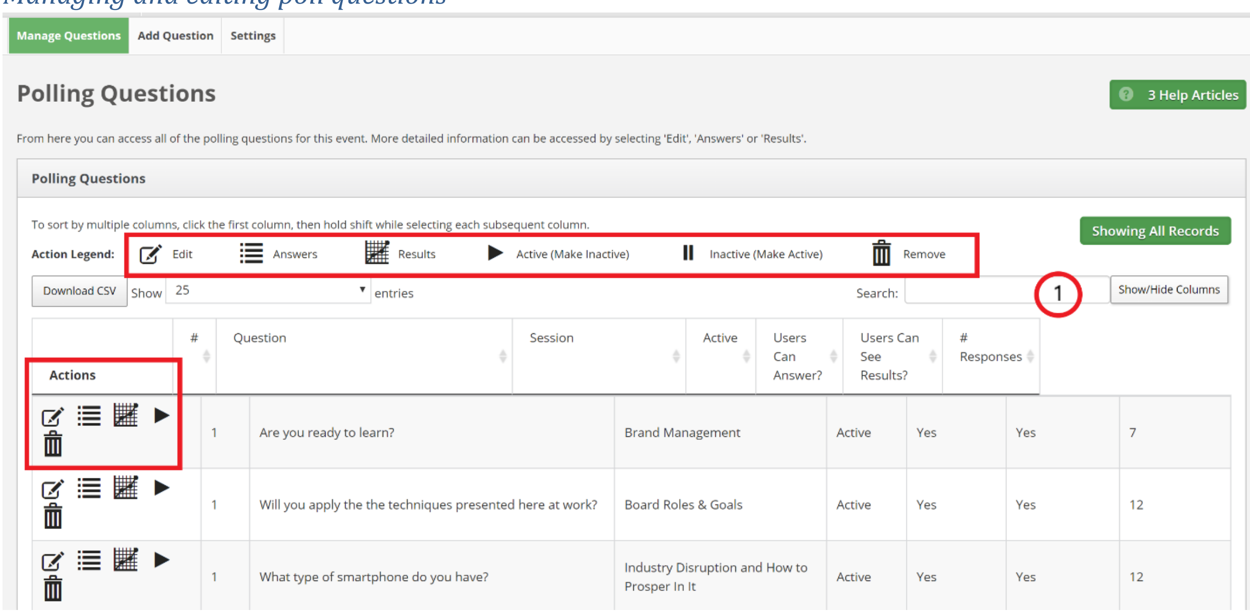
1. Question: Type your poll question in the field
2. Active: the poll question must be set to "Yes, Active" for users on the app to access the question.
3. Permit Users to Answer: If you select NO, the user won't be able to answer the poll question. This is useful if you don't want participants to answer the questions until you have covered it during the session. You can switch this setting to yes from the app itself real time.
4. Permit Users to See Results: If you select NO, the user won't be able to see the results of the poll. This is useful when you want participates to answer the question in advance but not see the results immediately. This setting can be switched in the app at any time.

5. Allow Multiple Answers: If you want the participant to be able to select more than one answer for the poll questions, you must set this to YES.
6. Answers: Add answers one per line in the answers field. See image below.



When you have created your question, tap the Add Question" button.

Managing and editing poll questions



To manage polling questions goto Audience Polling > Manage questions.

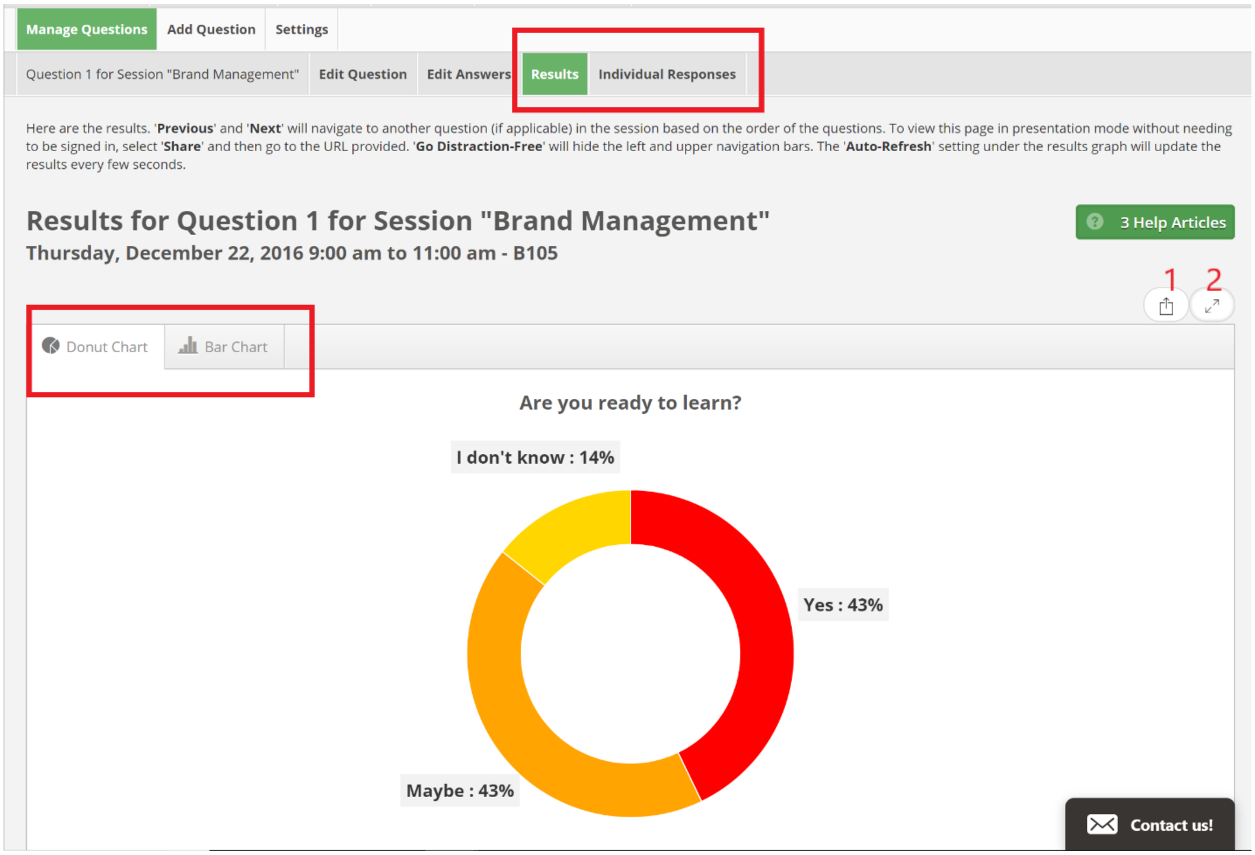
1. On the Manage Questions, there is a table of created poll questions for your event. You can search for a specific poll question via the search box (item 1 in image above)
2. You can complete actions related to each question. See action legend in the image above. Actions include
   1. Edit the poll question
   2. Answers: There is an "add an answer section" and an "existing answers" table. In the existing answers table you can edit or delete an answer via the action buttons to the right and re-order the answer via the arrows to the left of the table.
   3. Results are shown in a bar chart or donut chart at the top of this page and a table of the answers is displayed below the bar chart.
   4. Active (Make inactive) or Inactive (Make active): You can toggle between these 2 states. If a question is inactive || the participant can't see the question in the app.
   5. Delete: You will be asked to confirm your *delete* selection. Once confirmed the question and related results will be removed and CANNOT be reactived.

Polling Results

Access via the Audience Polling > Manage questions via the side or top navigation.

- From the questions table, navigate to the poll question that interests you and select the Results action button.
- If you wish to see Individual Responses to the poll question, select the Individual responses tab to the right of the results tab fron the top navigation. (See below image)

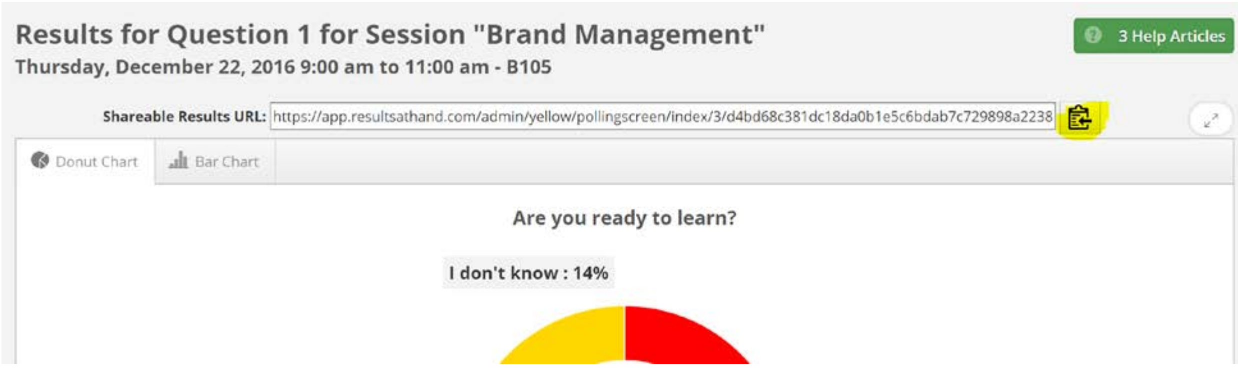
Results Screen



The results screen shows the polling question in chart format. You can scroll down to see the results in a table.

1. Share this results screen: Select the Share button on the upper right hand side of the screen (see 1 in the above image) and a URL box will appear allowing you to paste the results screen in your browser or into you presentation or email etc. Once the URL is visible, select the copy button highlighted in the below *Share Results* image.
2. Full Screen: To see the results screen in full screen view, simply select the fill the screen button (see 2 in the above image). From the full screen view, you can navigate to the previous or next question via the buttons at the top of your chart (if you have more than one question for the session).
3. See the results in a Donut chart or tap the Bar Chart tab to see the results via Bar Chart.

Share Results Image



To see **Automatic updates to the results chart** as new answers are submitted, select the Auto-refresh "YES" option below the chart.

NOTE: This feature is not available for all events. The event organizer must grant you permission.