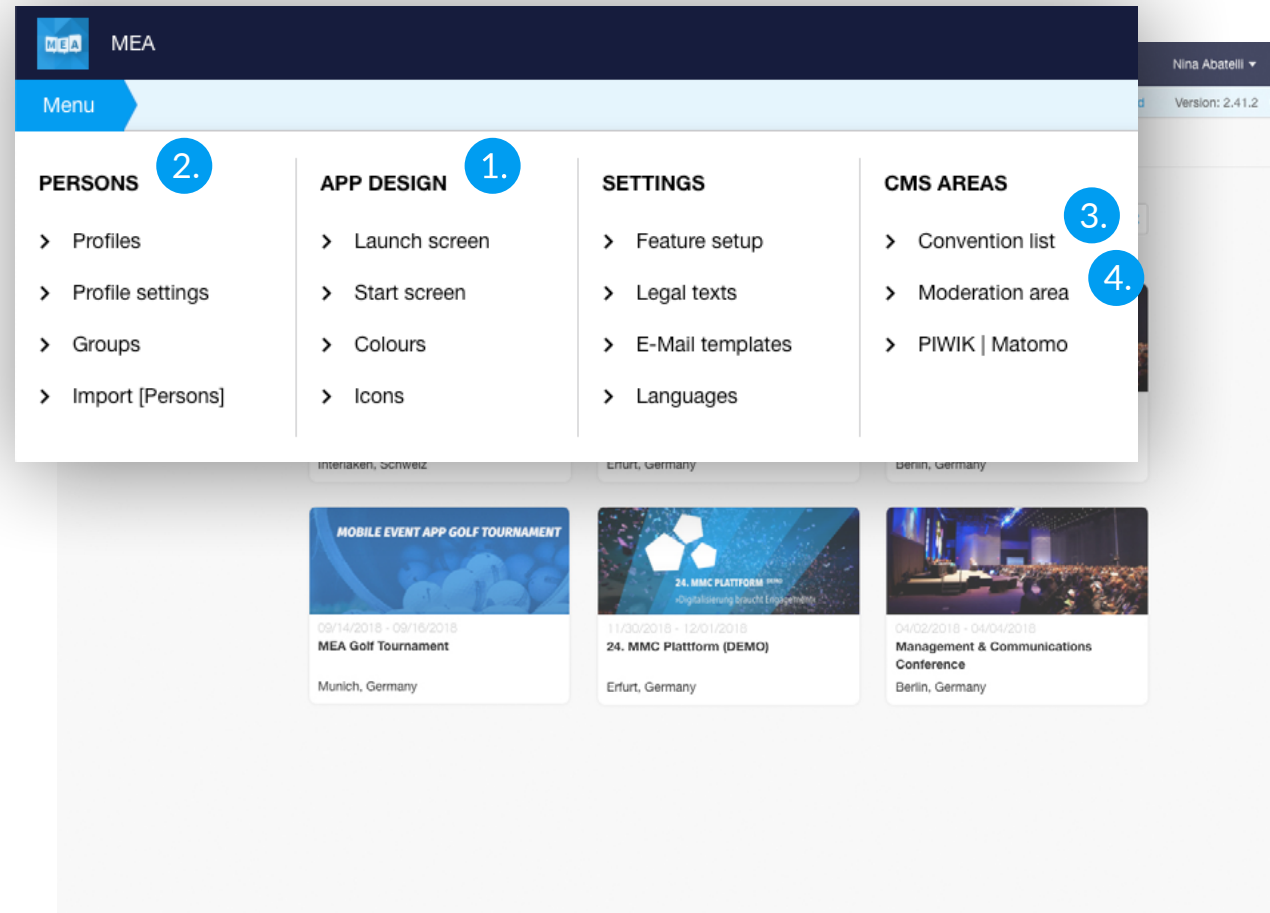


Getting started with the MEA backend

If you log in to the MEA backend, you will first be taken to the event overview. There you select your event and reach the corresponding CMS. Via the sub-item „Global Area“ you reach the global context, in which you make settings that affect your entire Mobile Event App.

The Global Area

- 1. App Design:** Here you edit the global start screen, your corporate color and determine the access to your app (login, registration, guest access, etc.) via „Start screen“.
- 2. Persons:** Create accounts for your participants and speakers and edit participant groups.
- 3. Convention list:** Switch back to the convention list and select another event for editing if required.
- 4. Moderation area:** Here you can see the results of the interaction with the participants: Live questions, survey results, and Wall of Ideas.



CMS-Management

1. **CMS-Accounts:** Here you can define the authorized persons who get access to the backend. „Users“ only see the moderation area, “Convention managers“ may see and edit all areas of the assigned event, „App managers“ have access to all events created in an app.
2. **Help & Support:** Here you will find useful information regarding important questions about the Mobile Event App, such as specifications for graphics and file sizes as well as Excel templates for participant or exhibitor imports.
3. **Help Center:** Here you will find our FAQ, summarized in helpful articles about working with the CMS, the optimal use of the MEA and how to make the best possible use of your app.

