# Quick Reference Guide to the IBS 2020 App

The IBS 2020 app is your guide to everything happening at the Builders' Show as well as the NAHB Board Meeting. You can search education, events, meetings, speakers and exhibitors.

Set favorites and add items to your phone's calendar to plan your personal Builders' Show schedule!

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## Finding the App

The IBS 2020 app is available for download on android and iOS tablets and smartphones.

To find the 2020 NAHB International Builders' Show app, you can go to <a href="www.buildersshow.com/app">www.buildersshow.com/app</a> from your device, click on the appropriate app store link, and you will be taken directly into the store to download it.

You can also search "IBS 2020" in your device's app store. Please note you must capitalize "IBS" when you search for the app.

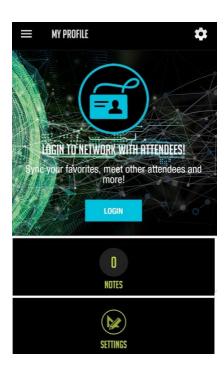
Upon download completion, you should see the IBS 2020 app icon shown to the right.

If you have previously downloaded the IBS 2019 app, the IBS 2020 App will appear as an update.

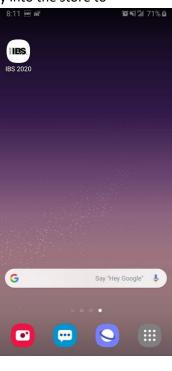
If the app icon looks different than what is shown here, then you have downloaded the wrong app. Please proceed back to the app store and re-enter "IBS 2019" in the app store search bar.

## Getting Started!

Access the main menu by tapping the upper left icon (the three white lines). A menu will pop out on the left side.







### Main Information Screens







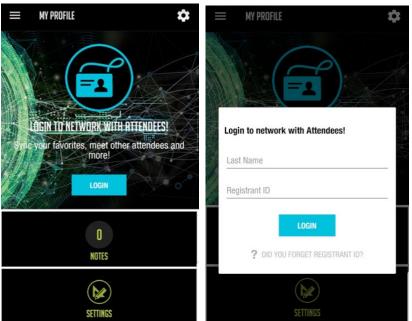






## Logging in

To log in to the app, choose "My Profile" from the main navigation. You will be prompted to log



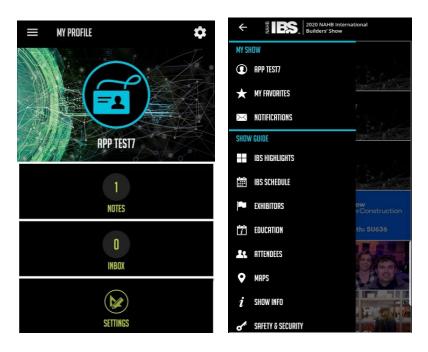
Enter your last name and registrant ID.

in to the app.

You can find your registrant ID on your registration confirmation email or on your badge.

You should then see your name on the profile screen and in the navigation

If you were previously logged into the 2019 app, please make sure you log out and then log back in with your 2020 credentials. If you are still unable to log the 2020 app, uninstall it and reinstall.



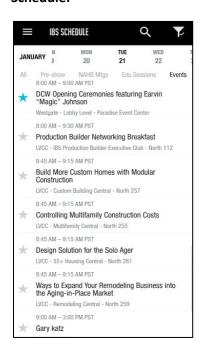
### **IBS Schedule**

Here you can see a day-by-day list of everything that is happening at the show – pre-show courses, meetings, education sessions and events.

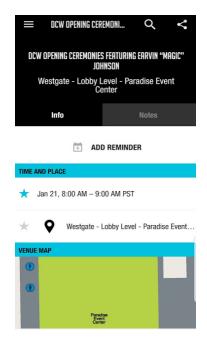
If you'd like to add a meeting or event to your favorites, tap the star icon on the left next to the meeting/event. You can also do this inside the meeting details page.

Once you have starred an item, it will appear under "My Favorites" (located on the main menu). Tapping into an event will open the event details page. Here you can see the event location, description, speakers, date and time.

#### Schedule:



#### **Event Details:**

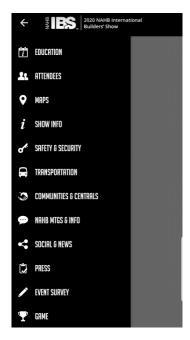


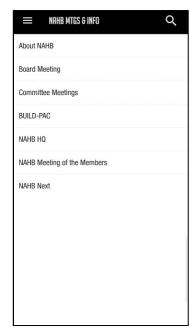
## Finding Committee Meetings

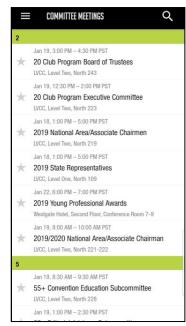
To browse the committee meetings, tap the main menu icon (the three little white lines) in the upper left corner. This will cause the main menu to pop out again.

- 1. Scroll down to "NAHB Mtgs & Info"
- 2. Choose "Committee Meetings"
- 3. Scroll down and browse the list, or search for a specific meeting

Step 1 Step 2 Step 3





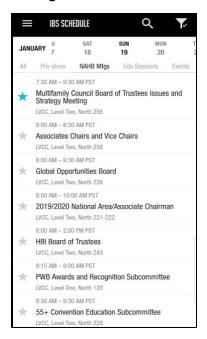


## Add a Meeting to Your Favorites

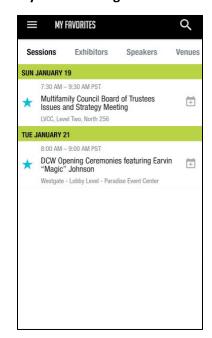
To add a meeting to your favorites, tap the star icon on the left next to the meeting. You can also do this inside the meeting details page.

Once you have starred an item, it will appear under "My Favorites" (located on the main menu).

#### **Meetings List:**



#### My Favorites Page:

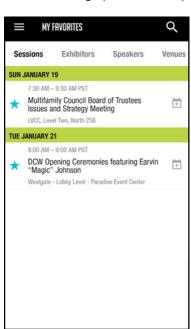


## Add a Meeting to Your Phone's Calendar

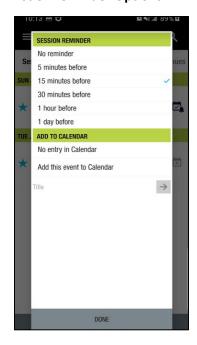
When you are viewing a list of meetings in "My Favorites" you can also add a reminder by clicking on the calendar icon on the right side of the meeting title. This will give you a screen where you can select whether you want to receive a notification and at what time under "Session Reminder". You can select 1 hour, 30 minutes, 15 minutes, or 5 minutes before the meeting. Once you've selected an option a popup message will appear for you to choose whether to apply your selection to all events or only the event selected.

You can also select whether you add the event to your calendar under "Add to Calendar". Just like the pop-up message mentioned previously, you will have the same option to apply your selection.

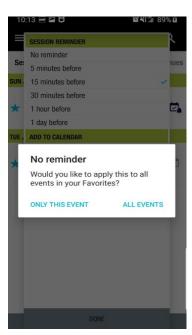
#### List of Meetings (no reminder):



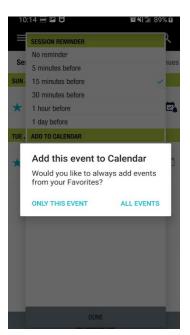
#### **List of Reminder Options:**



#### **Add Reminder:**



Add to Calendar:



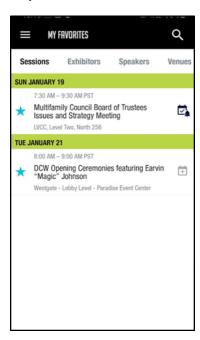
List of Meetings (reminder set):



### Other ways to Find Items in the App

If you are looking for something specific, use the search bar to find meetings, events, education, speakers or exhibitors by name. Tap the **Search Icon** (the magnifying glass) in the upper right corner from anywhere in the app and type in all or part of the name to find your meeting, then review the search results and select the meeting.

Step 1:



Step 2:



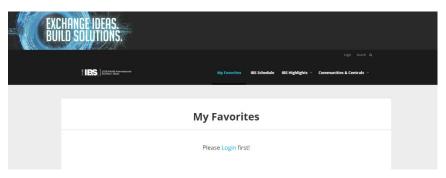
Step 3:

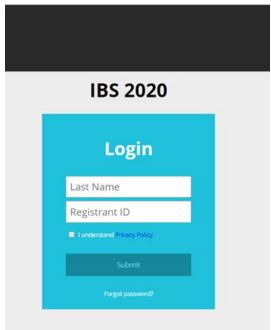


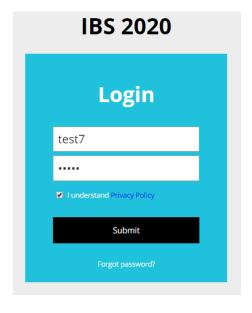
## Using the Desktop Planner

Go to www.BuildersShow.com/IBSPlanner.

Log in using your last name and registrant ID.



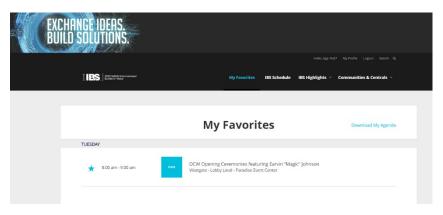




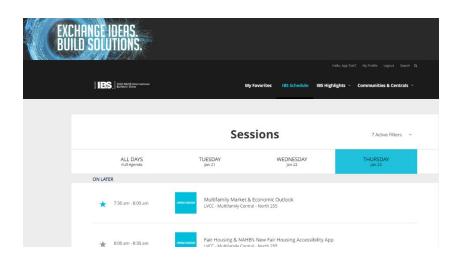
## Add a Meeting to Your Planner Agenda

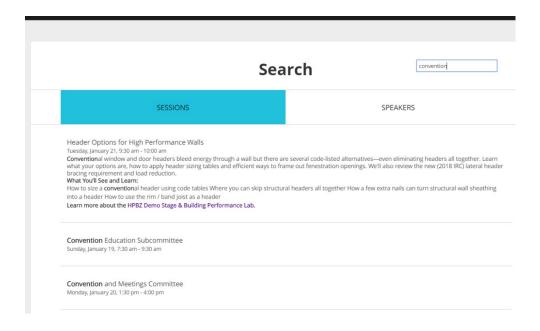
If you have already logged into the app and have marked items as favorites, they should sync and appear under "My Favorites" once you are logged into the planner.

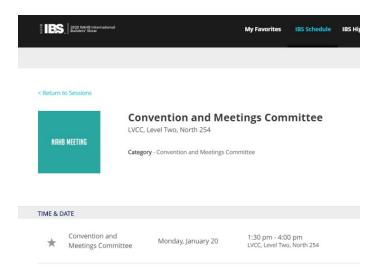
To print your personal schedule, simply print the screen via your browser. If you would like to download this to your calendar, click "Download My Agenda".



To add new items to your agenda, you can go to "IBS Schedule" and see all meetings, events and education by day, or you can search for specific meetings, events and education by clicking the search magnifying glass in the upper right-hand corner. Tap the star next to the item to add it to your favorites. When you log into the app, all favorites you have marked from the desktop planner will sync to your app.







And those are the basics to get you around your meetings!

If you have any questions about using the app, please email Jennifer Sloane at <a href="mailto:jsloane@nahb.org">jsloane@nahb.org</a>.