



# NDTA Events App User Guide

The NDTA Events app is your “must-have” tool to view the Fall Meeting agenda and Transportation Academy schedule, engage in Q&A during general sessions, network with attendees, take surveys, post photos, and more.

# Downloading the App

Downloading the free app requires an Android or iOS device.

- In your device's app store, search for “**NDTA Events**” and download the app.
- To ensure you receive important Fall Meeting updates throughout the event, select “**Allow**” on the screen that reads “NDTA Events - Would Like to Send You Notifications.” If you do not select “**Allow**” you must return to adjust your device’s settings after logging into the app to receive NDTA Events app notifications. (Android users may not always see this message.)
- If you have used the app at other NDTA events, and it is already downloaded, select the 2024 NDTA-USTRANSCOM Fall Meeting (no event code is required), and skip to FAQ below.

# Login Details

Once you have downloaded and opened the app, you will be prompted to sign into your account.

- Enter the same email address you provided to register for the Fall Meeting.
- The app will send you an email with an OTP code.
- Enter the OTP code to log into the app.
- You will be prompted to accept the Terms of Services & Privacy Policy.
- Select the 2024 NDTA-USTRANSCOM Fall Meeting. (No event code is required.)
- If you cannot log in, send an email to [events@ndtahq.com](mailto:events@ndtahq.com) or visit the NDTA Help Desk at the Fall Meeting.

# FAQ

**Q: Where do I find the Agenda and Transportation Academy Schedule?**

**A:** Tap the **Agenda** icon at the bottom of the screen in the blue navigation menu. Two folders will appear: one for the **Full Meeting**, and one including full details for Transportation **Academy** sessions only.

**Q: How can I create my own schedule from the Agenda or Academy Schedule?**

**A:** Select the session you wish to attend, then RSVP by selecting **Yes** next to **Remind Me**.

- To view your custom schedule, visit **My Profile** and choose **My Sessions**.
- You can also view all sessions you have RSVP'd "Yes" to by selecting the **My Sessions** button tab in the **Agenda** or **Academy** schedule.
- If you have enabled notifications for the NDTA Events app, you will receive a 15-minute reminder app notification before any session you have RSVP'd "Yes" to.

**Q: How do I sort the agenda by track or session type?**

**A:** Tap the filter button, select the track(s) you would like to see, and tap **Apply**.

*(Please note that if you have selected **My Sessions**, only sessions you have RSVP'd "Yes" to will appear, and that the location of the filter icon varies between iOS and Android devices. On iOS devices, the filter icon is in the top right corner. On Android devices, it is in the bottom right corner.)*

**Q: How do I submit a question for Q&A during a Keynote/Roundtable session?**

**A:** Tap the **Agenda** in the blue navigation bar and select **Full Meeting**. Tap the session for which you would like to ask a question. At the top of the screen, tap the encircled question mark. Type your question in the text field and tap the arrow to submit.

**Q: How do I display and share my QR Code with others?**

**A:** On the **Home** page or **My Profile**, tap **My QR code**.

**Q: I don't see my name and info in the Attendees section. How can I add it?**

**A:** If your name does not appear in the Attendees list, it means you did not give NDTA permission to share your info when you registered for the Fall Meeting. To share your name and contact info, select **My Profile** in the blue navigation menu at the bottom of the screen. Select **Edit Profile**. Under **Show in Directory**, change the response from No to **Yes**.

**Q: How can I connect with other attendees?**

**A:** There are several ways to connect with other attendees through the app:

1. Search for an attendee using the search bar at the top of the **Attendees** page. Then tap the attendee's name and select **Chats** to send a message through the app.
2. You can also search for attendees by Company name. Tap the filter button on the top right of the page and enter the **Company** name in the **Company** field. Select **Apply** at the top right of the page. (To remove filters, tap **Clear Filters**, then **Apply**.)
3. To start a new chat with an individual or a group, select the **Chats** icon on the blue navigation menu and tap "New Chat" or the plus (+) button.
4. Scan an attendee's QR code by visiting **My Profile** and tapping the **Scan** button to add to **My Contacts**.

**Q: Where can I go to share photos and post updates from the event?**

**A:** Visit the **Event Wall**, found in the blue navigation menu at the bottom of the screen. Tap the plus (+) button to start your post. Posts on the Event Wall are visible to other attendees.

**Q: Where can I go to complete event surveys?**

**A:** The **Survey Details** folder can be found on the **Home** page of the app. Survey links and instructions will be posted there close to the event start date. NDTA will also send notification reminders with survey links throughout the event. We appreciate your participation in the surveys so we can continue to improve Fall Meeting for years to come.

# Contact

If you have any questions regarding the NDTA Events app, please contact us at [events@ndtahq.com](mailto:events@ndtahq.com).