

# Getting started with the MEA backend – Global Context

After your first login you will see the start screen as on the right side. This is the „Global Context“ where you can manage the general settings regarding your whole Mobile Event App.

## The four main areas

1. **CMS-Accounts:** Manage the persons who are allowed to see the CMS. „Users“ will only see the Moderation area while „Admis“ will be able to see the whole CMS.
2. **Moderation:** See results of your interaction with participants. Have a look at live questions, voting results or entries on the wall of ideas.
3. **Conference:** Choose this item to get to the most important settings of the area you're currently in (Global or Convention).
4. **Conventions:** In the global area (Global) you can manage the global settings (down below).  
Choose “Manage Convention” to create a new Event.
5. **Event Selection:** Here you can directly choose an event from a number of existing conventions to fill it with content.

## Global settings

6. **User Settings:** Create user accounts for participants and speakers and edit person groups.
7. **App-Setup:** Edit your global start screen, corporate colours and decide how people gain access to your app (login, registration, guest access, etc.)
8. **Help & Support:** Here you'll find some useful information regarding file sizes, the person import template and exhibitors import template.

The image displays two screenshots of the MEA CMS backend interface. The top screenshot shows the 'Conventions' dropdown menu with options 'Global', 'Manage Conventions', 'Mobile Event App Conference', 'plazz Workshop Days 2016', and 'Wirtschaftsclub'. The bottom screenshot shows the 'App-Setup' menu with options 'App Startscreen', 'Startscreen', 'QR Codes', 'Texts', 'Mails', 'Settings', and 'Help & Support'. Blue callout boxes with numbers 1-8 point to specific elements in the interface.