Logging In to Attendify

Attendify is ILF’s 2020 Annual Conference Virtual Platform for visiting with exhibitors, networking, and accessing the links to sessions.

1. To Log into ILF Annual’s Virtual Conference platform, look for the link in your email confirmation from ILF. Use the Chrome browser.

   NOTE: You must use the email that you were registered under to log in.

   Type your email into the prompt, and click “Next.”

2. You will next get one of three screens prompts: A-Prior Use Account; B-Different email, or C-New Email/Account

   **Option A:** You have an Attendify account from other uses. If you don’t remember your password, follow the Forgot Password prompt. For instructions, see “Reset your Password.”

   **Option B:** You have tried to login with an email that you did not use in your conference registration. Check your email, or contact ILF.

   **Option C:** You have a new account. Create a password, accept the Terms of Service, and Create Account. See “Creating a New Account.”
Resetting Your Password

You may have a password for Attendify from prior years. If you don’t remember your password, simply reset it.

1. Click on the “Forgot password?” link.

2. Type in your registration email address, and click “Reset Password.”

3. Check your email for instructions.

4. Click the “Reset your Password” button in your email.

5. Type in a new password, and click the “Reset Password” button.
Creating a New Account

If you’ve never used Attendify before, you will need to create a password and verify your email address.

1. When you first log in, create a password, and accept the terms of service.

2. Before you continue, you will need to check your email for a confirmation link.

3. Click on the link in the email from support@attendify.com.

4. This confirmation message will appear in a new tab. To continue, click Confirm on the Attendify login tab.
Creating and Editing Your Profile

Once you’ve logged in, you can add a profile picture to your account, and fill in contact details. If you have an old account, you may already have some information filled in. These steps will let you change it, too.

Click on the down arrow next to your name in the upper right hand corner and choose “Edit Profile.”

It’s easy to edit your name, position, and work location.

You can also add in other information, like a biography, email, phone number, and website.

These details can be used by other conference attendees to contact you.
Adding a Profile Picture

Click select to choose a photo from your computer. Minimum size of 120x120 px.

Navigate to your photo, click on it, and choose Open.

Attendify will automatically center the photo.

Remember to click the blue “Save” button at the bottom of the Edit Profile window.