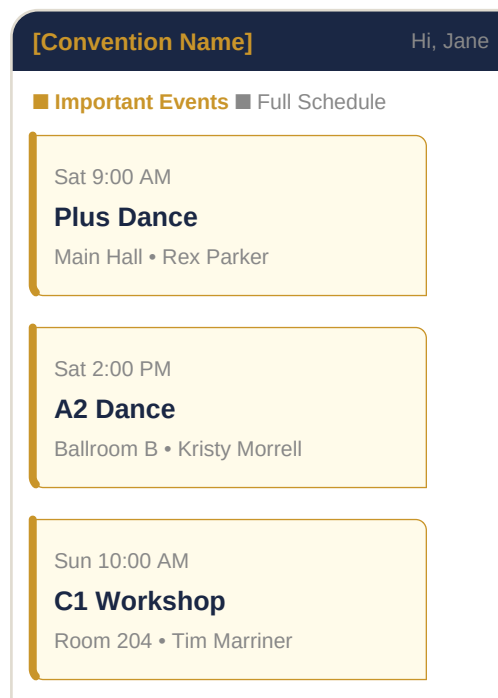


[Convention Name]

Dancer & Attendee Guide

How to use the convention schedule app —
signing in, finding events, and staying up to date.



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1 Getting started — signing in

The convention schedule runs in your phone's browser — no app to download, no account to create. All you need is a phone number.

- 1 Open the schedule link or scan the QR code posted at the convention. You'll land on the sign-in screen shown here.
- 2 Type your 10-digit phone number. The app formats it as you type — no dashes or parentheses needed.
- 3 Tap **Go**. The app remembers your number on this device, so you won't need to sign in again if you close and reopen the page.

The screenshot shows a mobile browser interface. At the top, a dark blue header bar contains the text "[Convention Name]" in orange and "schedule" in white. Below the header, the word "Welcome!" is displayed in a large, bold, dark blue font. Underneath, the text "Enter your phone number to get started." is shown in a smaller, gray font. Below this is the label "PHONE NUMBER" in a small, dark blue font. A light gray input field contains the text "(555) 867-5309". At the bottom, there is a dark blue button with the text "Go →" in orange.

Callers are recognized automatically. If your phone number is in the caller list, you'll see a special performing schedule view with all your sessions highlighted.

Two devices, one number. Couples sharing a phone number will see the same marked events on both devices — marks sync in real time.

2 If you're a caller or panelist

The first time you sign in, the app asks whether you are a caller, cuer, or panelist at this convention. This one-time question lets the app give you a personalized view of your own sessions.

This question only appears once — the app remembers your answer and never asks again.

Tap **No, I'm a dancer** and you go straight to the schedule. Nothing changes.

Tap **Yes** and a search box appears. Type the first few letters of your name, select yourself from the list, and confirm.

Once confirmed, the app links your phone number to your caller record. You'll see a **You're Presenting** section on your Important Events tab showing all your sessions highlighted in green.

Your phone number is also written to the global caller directory — so next time you attend a convention using this system, you may be recognized automatically without needing to answer this question.

The screenshot shows a mobile app interface. At the top, there's a dark blue header with "[Convention Name]" in orange and "schedule" in white. Below the header, the main question "Are you a caller or cuer at this convention?" is displayed in bold. Underneath, a smaller line of text says "If so, we can show you a personalized view of your sessions." There are two buttons: a dark blue button with "Yes — I'm a caller" in orange, and a white button with "No, I'm a dancer" in dark blue.

CALLERLAB conventions ask instead: "Are you presenting, performing, or on faculty?" and the "No" button reads "No, I'm an attendee" — but the process is identical.

3 The Important Events tab

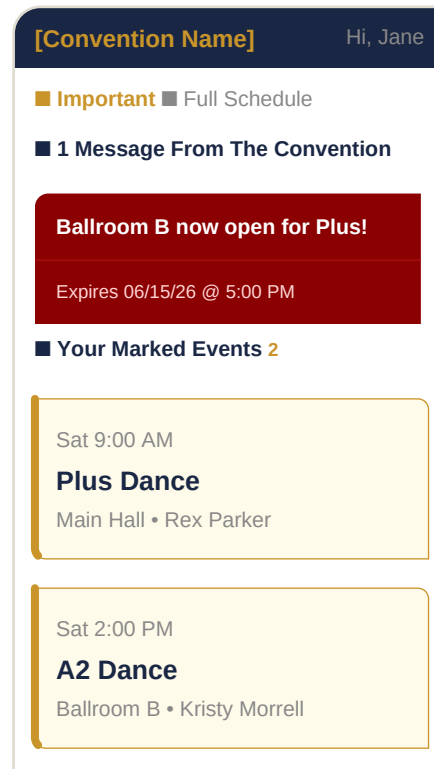
This is your home base. It shows everything that matters to you — messages from convention staff, alerts about changes, and the events you've marked.

Messages from convention staff appear at the very top in red. Each message shows its expiry date so you know how long it's relevant.

Your Marked Events appear below, sorted by date and time. Each card shows the time, event name, location, and caller.

Unmark All — a small button appears in the header once you have marked events. Tap it to clear your entire list at once.

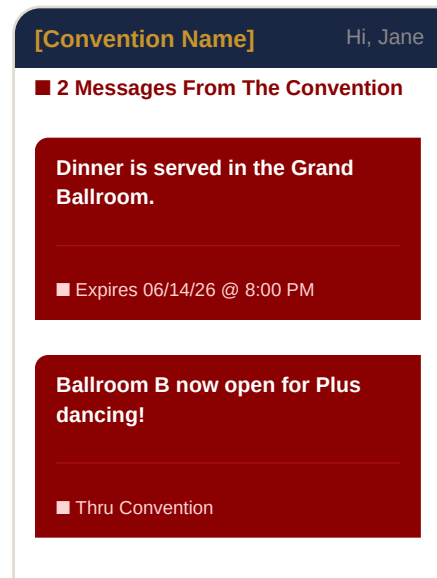
Show Past — a checkbox that, when ticked, includes events that have already happened in your marked list.



4 Convention messages

Convention staff can broadcast messages to all attendees at any time — room changes, schedule updates, special announcements. They appear at the very top of your Important Events tab the moment they're posted.

- Messages are shown in **bold red cards** so they stand out immediately.
- The number of active messages is shown in the header above them.
- Each message shows an **expiry time** — once expired, it disappears automatically.
- Messages sync in real time — you'll see new ones without refreshing the page.
- You cannot dismiss individual messages; they disappear when they expire or are removed by staff.



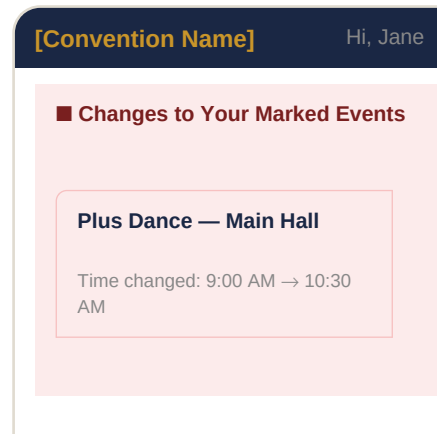
5 Change alerts

If a convention administrator changes an event you've marked — updating the time, location, or caller — an alert appears automatically at the top of your Important Events tab.

Alerts appear automatically — no refresh needed. The page updates in real time whenever an event you've marked is changed.

Each alert shows **what changed** — time, location, or caller — so you know exactly what's different.

Alerts clear themselves once acknowledged by the admin, or when you unmark the affected event.



6 The Full Schedule tab

Tap the **Full Schedule** tab to browse every event at the convention. Events are displayed in chronological order and update automatically if anything changes.

Events are listed in chronological order, showing date, time, dance level or session, location, and caller.

Events you've already marked appear with a **gold left border and yellow background**.

Past events are hidden by default. Tick **Include past events** in the filter bar to show them.

The schedule loads more events as you scroll — no need to go to a separate page.

[Convention Name]Hi, Jane

■ Important

■ Full Schedule

Date

Caller

All Dates

All Callers

■ Upcoming Events 12

Sat 9:00 AM

Plus Dance

Main Hall • Rex Parker

Sat 11:00 AM

C1 Workshop

Room 204 • Tim Marriner

Sat 2:00 PM

A2 Dance

Ballroom B • Kristy Morrell

7 Filtering the schedule

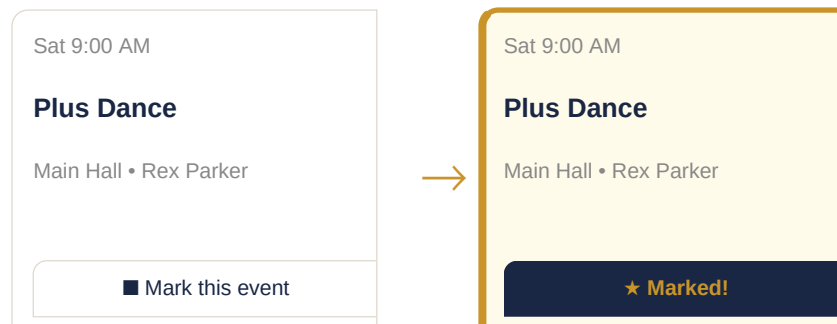
Four filters sit at the top of the Full Schedule tab. Use them alone or together to narrow down the list.

Search	Type any text — event name, caller, location. Results update as you type.
Date	Show only events on a specific day of the convention.
Caller / Panelists	Filter to a single caller or panelist.
Level / Type	Show only a specific dance level (Standard) or session type (CALLERLAB).

Tap ■ **Reset** to clear all filters at once and return to the full event list.

8 Marking events

Marking an event adds it to your Important Events tab so you can find it quickly during the convention. Think of it as a personal favorites list.

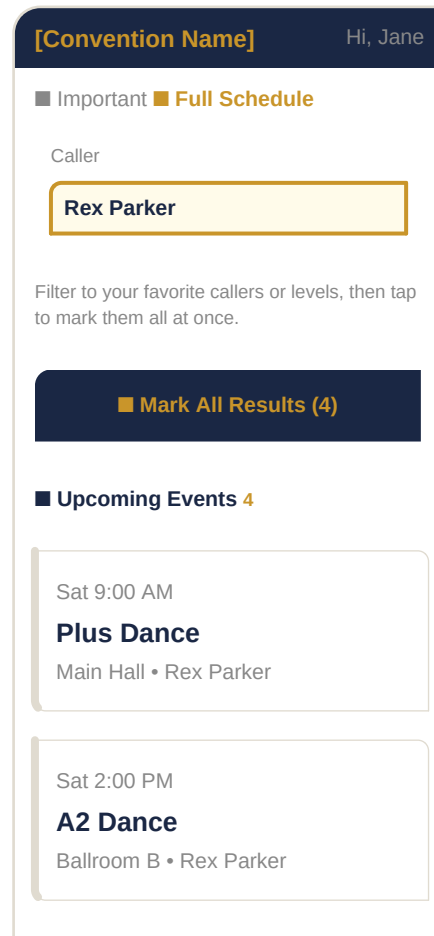


- 1 Tap any event card in the Full Schedule to expand it.
- 2 Tap the ■ **star button** at the bottom of the card. It turns gold and the card gets a gold border.
- 3 The event appears in your Important Events tab immediately — and on any other device you're signed into with the same number.
- 4 Tap the star again at any time to unmark the event.

9 Mark All Results

Want to mark every session by a particular caller, or every event at a specific level, in one tap? Use **Mark All Results**.

- 1 Go to the **Full Schedule** tab.
- 2 Use the Caller or Level filter to narrow the list to your chosen events.
- 3 A **Mark All Results** button appears below the filter bar, showing the count of matching events.
- 4 Tap it once — all matching events are added to your Important Events list instantly.



Pro tip: Filter by your favorite caller, tap Mark All Results, then clear the filter and filter by your preferred dance level to add those too — building your whole schedule in seconds.

10 Sharing the schedule

Want to share the schedule with a fellow dancer? Tap the **QR Code / Share Schedule** button at the top of the screen.

The QR code tab generates a scannable code unique to this convention.

Your friend scans it with their phone's camera — no app needed — and lands directly on the sign-in screen for this convention.

Tap **Copy Link** to copy the schedule URL to your clipboard if you'd rather share it as a text message or email.

Each person signs in with their own phone number and gets their own personal marks list.

