Attending a CRC in ASHRAE 365

Attendee Guide

Welcome!

Welcome to ASHRAE 365!

This document serves as a guide to help you navigate the ASHRAE 365 app and make the most of its features while attending an ASHRAE CRC event.

With ASHRAE 365, you can easily access essential conference information, including session details, speaker lists, schedules, and more—all from your device.

In the following pages, we'll walk you through key features to enhance your experience.

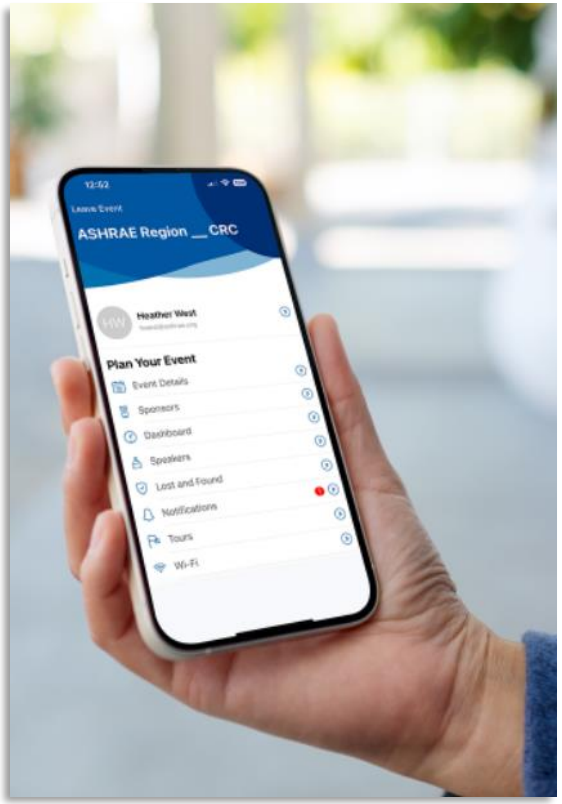


Table Of Contents

Downloading the ASHRAE 365 App
Creating an Account and Logging In
Selecting and Accessing Your Event
Navigating the Event Menu
Editing Your Profile
Managing Notifications
Exploring Sessions
Viewing Speaker Information
Learning About Sponsors
Accessing Event Resources (Maps, Wi-Fi, etc.)
Using the Directory
Engaging on the Social Timeline
Sending and Receiving Direct Messages
Getting Support



Downloading the ASHRAE 365 App

You can download the ASHRAE 365 app by searching for "ASHRAE 365" in the Apple App Store (iOS) or Google Play Store (Android).

Steps to Download:

1. Open the **App Store** (for iPhones) or **Google Play Store** (for Android devices). You can either click the buttons on this slide to go directly to the app or manually search for "ASHRAE 365" in the store's search bar and tap Search.
2. Locate the official ASHRAE 365 app and tap **Download** or **Install**.
3. Once the installation is complete, open the app.

Tip: Ensure your device is running the latest software version for the best app performance.

ASHRAE 365

Download on the App Store

GET IT ON Google Play

ASHRAE

Creating an Account and Logging In

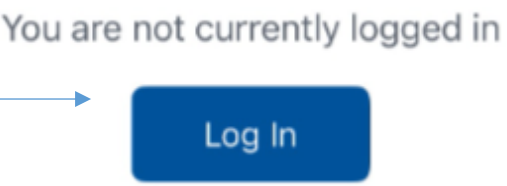
When you first open the ASHRAE 365 app, you'll see a bottom menu bar with various icons. To get started, you'll need to create an account or log in.

Logging In or Creating an Account:

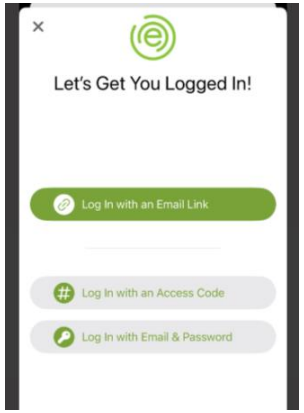
1. On the bottom menu bar, tap “**My Account”**.



2. If you are not logged in, you will see a "Log In" button—tap it to proceed to the login screen.



3. On the login screen, select **Log In with an Email Link**. Use this option whether you’re logging in for the first time, creating a new account or returning.

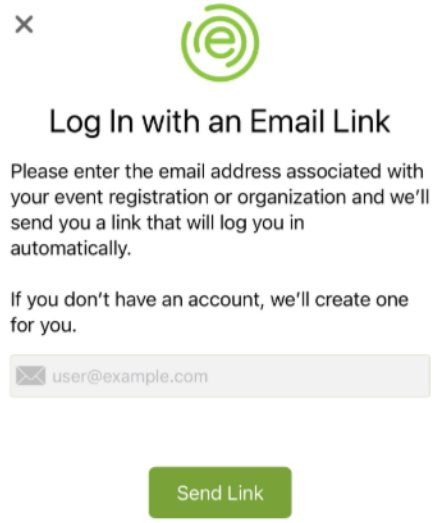


Creating an Account and Logging In *continue*

Once you click on **Log In with Email Link**, you'll be directed to a screen where you can enter your email address. Be sure to use the email address associated with your ASHRAE membership or event registration. If you've already created an account, the platform will locate your account and send you a login link via email. If this is your first time logging in, the platform will create a new account for you and send a login link to your email. You'll also be prompted to enter your first and last name to complete the account creation process.

After entering your email address, check your inbox on your device for the email with the login link. If you don't receive it, be sure to check your spam folder. If it's still not there, or you cannot access the email from your device, please contact apps@ashrae.org and we'll assist you.

Once you click the link in your email, the app will either open with you logged in or provide you with an access code. You can enter the access code on the **Log In with Email Link** screen to complete the login process.





Selecting and Accessing Your Event

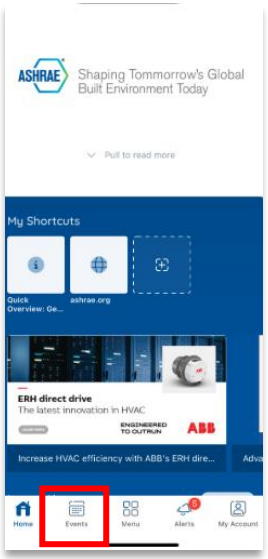
Once you're logged into the ASHRAE 365 app, you're ready to enter your event.

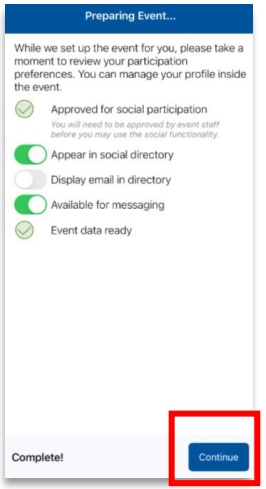
On the main homepage of the app, tap the “**Events”** icon 

on the bottom menu bar. You can either search for your event using the search bar or scroll through the event list to find it. Once you’ve located your event, tap on it to view the event details page, then click the “**Select this event”** button.

Next, you’ll see a "Preparing Event..." screen. On this screen, you can choose whether you'd like your information to be available in the Social Directory and for direct messaging. If you'd prefer not to be listed in the Social Directory or available for direct messages, simply toggle off these options.

After a few seconds, a “**Continue”** button will appear at the bottom of the screen—tap it to proceed to the event app.



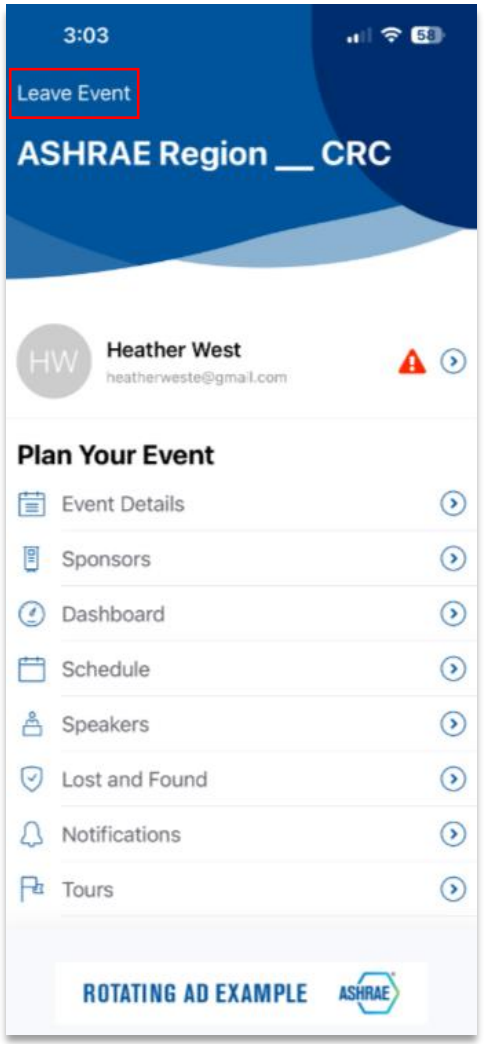


Navigating the Event Menu

Once you've entered your event app, you'll be directed to the main menu. This is where you can access all the materials and content uploaded for the event. If you ever need to return to the main **ASHRAE 365** homepage, simply click the **"Leave Event"** link at the top of the page.

The main menu may vary for each event, depending on how the event planners have organized the content. It will be divided into different sections. In the following steps of this guide, we will explore items from the main menu.

Please note that some menu items may be named differently than they appear in this guide. However, the names should generally be easy to identify.



Editing Your Profile

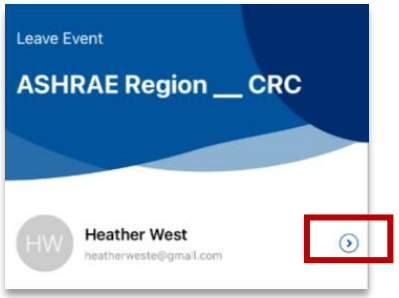
Let’s update your profile for the event.

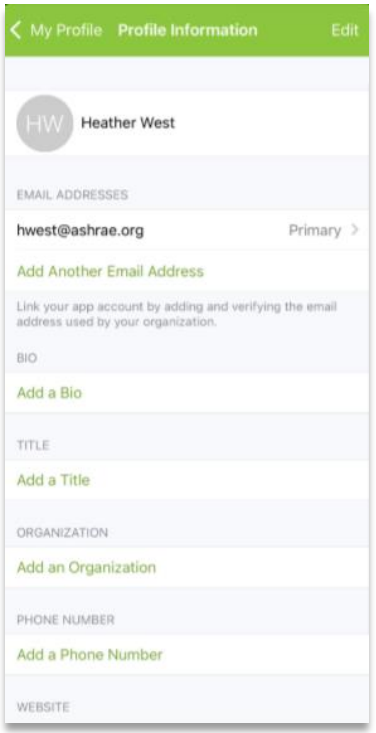
At the top of the main menu, you’ll see your name and profile image. Click on this to navigate to the **"My Profile"** screen. Once there, you have a few options:

- Click **"Profile Information"** to view your profile details. Select **"Edit"** in the top right corner to update your personal bio, title, and organization. You can also add an additional email address to associate with your account. When you're finished, be sure to click **"Done"** in the top right to save. Use the back arrow in the top left to return to the **"My Profile"** screen.
- Click **"Social Networks"** to enter your social media information, allowing others on the app to connect with you.

Also, on the **"My Profile"** page, you'll find **"Event Preferences."** Here, you can manage your social and notification settings for specific events. This includes:

- Removing your information from the social directory
- Disabling direct messaging
- Turning off event notifications



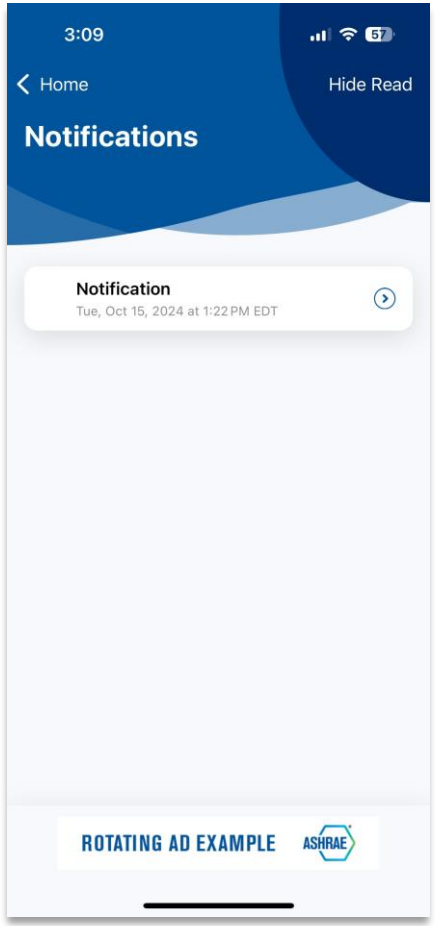


Managing Notifications

Once you're back on the main menu, look for a menu item labeled **“Notifications.”** The order of menu items may vary depending on how the event organizer has arranged them, so it might be in a different spot for each event.

When you click on **“Notifications,”** you’ll be taken to a page that shows all notifications sent to you related to this event. Some of these may have also been sent to your phone as push notifications, while others may only appear here.

If you’d like to turn off notifications for this event, you can do so from the My Profile section. Instructions for this can be found on the “**Editing Your Profile**” slide.

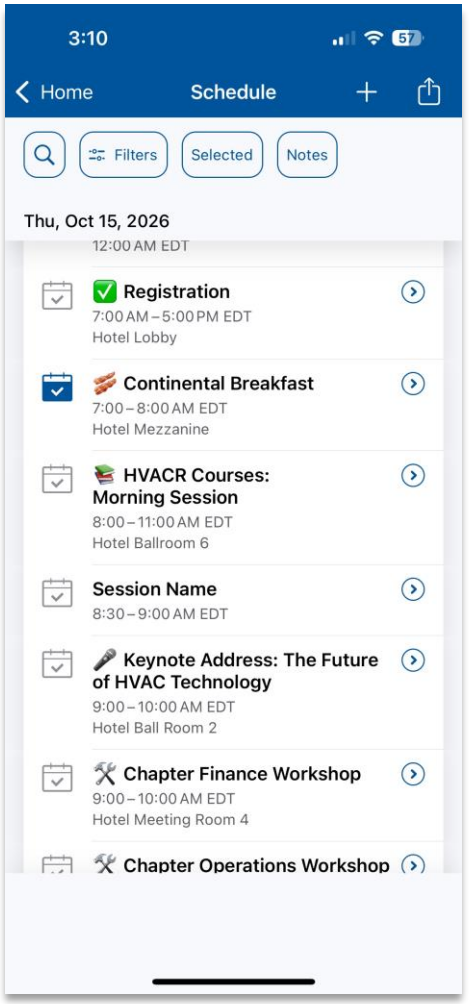


Exploring Sessions

Next, on the event main menu, look for the “**Sessions**” or “**Schedule**” menu item. Once you click on it, you’ll be taken to the sessions screen, where you’ll see a list of all sessions happening at the event. Sessions are organized by date and time.

To narrow down what you’re looking for, click the “**Filter**” button at the top of the list. For example, you can filter by day or session type. You can also use the **magnifying glass** icon to search for specific sessions.

Click on any session to view more details, including the time, location, speaker, abstract, and resources.

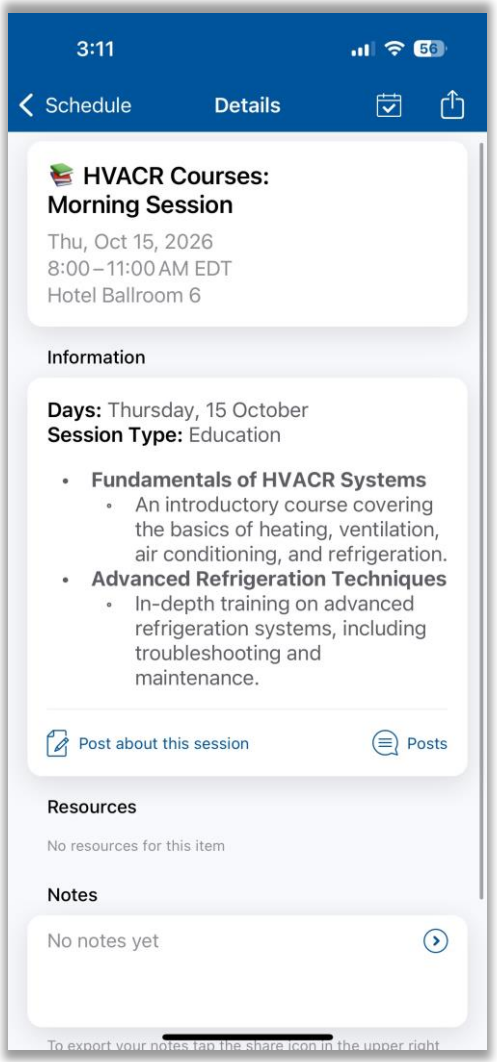


Exploring Sessions *continue*

On the session detail page, you have a few additional features available:

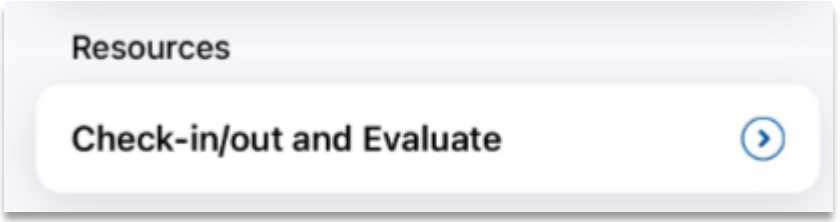
- You can create your own **private notes**, which are only visible to you.
- You can also **post about the session** publicly for other attendees to see. This is a great way to connect with others who attended the same session, discuss the topic, or ask where to find more information.
- To add the session to your personal calendar, click the **share icon** in the top right corner. From there, based on your device settings, you'll have the option to add the session to your calendar.

Note: Any changes made to the session within the ASHRAE 365 app will **not** be reflected in your external calendar appointment.



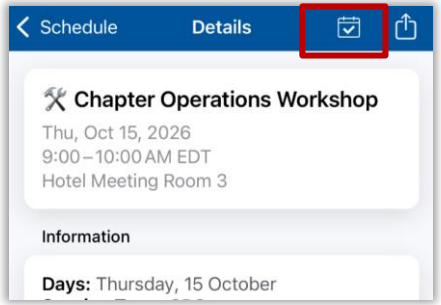
Exploring Sessions *continue*

On the **Session Detail** page, you'll also find various resources, such as links, documents, presentations, and other content uploaded by the event organizers for your convenience. If a session sign-in sheet is being used, the link to it will also be available in this section.



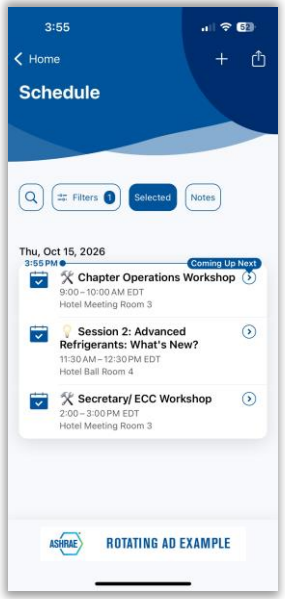
Exploring Sessions *continue*

You can also mark sessions for quick access later. On the Session Detail page, tap the **Session Selection** icon located at the top right of the screen.



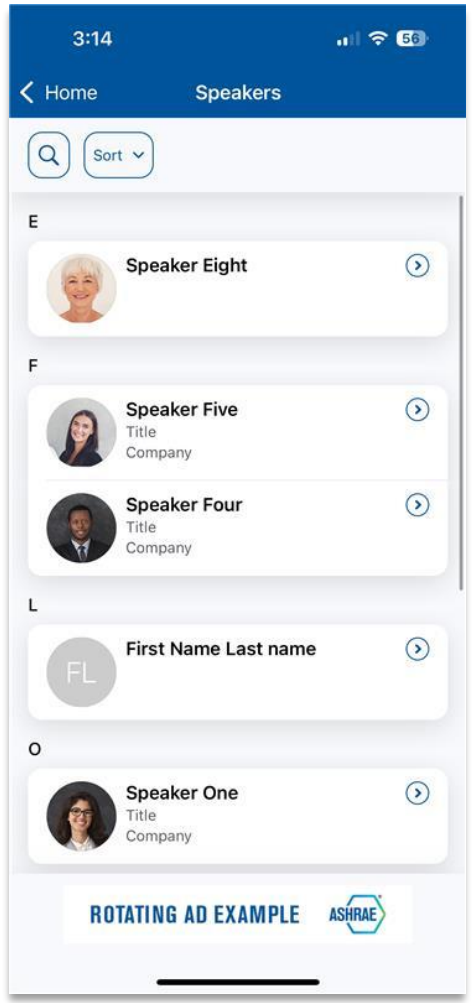
Once selected, the icon will turn white, indicating that the session has been added to your selected list.

Back on the main session listing page, you'll see a "**Selected**" button next to the "**Filters**" button. Clicking this will display all the sessions you've marked. This is a convenient way to build and view your personal schedule without having to sort through all other sessions.



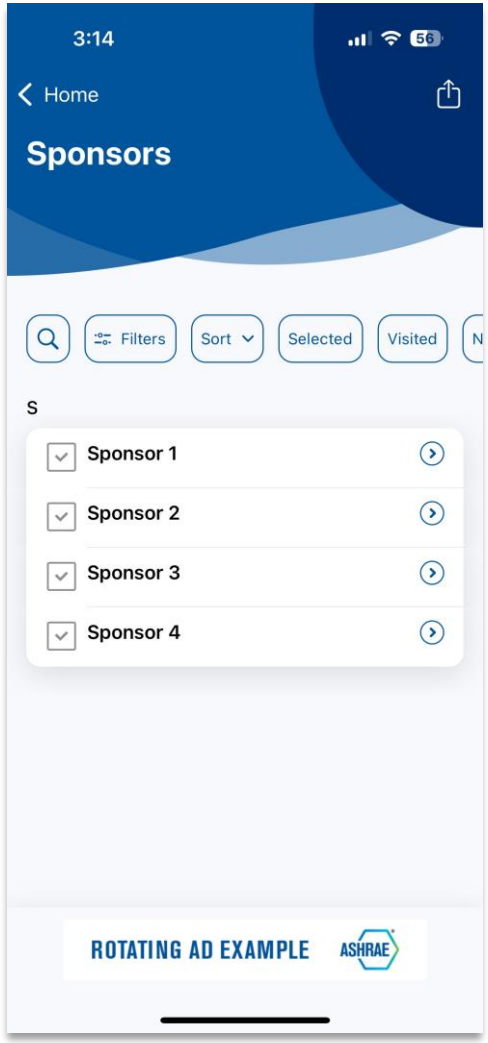
Viewing Speaker Information

Let's explore the section where you can find information about the speakers. To do this, return to the app's main menu and look for the "**Speakers"** menu item. Clicking on this will take you to the Speakers list, which includes all the speakers entered by the event organizers. Selecting a speaker will direct you to their details page, where you can learn more about them, including their bio, credentials, a list of sessions they're speaking at, and any available contact information.



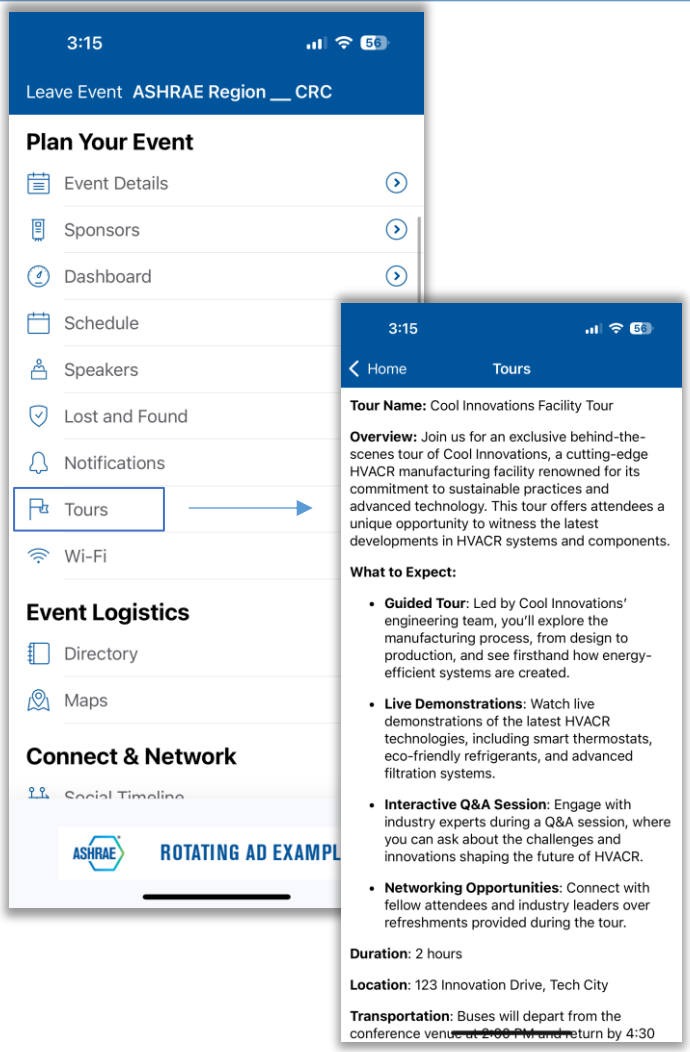
Learning About Sponsors

To learn more about the sponsors supporting the event, look for the “**Sponsors**” menu item. This will direct you to the sponsor listing page. Clicking on a sponsor will take you to their details page, where you'll find their logo, contact information (if available), website (if available), and any sessions they are sponsoring. You also have the option to create private notes that are visible only to you.



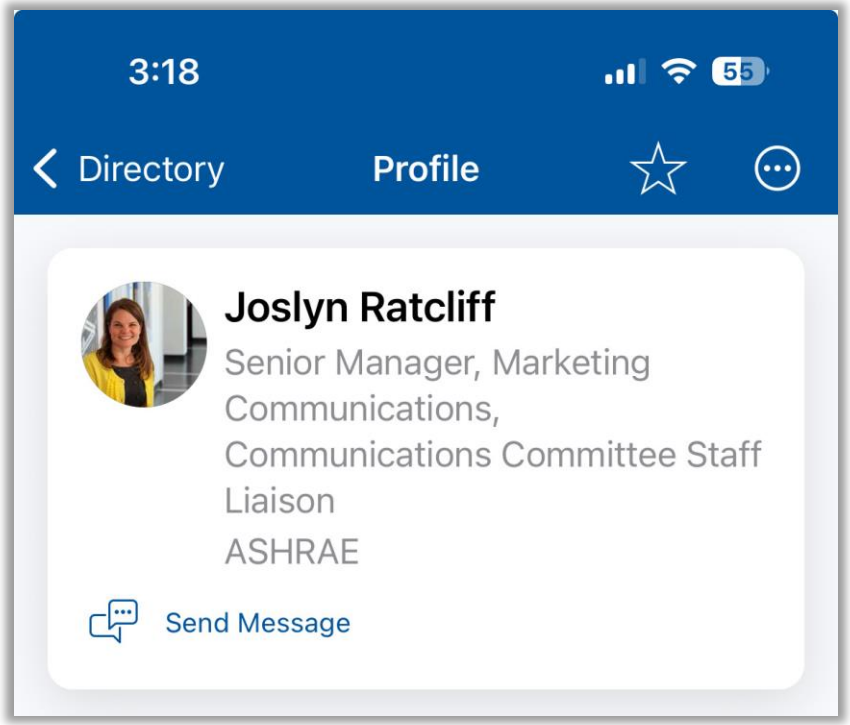
Accessing Event Resources (Maps, Wi-Fi, etc.)

Any additional information provided by the event organizers through the app will be accessible from the main menu. This may include ,aps, Wi-Fi passwords, parking or transportation details, and food and beverage information. If available, this information is just a click away on your main menu.



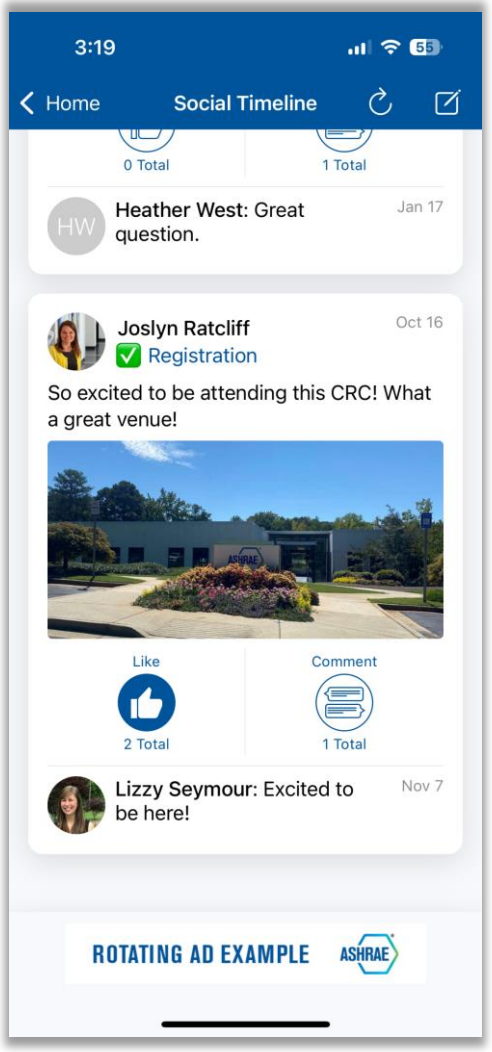
Using the Directory

Through your main menu, you can also access a **Directory**, if available. This directory lists attendees who have chosen to share their information. Once on the directory screen, you can search for and select an attendee. From their profile, you'll be able to view their information (if they've made it available) and have the option to send them a direct message. You can also favorite attendees by clicking the star icon in the top right corner of the screen.



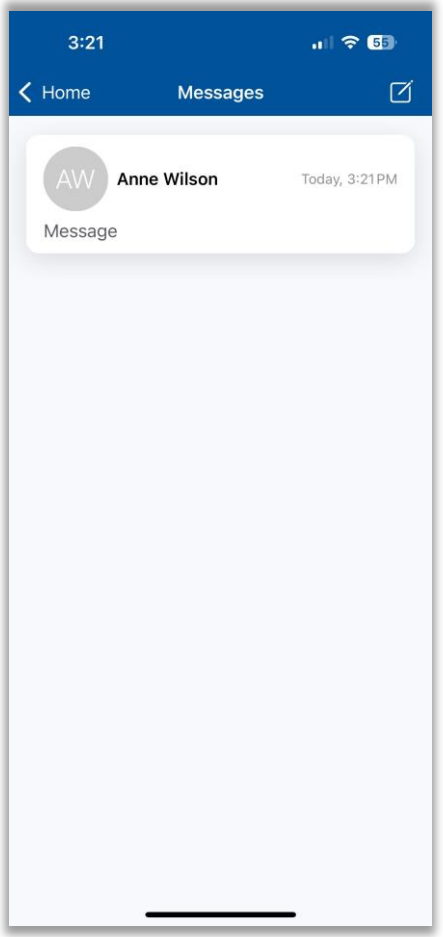
Engaging on the Social Timeline

On the main menu, you may also find an item called "**Social Timeline,”** if available. This feature acts like an event message board, where you can post, including images, about sessions or events happening at the CRC. Other attendees can like or respond to your posts. This is a great feature to use to meet other attendees!



Sending and Receiving Direct Messages

Within the main menu, you'll find an item called "**Direct Messaging**." This is where you can send and receive messages from other attendees. To create a new message, click on the (insert message icon) in the top right corner of the screen. A search screen will appear, allowing you to find the attendee you'd like to message. Please note that group chats are not available; you can only direct message one person at a time. Once you've selected the attendee, you'll be taken to the messaging page, where you can draft and send your message.



Getting Support

Thank you for using this guide!

If you encounter any technical issues or have questions about the app, you can email apps@ashrae.org.

For questions related to the specific event you're attending, please reach out to the event organizers.