

# NORTHEAST PETS

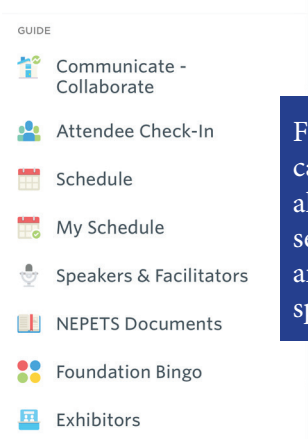


NEPETS - March 5-7, 2020  
Event Management  
Application Instructions

## INSTRUCTIONS

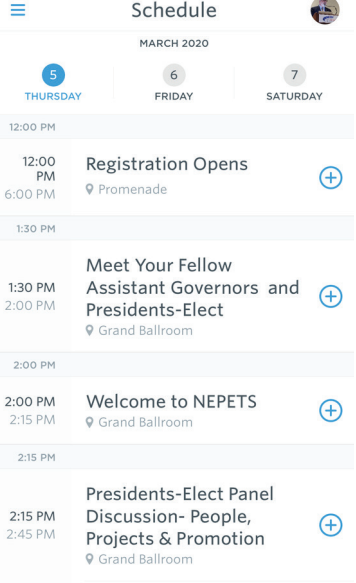
1. Go to your phone's app store and search for Guidebook.
2. Download the Guidebook app via AppStore or GooglePlay
3. Open Guidebook and Check-in with Facebook or email.
4. Enter the appropriate password for Facebook or email.
5. If Guidebook is already installed, click on *Open in app*
6. Click Find Guides, click on the Everywhere tab and enter *nepets2020* into the searchbar. Navigate with the 3 bars.

## MAIN MENU



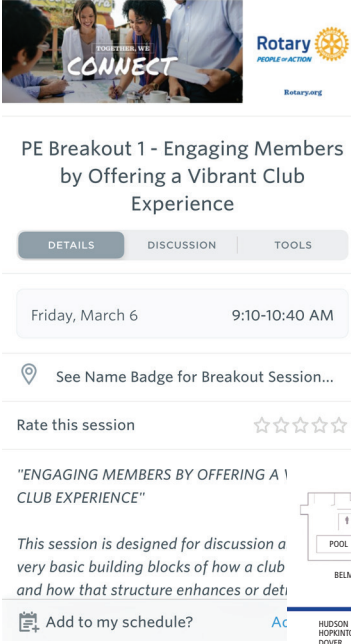
From the main menu you can access the schedule, all attendees, messaging services, to-do lists, event and district leadership, speakers and facilitators.

## SCHEDULE



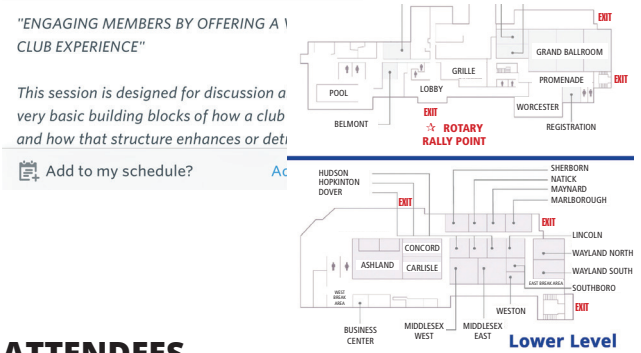
There is both an overall schedule and a personal schedule. If you want to add an item to your own schedule, just click on the + and it will be added. Take a few minutes and do that to streamline your schedule.

## SESSION INFORMATION

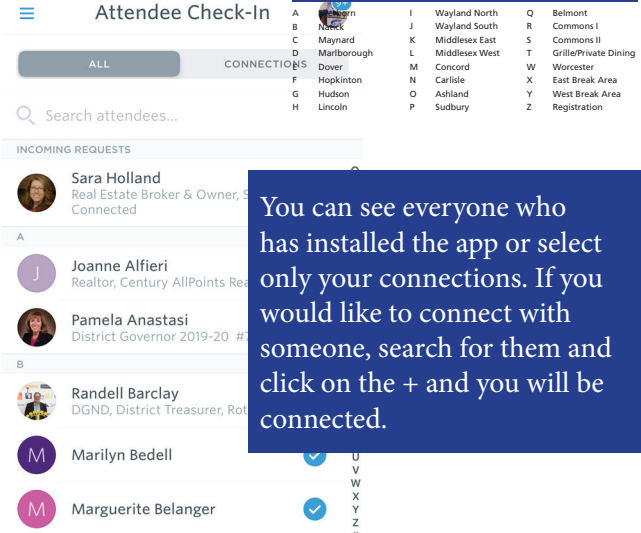


Check the back of your badge for the alpha group you are in and go to that room. A floor plan is at the bottom of each page.

## HOTEL MAP



## ATTENDEES



You can see everyone who has installed the app or select only your connections. If you would like to connect with someone, search for them and click on the + and you will be connected.

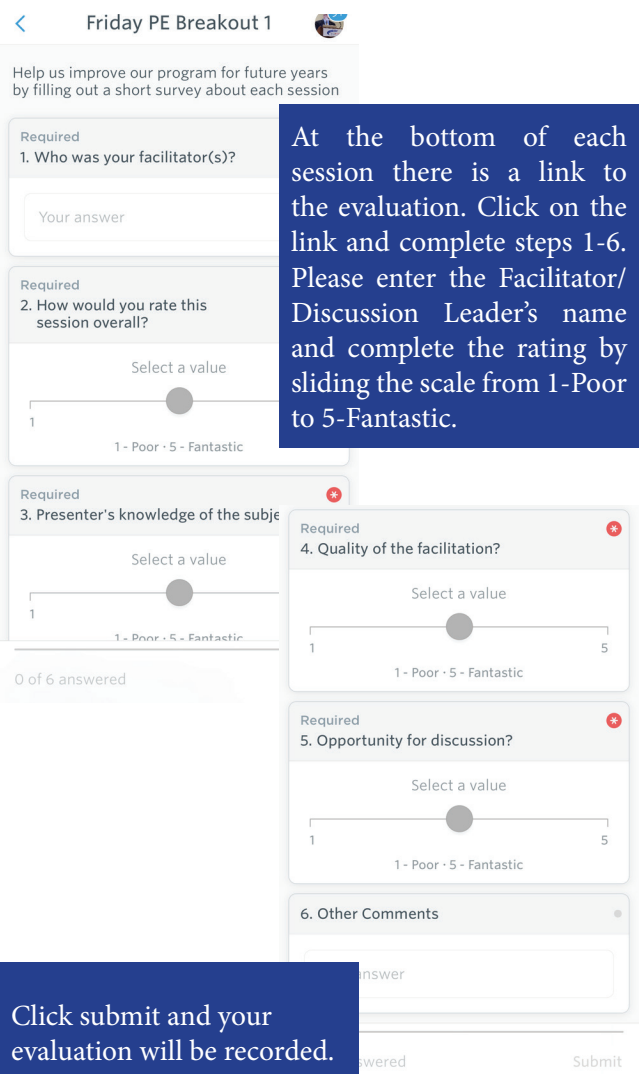
## KEEPING CONNECTED



Want to communicate with someone? Click on their name and open a chat window, send your message and await a reply. Plan to meet between sessions, at a meal or hospitality suite. Continue to communicate weeks and months after PETS.

## FACILITATOR EVALUATIONS

Your opinion not only matters, it makes continuous improvement possible for those who follow. Our facilitators were carefully chosen but it is your evaluation that provides the insight into how well they met expectations. Please complete an evaluation after each breakout. *Thank you!*



At the bottom of each session there is a link to the evaluation. Click on the link and complete steps 1-6. Please enter the Facilitator/ Discussion Leader's name and complete the rating by sliding the scale from 1-Poor to 5-Fantastic.

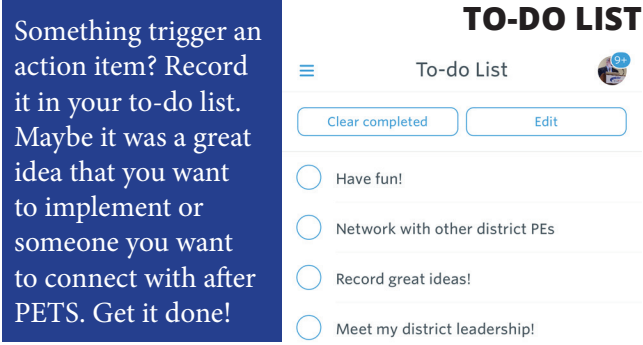
Click submit and your evaluation will be recorded. If you do not have a mobile device, please make sure that you fill out a paper form.

## GUIDEBOOK AMBASSADORS



David Gardner ..... djg@boydsdirect.com  
Jay Polimeno ..... jaypolimeno71@gmail.com  
Ron Webb ..... ronwebb@snet.net  
Alexander Falk..... al+7930@falk.us

If you need help installing or using the program please search for one of the individuals listed above. They will be able to be identified by the logo displayed above. It is our job to make sure that you can use the app to help you navigate this weekend!



Something trigger an action item? Record it in your to-do list. Maybe it was a great idea that you want to implement or someone you want to connect with after PETS. Get it done!

These are just a few examples of how you can enhance your PETS experience over the weekend and throughout your year as a President in your club or an Assistant Governor serving clubs. The friends you meet during PETS will be resources that will help you be more successful.

Have fun this weekend and best of luck to you in your year as President. **Rotary Opens Opportunities!**

Please make sure that you complete all facilitator evaluations after each breakout session. Instructions are on the next panel.