Listed below are the instructions for the Splitech 2022 App. If you have any questions or experience any difficulties with the conference software, please feel free to contact any member of the staff, or contact us at splitech@fesb.hr

**Register**
- Please go to the link to register we’ve provided you. (You have probably already received the link to register with this document, if not, please contact us)
- Once here, please enter your desired password. There is no need to enter your email since we’ve already signed you up with the information you’ve provided us.
- When done, please proceed to the app website ([https://app.splitech.org](https://app.splitech.org))

**Login**
- Once you’ve finished registering, please enter your email and password combination here and press “LOGIN” to enter the app with your account. In case you’ve forgotten your password or haven’t received your registration link, please contact us.

**Menu**
- [1] Now that you’ve entered the app, before proceeding further, please press the “MENU” button on the top-left. Here you can see menu options to go to any of the features in the app. Further below you can find a description of each page and its functionality.
Dashboard

- The dashboard is the first site that you’ve arrived on once logging in.
- [1] Here is some basic information about the conference.
- [2] These are special notifications regarding anyone participating in the conference. Please mind these since only our organizers can post them and are henceforth very important.
- [3] This is a manually displayed upcoming main event. To see all events or some specific one, please refer to “Events” or “Event” further down the instructions.
- [4] This small chatbox is a forum where anyone can post a comment and question for everyone to see. You can see a small text field on the bottom and a button to the right to post your message. You can see previously posted comments above.
Events
- All of the events are listed and accessible on this page.
- [1] This is a searchbox where you can type anything and any events matching your search criteria will be listed below. The list refreshes in realtime so there is no need to “submit” your search.
- [2] Here you can specify which events you would like to see below, specifically
  - Which type of event are you interested in
  - Which sponsors events do you want to see
  - What rooms schedule to display
  - What day of the event to show
  - Whether to only show upcoming events or all events, including past ones
- [3] Each event of the conference has its own card here, with the following information:
  - [4] What time this event, including other, is starting. Since multiple events can be held in parallel, this green line visually groups all events with the same starting time.
  - [5] What time this event individually is starting and ending.
  - [6] Where the event is held (in which conference room).
  - [7] The name of the event.
  - [8] The host of this event.
  - [9] Button to view the event page with the link to the virtual conference meeting.
Event
- This is the individual page for each specific event
- [1] Event details, analogous to the card on the “events” list
- [2] Link to the virtual conference meeting. By clicking on either the link or the button, you can open the Google Meet room corresponding to this event
- [3] List of presenters ie people presenting on this event. You can view each presenter individually by clicking on their profile which opens their account page (described below)
- [4] A forum where you and other participants can exchange ideas in message form
Google Meet

This is Google's video conferencing software. It's very similar to many other solutions such as Zoom or Teams, so you might already be familiar with how it works in general, but here are a few key points:

- **[1] Play/mute video/audio buttons.** Please mind that the host may disable this feature if there are a lot of participants.
- **[2] Chat.** Note that this is not the same as the app forum.
- **[3] Host controls.** If you are hosting the event, this is where you can change the settings and control the meeting.
My Account

This page, which is unique for every participant, displays your particular account and events.

- [1] Here you can see how your account looks like to other participants
- [2] You can change your image, name, title, email and description here. Please mind that you press “save changes” if you intend to do so
- [3] Below are listed all events where you are a presenter at, in chronological order