



## Using the OSBA Conference App

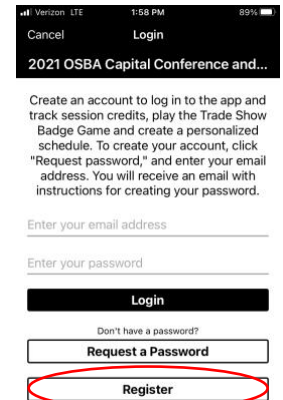
The OSBA Conference App includes all conference details in one, up-to-date location. Creating a login for the Conference App lets you:

- check in to sessions and other events to earn Certificate of Attendance credits;
- play the Trade Show Badge Game by visiting seven booths in the Trade Show to earn prizes for your district;
- create a personalized schedule for your time at the conference.

### To log in to the Conference App

If you are registered for the OSBA Capital Conference by Nov. 5, you will be able to request a password to log in to the app.

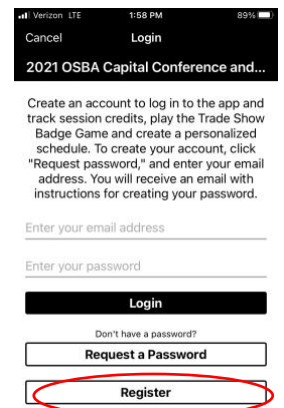
1. Open the **OSBA Capital Conference App** on your device.
2. Select/tap the **2021 OSBA Capital Conference and Trade Show** event.
3. On the upper left corner of the app, click the Burger/Menu icon (3-row lines), then tap **Login**.
4. On the Login page, tap the **Request Password** button.
5. Enter the email address from which you received this email and click **Request Password**.
6. An email allowing you to reset your password will be sent to that email address.
7. Open the email and follow the prompts to reset your password.
8. Return to the **OSBA Conference App** and tap the **2021 OSBA Capital Conference and Trade Show** event. In the upper left corner, tap the Menu icon, then tap **Login**.
9. Enter your email address and the password you set.



### Creating a login for the Conference App

If you register for the Capital Conference on-site, you will need to create a login.

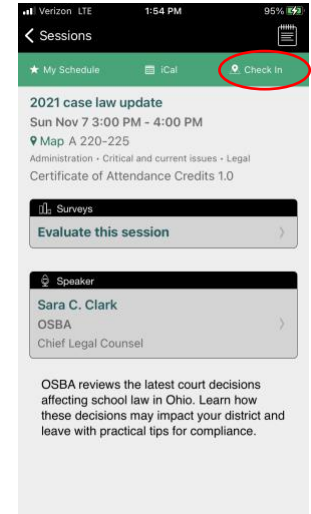
1. Open the **OSBA Capital Conference App** on your device.
2. Select/tap the **2021 OSBA Capital Conference and Trade Show** event.
3. On the upper left corner of the app, click the Burger/Menu icon (3-row lines), then tap **Login**.
4. On the Login page, tap the **Register** button. Note: This is to register a login for the app; it **does not** affect your Capital Conference registration
5. Fill out the fields: **First Name, Last Name, Email Address, Organization** (or district) and **Title**.
6. Click **Submit** after filling out the fields to complete the registration.
7. You will receive an email with instructions to set your password. After you set a password, return to the Conference App, tap the 2021 OSBA Capital Conference and Trade Show event and tap the menu in the upper left corner of the app to open the menu. Tap Login and enter your email address and the password you set.





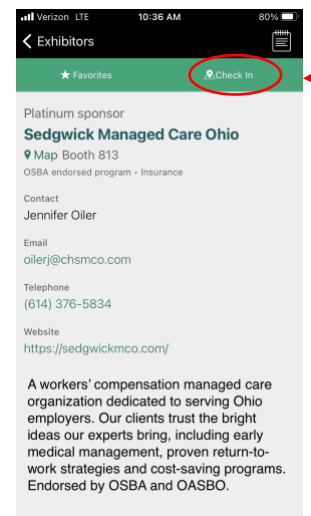
### Log in to the app to record your credits

1. Select “Sessions” in the menu. The top of the menu shows the days of the event. Choose the day and navigate to the session you are attending.
2. Select the session to view the details, including the speakers and the description. Click “Check in” in the session’s upper right menu to record your attendance. Note: You can check in through Dec. 15 to receive credit for the sessions.
3. In the app menu, select “My credits” to view the credits you’ve earned, email the credits to yourself or download a Certificate of Attendance.



### Play the Trade Show Badge Game

1. Visit the seven exhibitor booths participating in the Trade Show Badge Game, where you’ll receive a code word for each booth.
2. In the app menu, select “Exhibitors,” and search or scroll to the exhibitor’s booth.
3. Select the exhibitor to view its description. In the description screen, click “check in” in the upper right menu. Enter the code word and confirm your entry. Note: If you’re asked to complete a profile when you enter the first code work, you **must** complete the profile to get credit for the game.
4. Visit the remaining exhibitors, collect and enter the code words and complete the game.
5. In the app menu, select “Trade Show Badge Game” to see how you compare to others playing the badge game.



There are seven badges to collect to complete the badge game. Visit the following exhibitors:

- BoardDocs, booth 201
- GradyBenefits, booth 800
- Kids PAC, booths 130, 132
- Ohio School Plan, booth 500
- PaySchools, booths 1001, 1100
- Robertson Construction Services Inc., booth 602
- Sedgwick Managed Care Ohio., booth 813

