



Hello, Craftcation Attendees!

In this document I will walk you step-by-step through the process of downloading, installing and using a few of the key features available in the app.

If you have any questions or need help in any way, feel free to email me at katiemac@dearhandmadelife.com.

Please Note: While we used an iPhone for this tutorial document, thorough testing was also completed on the Android platform to make sure everyone can use it.

Happy Yapping!

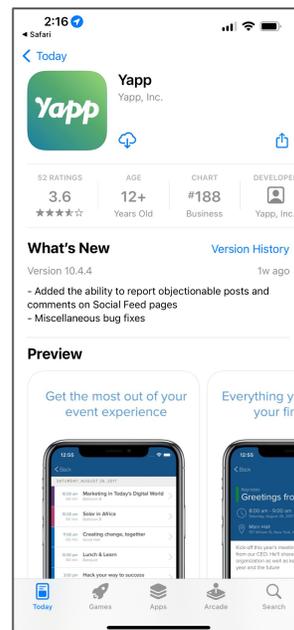
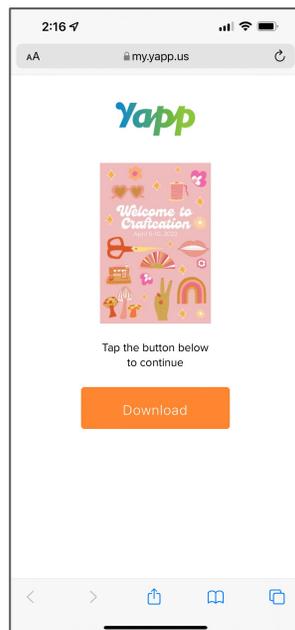
- katie mac

Downloading Yapp

Step 1: Click this link and follow the on-screen instructions:

<https://my.yapp.us/CRAFTCATION>

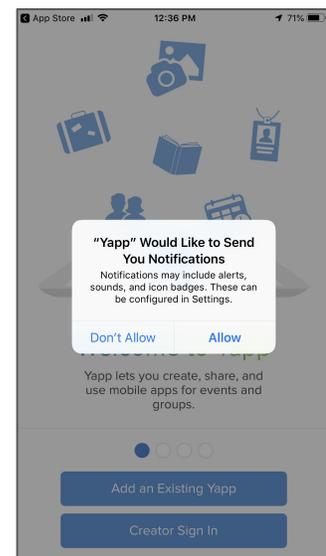
Step 2: On the next screen, click the orange Download button which will take you to the app store where you can download the app.



Step 3: Open Yapp.

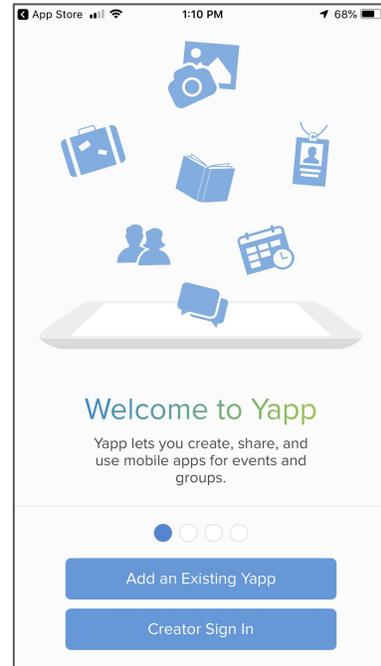
Step 4: If prompted to allow notifications, we strongly encourage you to tap ALLOW. This will ensure you are notified whenever we send important announcements through the app while at the conference.

*Android users may not see this option.

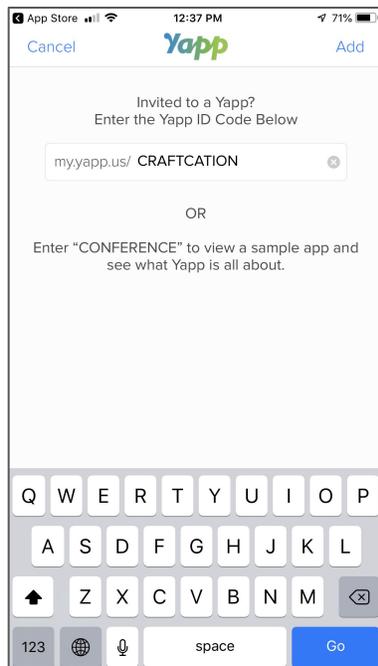


Setting up the Craftcation App

Step 5: When you arrive on the Welcome to Yapp screen pictured here, click the blue button to Add an Existing Yapp..



Step 6: This is where you will type CRAFTCATION in the empty box and then tap Go..

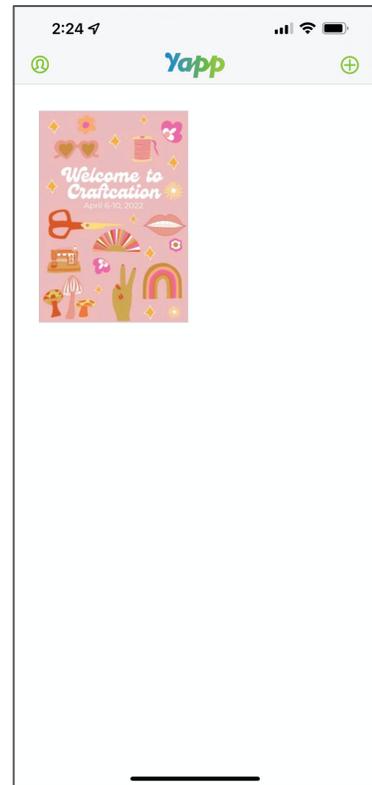


Installing the Craftcation App

When you've made it to this screen.... Congrats! You have officially downloaded the Craftcation App!

This is called the Yapp home screen. When you launch the Yapp app, you will be directed to this screen. Simply tap the image to open our app..

*If Yapp is already open, you may be directed to the previously viewed screen instead.



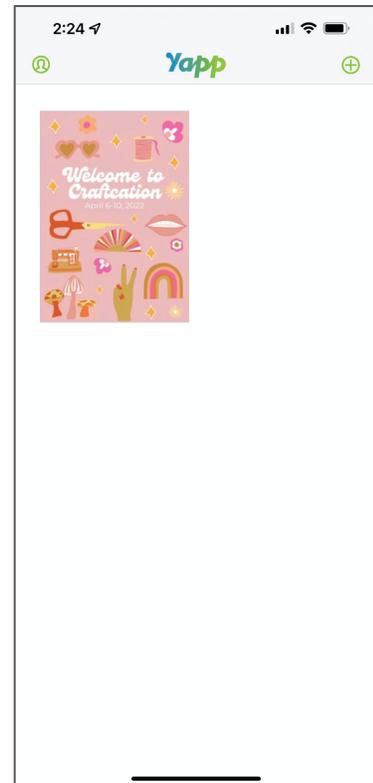
Now let's get your account set up!

Setting up Your Yapp Account

Step 7: In order to interact within the app, (ex: use the Message Board, set up your custom schedule), you will need to set up a Yapp account and login.

iPhone users: To create your account, click the avatar in the upper left hand corner.

Android users: Your icon is in the upper right hand corner.



You can use your Facebook credentials to set up your account or you can set up a new account using your email. This is up to you.*

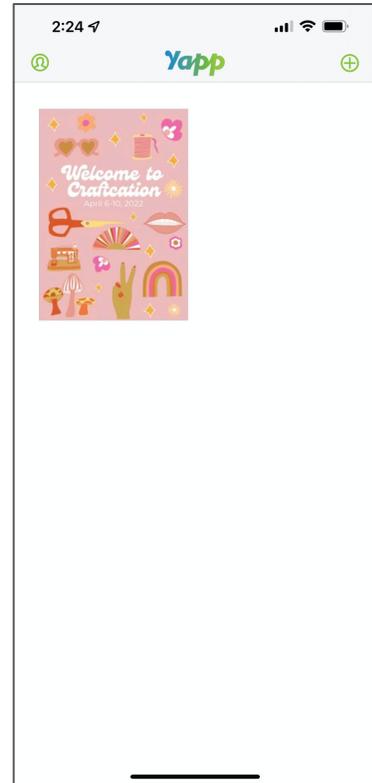
*We do not have access to your login information. It will remain secure and confidential.

A screenshot of the 'New Account' screen in the Yapp app. The status bar at the top shows 'App Store', signal strength, Wi-Fi, the time '12:38 PM', and a battery level of '71%'. The screen has a 'Close' button in the top left and 'New Account' in the top right. The main text says 'Create an account to interact with other Yapp users.' Below this are three input fields: 'Full Name', 'Email', and 'Password'. A link for 'Terms of Use and Privacy Policy' is provided. There is a blue 'Create Account' button. Below that is an 'OR' separator, followed by a blue 'Sign in with Facebook' button. At the bottom, there is a link for 'Already have an account? Log In' and a grey 'Help' button.

Navigating the Craftcation App

After setting up your account/ logging in to an existing Yapp account, you'll be directed back here to the Yapp home screen.

Step 8: Tap that pretty pink disco looking picture and let's get into the fun stuff!



Welcome to the Craftcation App!

When you open the app, this Welcome page will be the default landing screen.

This page will not change during the conference. It's an introduction to what you can expect from the app.



Navigating the Craftcation App

To navigate within the app you will use the icons at the bottom of the screen.

The icons visible here are:

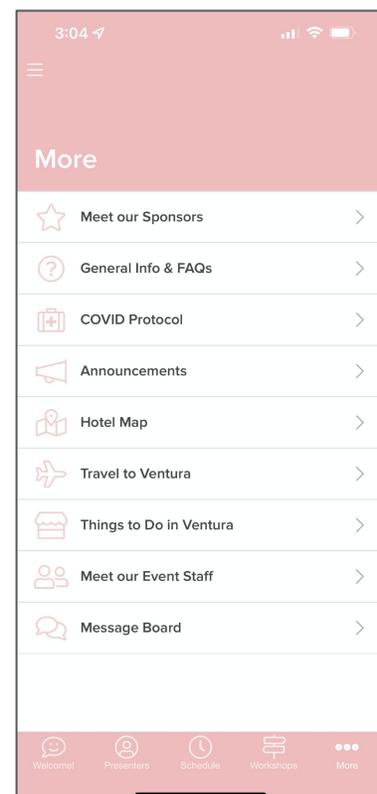
- Welcome
- Presenters
- Schedule
- Workshops
- More

(We'll get into those in a minute.)



Clicking the More tab with the three dots at the bottom of the screen will take you to this screen where you can access even more tabs:

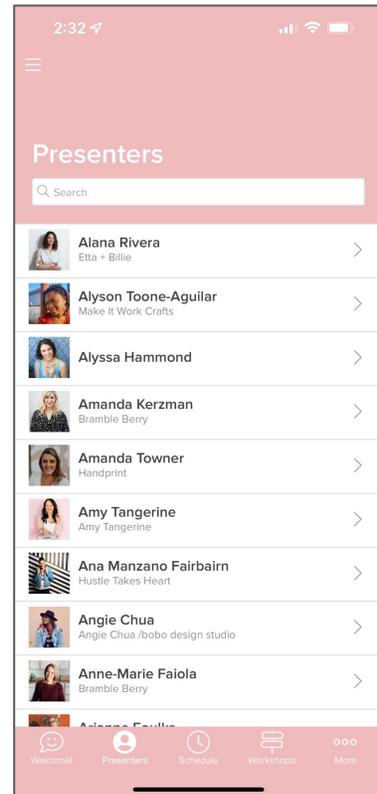
- Meet Our Sponsors
- General Info & FAQs
- COVID Protocol
- Announcements
- Hotel Map
- Travel to Ventura
- Things to Do in Ventura
- Meet our Event Staff
- Message Board



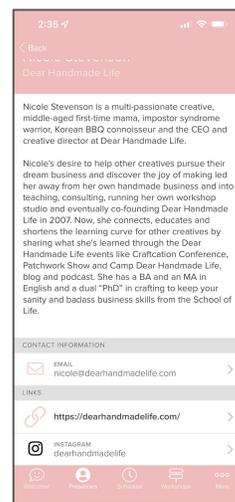
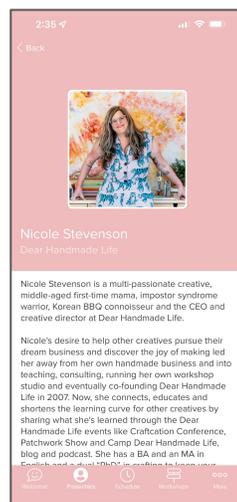
Navigating the Craftcation App

The first tab after the Welcome page is the Presenters tab. Here you can learn all about each of our amazing presenters.

Click on a presenter's name to access their profile which includes their bio, website and social info.



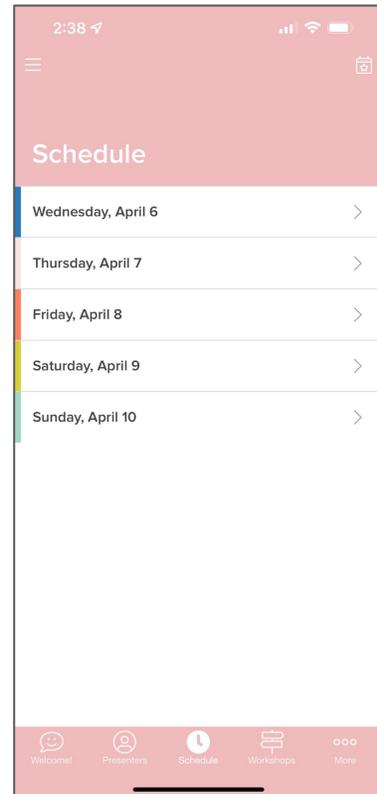
As an example, let's look at Dear Handmade Life's CEO + Creative Director, Nicole Stevenson! If you scroll down past Nicole's bio, you can find her email, website and Instagram links.



Navigating the Craftcation App

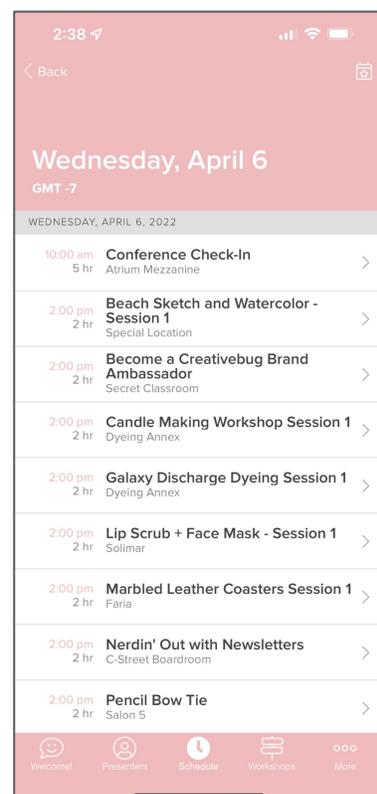
Now let's talk Schedule. By clicking the schedule tab, you'll be directed to this screen. We've organized the workshops by date for your reference.

By now you should have your schedule ready to go but this is just in case you need a reminder of which workshops are happening on a given day.



By clicking a date from the Schedule tab, you'll be directed to a list of all the workshops scheduled for that day.

They are organized by start time and then alphabetically.

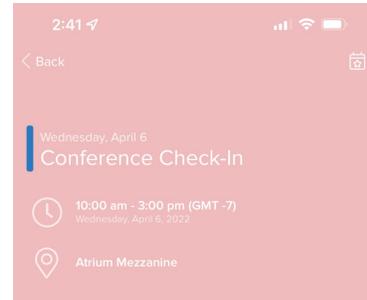


Navigating the Craftcation App

OK now here's where things get really cool. You can set up your own schedule within the app! You must be logged in for this part.

Let's click on Conference Check-In from the Schedule for Wednesday, April 6th. We are then directed here to the Workshop description screen.

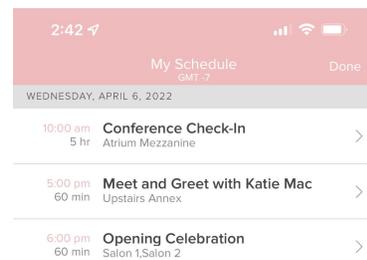
See that Add Event to My Schedule button? Click it!!



To view the items you've added to your Schedule, click the Calendar icon in the top right corner. This icon can be found on any Workshop description screen, the main Schedule tab and the daily workshop list.

This is what a schedule looks like after adding one day's worth of workshops and events.

NOTE: Adding a workshop to your schedule in the app does not enroll you in the workshop.

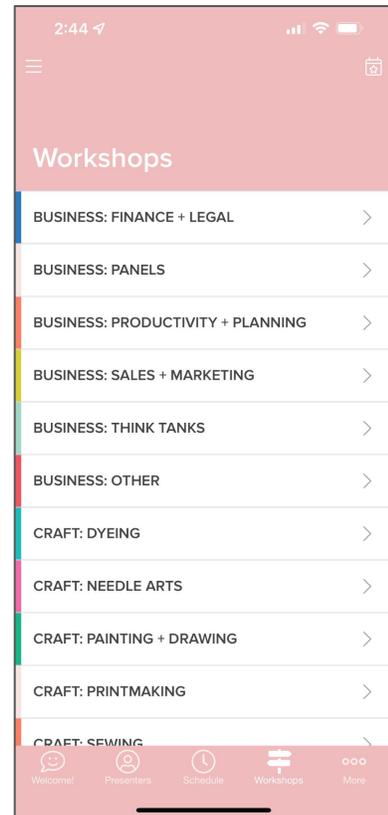


Navigating the Craftcation App

Speaking of Workshops, let's head to the Workshops tab!

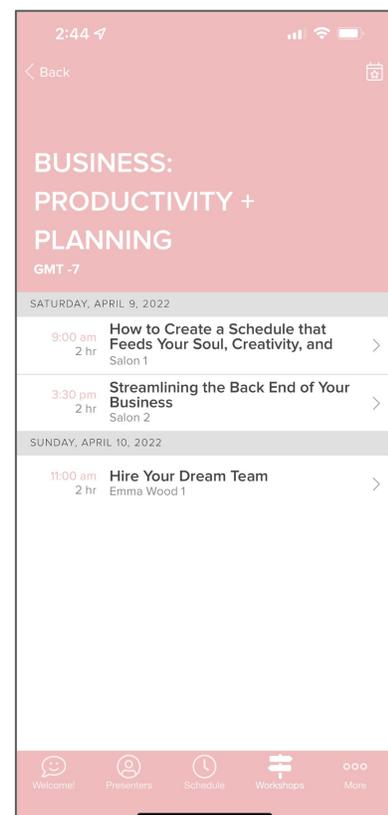
On this tab, we have organized workshops by category to make them easier to find.

Click on a category and you'll be directed to a list of all workshops in that category.



They are listed chronologically by start time and then alphabetically. Here's what it looks like if I select the category "Business : Productivity + Planning".

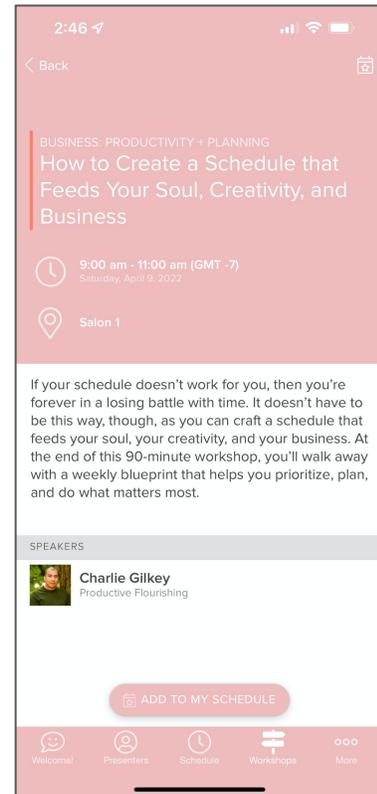
From there, I can click on a specific workshop to read more about it and/or add it to my personal Schedule!



Navigating the Craftcation App

By selecting a workshop, you can see the time of the workshop, the classroom where it is being held, a short description and a clickable link to the presenter's profile page.

And of course, there's that Add Event to My Schedule button again!

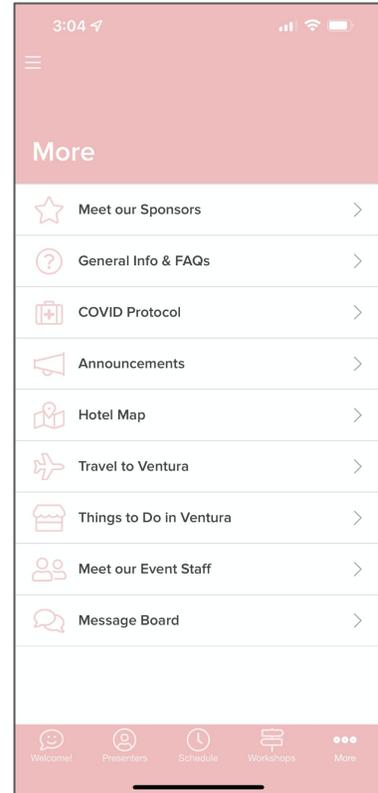


Now let's talk about how to communicate within the app!

Communicating within the Craftcation App

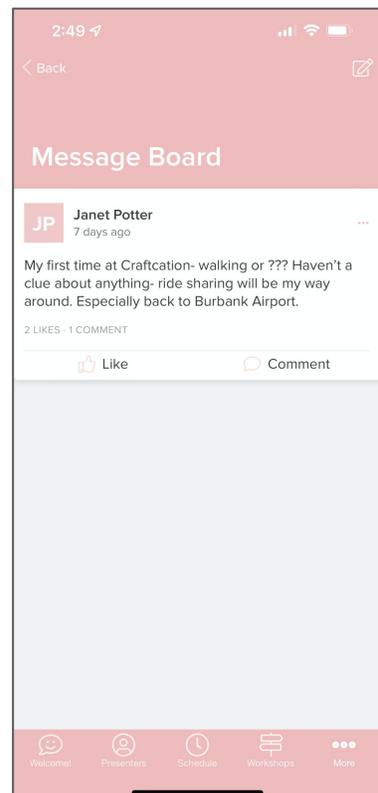
Let's talk about the Message Board!
This is, by far, one of the most exciting elements of the app!

To access the Message Board, click the More menu (3 white dots) from the bottom right corner of the main menu.. Then, tap Message Board.



From the Message Board screen, tap the icon in the top right corner and post your message. Share a ride to an off-campus event, post lost and found items, you can even ask for help applying your eyelashes for the Roller Disco Dance Party... you get the idea.

*Keep in mind, this message board is public and everyone who has downloaded the app will be able to see what you have posted.



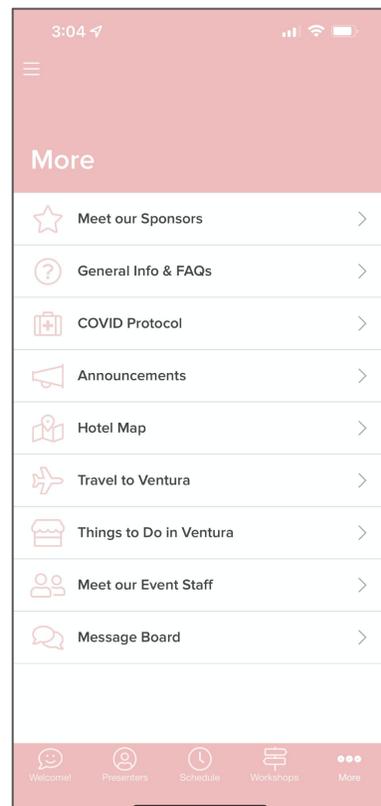
Other App Features

We will use the Announcements to notify you of important updates throughout the conference. Ex: Change of classroom for a workshop, reminders for big events, etc. This where allowing notifications during the installation comes in handy.

Here is an example (from Craftcation 2019) of what an announcement broadcast will look like in your phone's notifications.

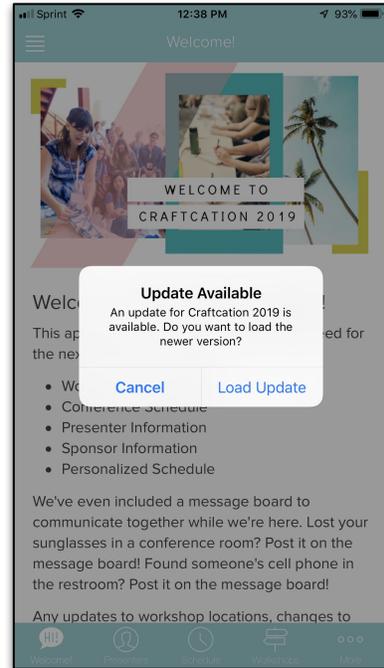


You can access a full list of all previously broadcasted announcements by clicking on Announcements from the More menu.



One More Thing...

If at any time you open your app and see the pop-up message pictured on the right, **be sure to click Load Update**. This notification just means we've made some minor updates to the app since you last opened it. If this update includes anything major like a change of venue, an updated class or canceled workshop, you will be notified in a broadcast announcement.



You are ready to use the Craftcation App!

Click through create your schedule, read more about our Sponsors and get to know our hotel maps. If you have any questions or need to troubleshoot, feel free to send me an email:

katiemac@dearhandmadelife.com.