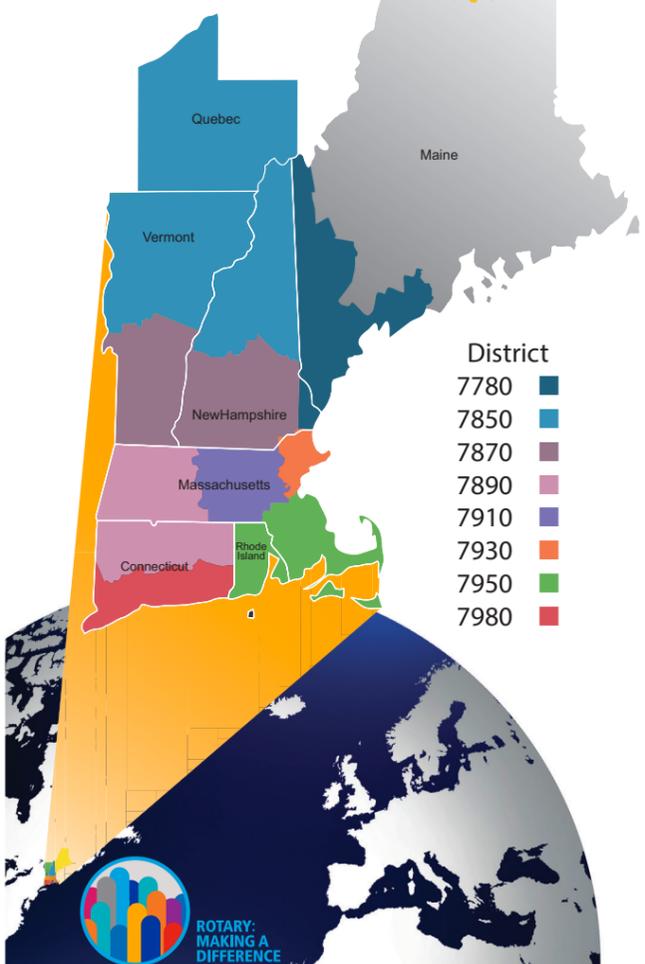


# NORTHEAST PETS



NEPETS - March 9-11, 2017  
Event Management  
Application Instructions



- District
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## INSTALLATION & OPERATING INSTRUCTIONS

1. Go to <https://guidebook.com/g/nepets2017/>
2. Enter your mobile number and click *Text Me the Link!*
3. When text is received, click on link in message
4. Download the app via AppStore or GooglePlay
5. If Guidebook is already installed, click on *Open in app*
6. Enter *2017nepets* into the passphrase not the searchbar

## 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.

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

A - Shelburne	H - Hades	O - Orange
B - North	I - Westland North	P - Sudbury North
C - Merrimack	J - Westland South	Q - Sudbury South
D - Marlborough	K - Middlesex East	R - Commons I
E - Dover	L - Middlesex West	S - Commons II
F - Hopkinton	M - Concord	
G - Hudson	N - Carlisle	

Engaging Members

DETAILS DISCUSSION

Friday, Mar 10, 2017

See Legend

Rate this session

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

Session One on Friday morning is titled "Engaging Members" and will focus on why we exist in the first place: Service. We will explore "What kind of service? For Whom? Is it effective? What does service mean to your members? Are service projects a membership recruitment engagement tool?"

## 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.

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!

## 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. The first session has two facilitators, so please make sure that your fill out one for each of them. Click on the link and complete steps 1-5.

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](mailto:djg@boydsdirect.com)
- Jay Polimeno ..... [jaypolimeno71@gmail.com](mailto:jaypolimeno71@gmail.com)
- Steve Sager ..... [ssager@sagerlegal.com](mailto:ssager@sagerlegal.com)
- Kate Sims ..... [klsims59@gmail.com](mailto:klsims59@gmail.com)

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!

These are just a few items you can enhance your PETS experience with 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 successful.

Have fun this weekend and best of luck to you in your year as President. Rotary: Making a Difference!

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