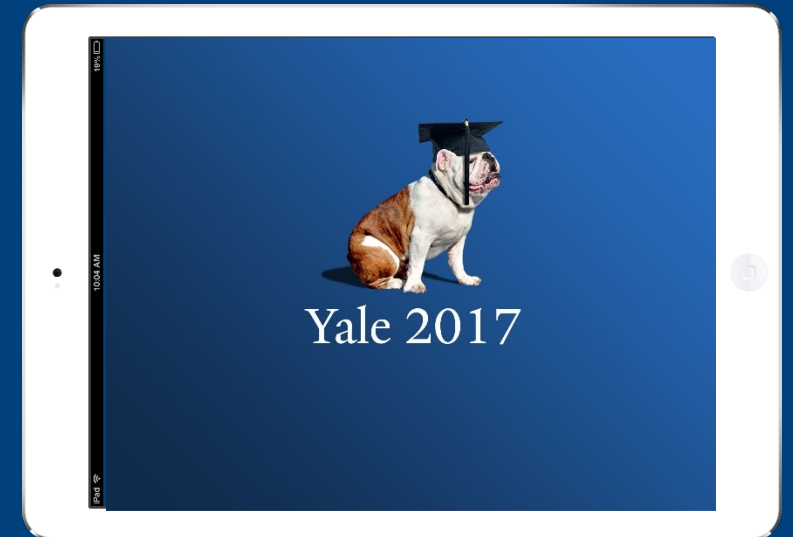


# Get the Yale Events App for Commencement!

- \* what's happening
- \* how to get there
- \* where to stay
- \* where to park
- \* where to dine
- \* where's the shuttle
- \* where to shop
- \* who's performing
- \* when's the ceremony
- \* tweet it out
- \* bookmark events
- \* create your schedule
- \* view the livestream



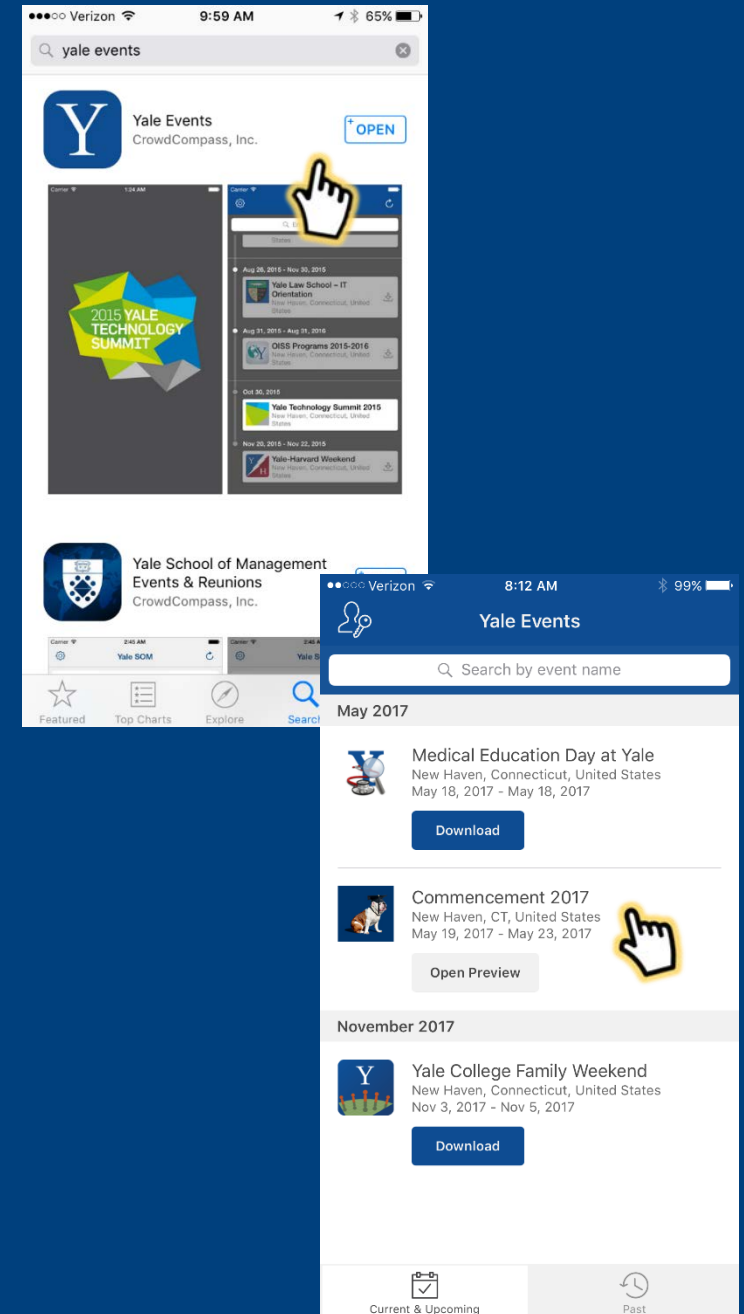
# Download Instructions

\* Visit the Apple App Store (for iPhone or iPad) or Google Play Store (for Android). Search for the app titled “Yale Events.”

\* Download and open the app.

\* Browse for the event “Commencement 2017,” and press to load.

Tip: Don't have a smart phone? View the app in a web browser at: <https://event.crowdcompass.com/commencement-2017>.



# Getting Started – Create an Account

[While an account is not required to use the app, you will need one to take advantage of advanced features that will allow you to bookmark events and create your own customized schedule.]

\* From the event home screen, tap on the three lines in the upper left corner of the screen to pull out the side menu.

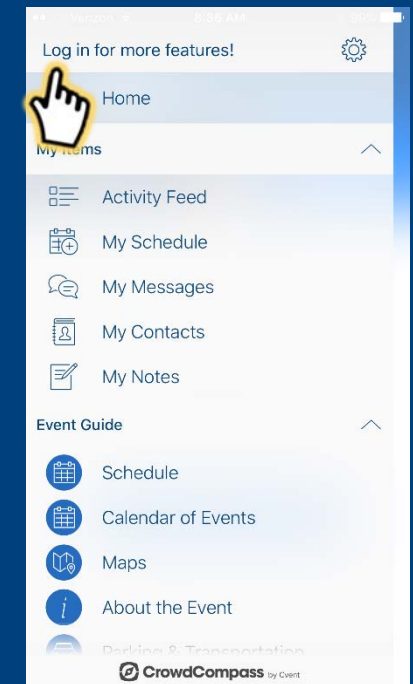
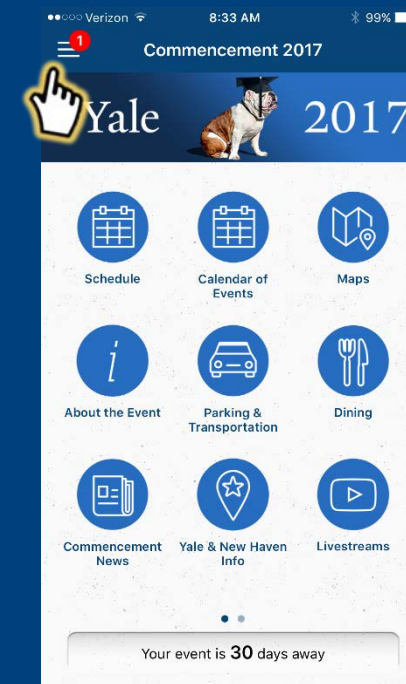
\* Tap “Log in for more features!”

\* Scroll past the login fields and tap “Sign Up.”

\* Enter your first name, last name, email, and password. Click “Create.”

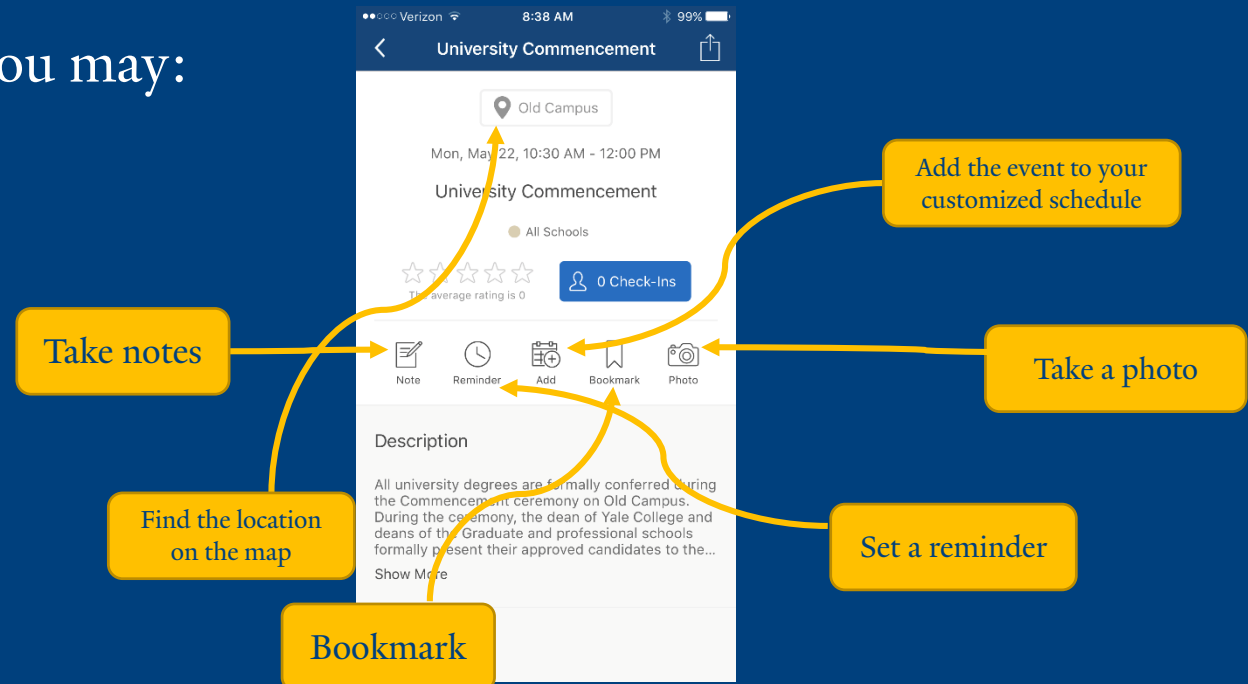
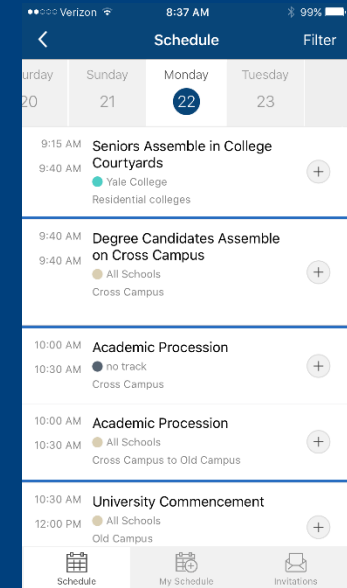
\* You will receive a confirmation email. Go to your inbox to confirm your account.

\* Return to the app, click “Sign In,” and enter your account information.



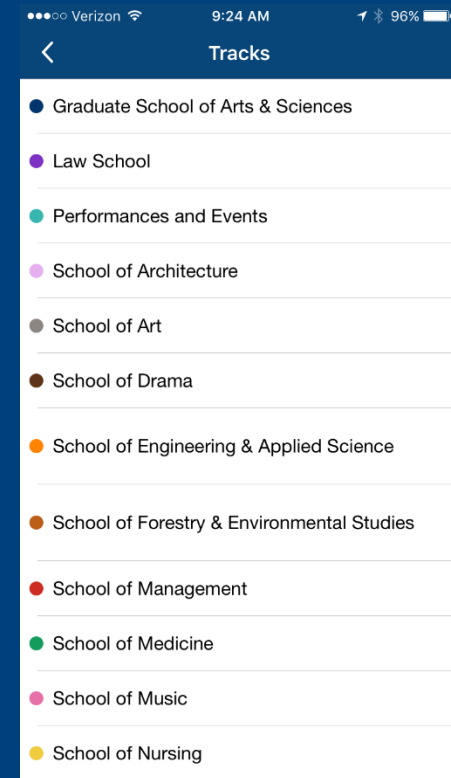
# Navigating the Calendar of Events

- \* Click on the Calendar of Events icon.
- \* Swipe right and left or click on the dates at the top of the screen to view the calendar by day.
- \* To learn more information about an individual event, click on its listing.
- \* From the individual event description, you may:



# Filtering the Calendar by School or Activity

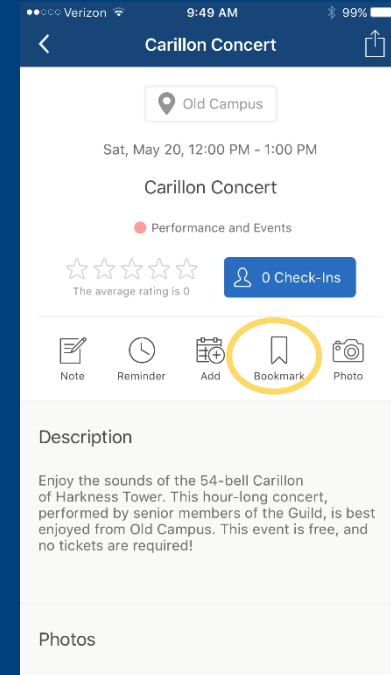
- \* The calendar of events is a comprehensive listing of all Commencement activities occurring throughout the weekend, including the individual events of Yale College and the graduate and professional schools.
- \* To view the calendar specific to your or your graduate's school (e.g. Yale College, School of Management, Graduate School, etc.):
  - \* Click on the Calendar of Events icon.
  - \* Tap on “**Filter**” in the upper right corner of the screen.
  - \* Click “**Tracks.**”
  - \* Select the school from the color-coded list. (Note: Each individual school's calendar includes the University Commencement exercises on Monday morning.)
  - \* You may also choose to view concerts and other events of the weekend by selecting “**Performances and Events**” from the color-coded list.



↑  
↓  
Scroll for more!

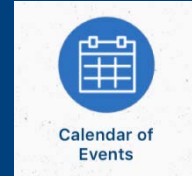
# Bookmarking Events

- \* Bookmark events that are of interest and come back to them later.
- \* Select the bookmark icon within an individual event. This will save the event to your bookmarks.
- \* To review all of your bookmarked events:
  - \* Go back to the main Calendar of Events/Schedule.
  - \* Select “**Filter**” in the upper right hand corner of the screen.
  - \* Click on “**Bookmarked.**”
- \* Only the events you have previously bookmarked will now appear in the Calendar of Events.



# Creating a customized schedule

\* Click on the **Calendar of Events** icon.



\* To add an event to your customized schedule, tap the plus sign next to the event listing OR click on the “**Add to Schedule**” button within the individual event listing.

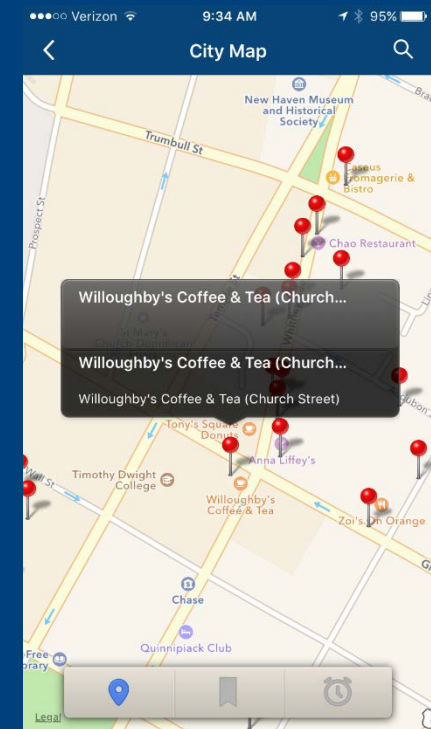
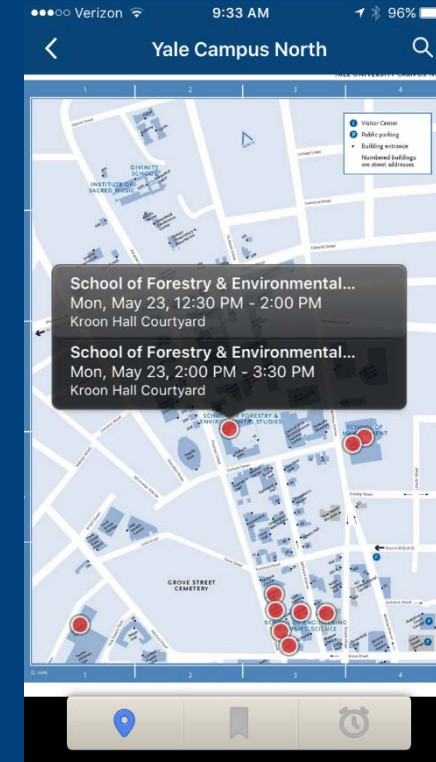
\* To access your customized schedule:

- 1) From the Calendar of Events, click on “**My Schedule**” at the bottom of the screen. OR
- 2) From the event home screen or all other pages, tap on the three lines in the upper left corner to pull out the side menu. Select “**My Schedule**” from the list.



# Using the Maps

- \* Under the maps icon, there are three different maps: one of Campus North, one of Campus South and the Medical Center, and one of the City of New Haven, which features points of interest (restaurants and accommodations) around Yale.
- \* Campus North & Campus South and the Medical Center:
  - \* From the map, tap the location icon to pull up red dots that mark the locations of various events. Tap on the individual dots to see what is happening at a particular location. Select the event title to learn more.
  - \* Use the **Search** feature in the upper right hand corner to look for an event or location.
- \* City map
  - \* Tap a pin on the map to pull up more information about a location. You can even tap the address to access driving or walking directions on your device's default maps app, such as Apple Maps or Google Maps.
- \* Note: The Calendar of Events will also direct you to the map locations of individual events (see slide 4).





# Dining Icon



- \* The Dining icon contains information about on- and off-campus dining options.
- \* The off-campus dining option, if selected, pulls up a list of cuisine types.
- \* Select a cuisine type or pull up a list of all options by selecting “**All Restaurants.**”
- \* Click on an individual restaurant listing to find its location, phone number, and website (if available).
- \* Tap on the location pin to find the restaurant on the City Map.
- \* Tap the address to access driving or walking directions on your device’s default maps app, such as Apple Maps or Google Maps.

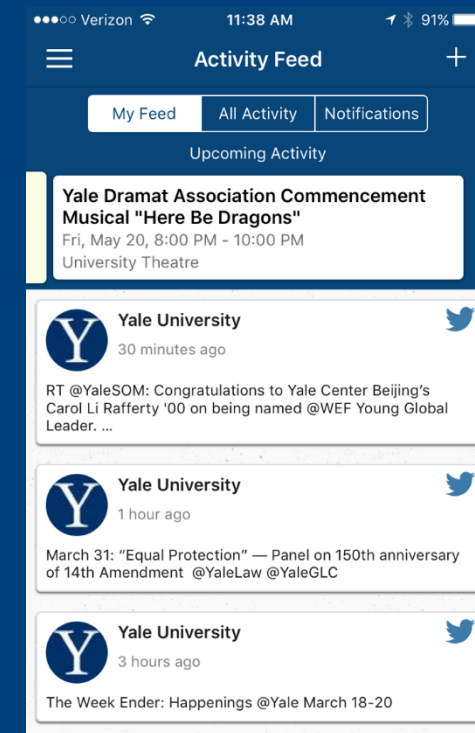
# Accommodations Icon



- \* The Accommodations icon contains information about both on- and off-campus accommodations.
- \* The off-campus accommodations menu option, if selected, pulls up a list of local hotels.
- \* Select a location or price indicator.
- \* Click on an individual listing to find its location, phone number, and website (if available).
- \* Tap on the location pin to find the hotel on the City Map.
- \* Tap the address to access driving or walking directions on your device's default maps app, such as Apple Maps or Google Maps.

# Activity Feed

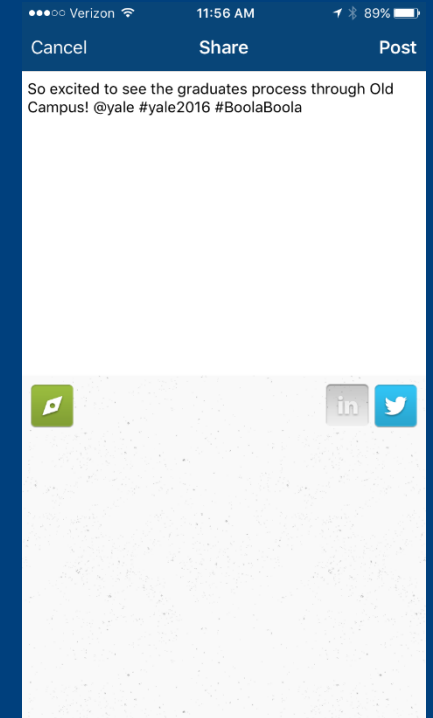
- \* The Activity Feed is the social hub of the app. To access:
  - \* Reveal the side menu by tapping on the three lines in the upper left corner of the home screen.
  - \* Tap “**Activity Feed**” under “**My Items.**”
- \* Clicking on “**My Feed**” at the top of the screen will reveal your current and upcoming bookmarked sessions and reminders.
- \* Selecting “**All Activity**” will show you all posts and photos from the Yale Twitter account and from other users.
- \* Selecting “**Notifications**” will show you messages from the University Events team. (Note: If enabled, these messages will also be sent as push notifications to your phone).



# Share Photos & Posts

- \* You can share photos and posts with other users straight from the app!
- \* Access the side menu by tapping on the three lines in the upper left corner of the home screen.
- \* Tap “**Activity Feed**” under “**My Items.**”
- \* Tap the plus sign in the upper right corner of the screen. Select if you would like to post a message (text) or photo.
- \* If you select photo, your camera will activate. Take a picture, or select one from your gallery.
- \* Choose the compass icon if you’d like to post to the **Activity Feed**. Use the Twitter icon to post to Twitter. Or choose both!
- \* Write your comment, and tap “**Post.**” Your content will be shared on the app’s **Activity Feed** for other users to see.

Haven’t connected your account to Twitter yet? From the side menu (tap the three lines in the upper left corner), click on your name, then scroll to the bottom of your profile page and select “**Connect Your Account to Twitter.**” You will be prompted to enter your Twitter credentials. Then, tweet away!



# Stay up to date with notifications

- \* Stay up-to-date with the latest event news and announcements.
- \* Tap the three lines in the upper left corner to pull out the side menu.
- \* Tap on the “**Activity Feed.**”
- \* Tap “**Notifications.**”
- \* Tip: If you’ve enabled push notifications, you can access them from anywhere on your phone by swiping down from the top of your device’s screen to pull up your device’s Notifications menu.

# Other App Features



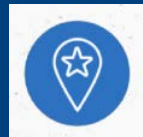
## About the Event

- \* Read a short description of Commencement.
- \* See a list of Frequently Asked Questions about the weekend.



## Parking & Transportation

- \* Find parking locations and services as well as other transportation resources and information.



## Yale and New Haven Info

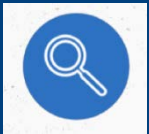
- \* Find links to information about Yale and the city of New Haven, including police and public safety, New Haven tourism, local newspapers, etc.



## Livestreams

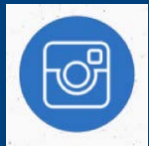
- \* Be directed to the Yale YouTube Channel, which will offer livestreams or simulcasts of Baccalaureate, Class Day, and Commencement.

# Other App Features



## Search

\* Search the entire app for specific content.



## Yale Instagram

\* See all of the official Yale Instagram posts from the weekend.



## Yale Facebook

\* Get all of Yale's updates and posts.



## Yale Flickr

\* See Yale's collection of photos from the weekend's ceremonies and activities.



# More Features



## Attendees

*\* See who else is attending and connect with them through in-app messaging.*



## How to Use This App

*\* Access this guide for helpful information about how to use the app*

# Navigation Tips

- \* To exit out of any screen and return to the home screen
  - \* Hit the back arrow in the upper left corner of the screen OR
  - \* Tap the three lines in the upper left corner of the screen to access the side menu.
  - \* Tap “**Commencement 2017**” at the top, next to the icon of the house.
- \* Swipe right to access more options on the home screen.