



How to Export Events to Your Calendar

1. Log into the App.
2. Click on the Schedule Icon and add all of the events and meetings you will be attending by clicking on the “+” next to each event.
3. From the Schedule Icon, click on “My Schedule.” Here you’ll see a personalized calendar of the sessions you’ll be attending.
4. Tap on the download icon at the top right-hand corner of the screen. A confirmation screen will appear and you can tap “Export.” Your schedule will be added directly to your device’s default calendar.