

Accessing the Speaker Portal

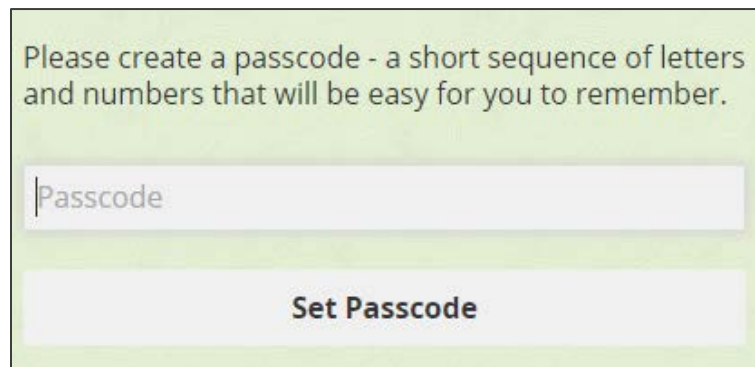
As a speaker, you have the ability to control your app details from our Speaker Portal. Update your session description, upload session materials, view evaluation results, and see who added your session to their personal agenda favorites.

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.

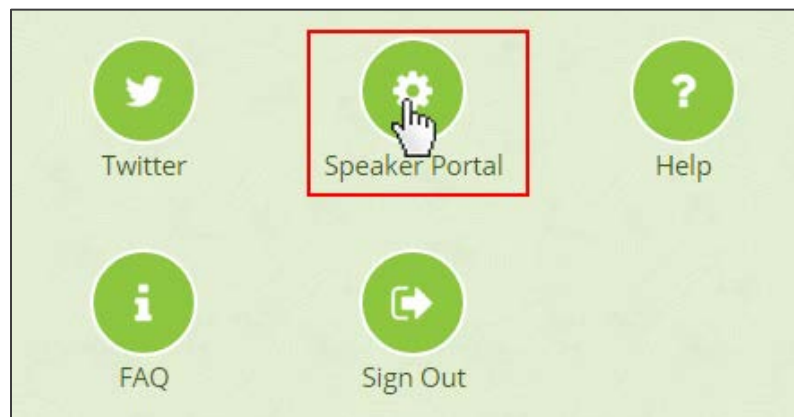


Please create a passcode - a short sequence of letters and numbers that will be easy for you to remember.

Passcode

Set 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:

The screenshot shows the 'Speaker Portal' interface. At the top, there's a navigation bar with 'My Profile', 'Mobile Engagement Annual Conference', and 'Results at Hand'. Below this, the 'Speaker Portal' title is displayed, followed by the instruction 'Here, you can manage your sessions.'.

The main section is titled 'Sessions' and includes a sorting instruction: 'To sort by multiple columns, click the first column, then hold shift while selecting each subsequent column.' Below this, there are action icons for 'Edit', 'Attachments', 'Evaluations', and 'Favorites'. A 'Show' dropdown is set to '25' entries, and a 'Search' input field is present.

Actions	Name	Track	Time	Speakers	Rooms
	Adjournment and Silent Auction	We	Wed 12/23/2015 6:00 pm to 12/23/2015 9:00 pm	Tonya Byrd, CMP (Speaker) Elijah Lucas, CMP (Speaker)	





At the bottom, it says 'Showing 1 to 1 of 1 entries' with a 'Download CSV' button. Navigation links for 'First', 'Previous', '1' (current page), 'Next', and 'Last' are also visible.

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.

Actions	Name	Track
   	Adjournment and Silent Auction	We

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.

Session Description: Finding Leading Mobile Partners II

You can update your session description here.

Remaining Characters: 94

Title*

Description*

Looking for mobile partners? Don't miss this session!

Session is sponsored by Results at Hand Software.





Update Description

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.


Actions	Name	Track
   	Adjournment and Silent Auction	We

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).

Attachments

You can add attachments to your sessions. Either include an external link or upload a PDF, DOCX, XLSX, or PPTX formatted file.


Remaining Characters: 255

Display Name* 

External link or file upload?* ☒ File ☐ External

Upload Link

Remaining Characters: 255

File 

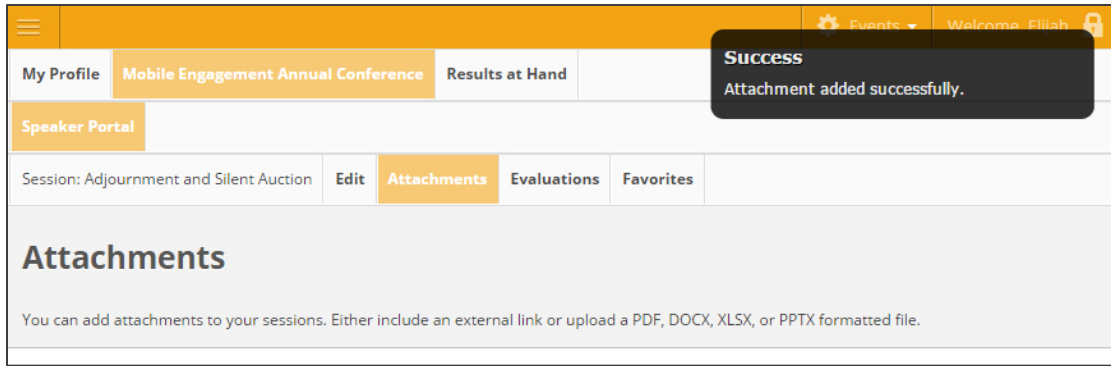
Select file

For IE-10 Users: Please double-click.

Add Attachment

- **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

Manage Questions
Add Question
Settings

Add Question

3 Help Articles

New questions can be added here. When adding answers, please remember to only add one answer per line.

Remaining Characters: 500

Question*

Active* ☒ Yes, Active ☐ No, Inactive

Permit Users to Answer* ☒ Yes, Users can answer ☐ No, Users cannot answer

Permit Users to See Results* ☒ Yes, Users can see results ☐ No, Users cannot see results

Allow Multiple Answers* ☐ Yes, Users can select multiple answers ☒ No, Users can select only one answer

Session Event Question

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.

Answers ¹

Yes
 No
 Maybe
 |

Add Question

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

Managing and editing poll questions

Manage Questions
Add Question
Settings

Polling Questions

3 Help Articles

From here you can access all of the polling questions for this event. More detailed information can be accessed by selecting 'Edit', 'Answers' or 'Results'.

Polling Questions

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

Action Legend: ✎ Edit ≡ Answers 📊 Results ▶ Active (Make Inactive) || Inactive (Make Active) 🗑 Remove

Download CSV Show 25 entries Search: 1 Show/Hide Columns

Showing All Records

#	Question	Session	Active	Users Can Answer?	Users Can See Results?	# Responses
1	Are you ready to learn?	Brand Management	Active	Yes	Yes	7
1	Will you apply the the techniques presented here at work?	Board Roles & Goals	Active	Yes	Yes	12
1	What type of smartphone do you have?	Industry Disruption and How to Prosper in It	Active	Yes	Yes	12

Actions

✎
≡
📊
▶

🗑

To manage polling questions goto Audience Polling > Manage questions.

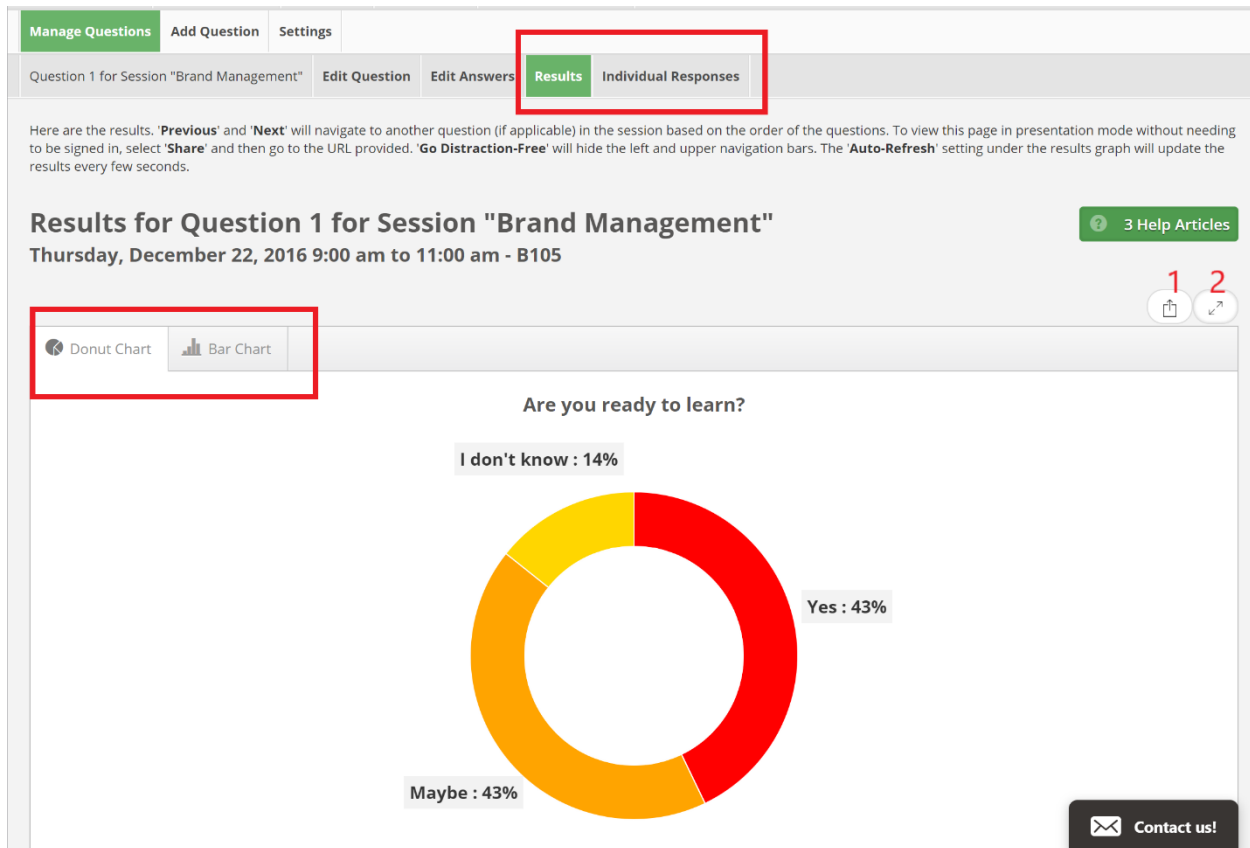
1. On the Manage Questions, there is a table of created poll questions for your event. You can search for a specific poll question via the search box (item 1 in image above)
2. You can complete actions related to each question. See action legend in the image above. Actions include
 1. Edit the poll question
 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 reactivated.

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 from 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.