

ICT4D Conference

FAQS FOR USING PATHABLE

Below you will find some frequently asked questions around using Pathable, the event app for the ICT4D Conference.

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How do I login?

All registered attendees will be sent an email with login details from no-reply@pathable.com. Registration data is uploaded manually to the Pathable system, so if you just registered it may take several hours before you receive your sign-in link.

The email contains a 'Sign-in Link' which will take you to your profile where you can:

- **Change your password**
- **Change notification, messaging, and opt-in settings**
- **Edit your profile including bio and picture**
- **Add sessions to your personal schedule**

How do I look for sessions on Pathable?

- You may search sessions by name, organization, track, session type, and region/timezone.
- Go to the Schedule tab, click Full Agenda.
- Check the filters in the right-hand search bar.
- Wait a moment, sessions will populate.

How do I use the scheduling feature?

- Click the Schedule tab.
- Click the blue box on the session tile with a + on it to add it to your schedule.
- If you wish to read more before making your choice, select the session you are interested in to review the description, speakers, and additional information. Then click the Add to Agenda button on the session page to RSVP and add the session to your schedule.

- To Remove a session from your agenda, hover your mouse over the session or navigate to the session page and click the Remove button.
- You can view the sessions you have chosen by clicking the View My Agenda button at the top of the Full Agenda page.

How do I send a message to another attendee?

- Click the 'Attendees' tab
- Hover your mouse over the name of the person you would like to message; Click Send a Message
- Enter a subject and content of your message; Click Send.
- *Tip: Private messaging someone does NOT reveal the email address used to log in to Pathable.*

How do I respond to messages?

- *Tip: Go to the permissions tab in 'edit my profile' and ensure you have checked the boxes to send and receive messages.*
- Select the Conversations tab, select Inbox.
- Click the message you wish to reply to.
- Enter your response in the text area on the right; Click Reply.

How do I export or print the schedule?

- Click the grey 'print' button under the Full Schedule Tab and select one of the options! You may also save the schedule as a pdf on your device.

Additional Resources:

- [Pathable Attendee User Guide](#)
- [Pathable Speaker User Guides](#)

Addition Questions not on this list? Contact adminict4dconf@crs.org