Event checklist

Follow the checklist below to build an event within your app. If this is your first time, make sure to review the App Checklist as well.

Got questions? Access the Knowledge Center by clicking Help in CrowdCompass.

1. Fill out the required form

   Click Tell Us About Your App at docs.crowdcompass.com/pages/getting_started under Step 2. Be sure to select your Project Coordinator from the dropdown if known.

2. Create the event

   1. Click New Event.
   2. Fill in the required fields.
   3. Click Create New Event.

3. Choose the colors

   1. Now that you’re in the event, click Design on the left.
   2. Click Theme and Icon Pack to set the theme and icon packs.
   3. Click Background and Colors to set the background color and texture.
   4. Click Advanced Color Customization to update colors across your event.
Upload graphics

You'll upload your images next. Make sure these files are PNGs, but avoid transparent backgrounds. They will appear black in the app. Keeping to the dimensions below will enhance the image quality across different devices, ensuring no graphic looks pixelated, squashed, or stretched out.

**Required event icons**

- Event Icon 100 x 100 pixels
- Online Event Directory Icon 200 x 100 pixels

**Event splash screens**

- iPhone 4/4s 640 x 960 pixels
- iPhone 5 and up, Android phones.. 1242 x 2208 pixels
- Tablet (Portrait) 1536 x 2048 pixels*
- Tablet (Landscape) 2048 x 1536 pixels*

**Event banners**

- Mobile Banner 640 x 150 pixels
- Tablet/Online Banner 552 x 150 pixels
- Email Banner 1060 x 212 pixels

**Additional Graphics**

- Logos and Headshots 300 x 300 pixels

*Important:

Keep important elements within the safety margins to ensure that branding, sponsor logos, and other important elements don’t get cut off during device rotation.

Left: 290 pixels
Right: 290 pixels

Want to see how to lay these out? Jump to page 4.
Import data

Next you'll need to import your data. Although some of the items listed under each template are not required, the more information you provide, the more complete your event will be.

**Activities template checklist**

The agenda of all activities occurring at the event, and the corresponding speakers.

- Name of session
- Start / End times with dates
- Description of session (optional)
- Speakers/Presenters (optional, but last name required if first name provided)
- Track names (optional)
- Topic tags (optional)

**Locations template checklist**

Addresses of the locations you want on the Geo Map along with the event venue.

- Address of locations of interest
- Description of location of interest

**People template checklist**

Speakers, presenters, moderators, or anyone else associated with your event that was not loaded on your activity template.

- First and last name
- Display name – replaces and overwrites first and last name, if desired
- Job title (optional)
- Organization (optional)
- Bio (optional)
- Contact information (optional)

**Organizations template checklist**

Information about exhibitors and sponsors. To mark an organization as a sponsor, write “true” in the “Is a Sponsor” column. Indicate the sponsorship level if necessary.

- Organization name
- Organization description (optional)
- Organization address (optional)
- Organization contact information (optional)

**Attendee template checklist**

The contact information your attendees will share. Only fill out if pre-loading attendees for the invite or reg code invitations.

- First name
- Last name
- Email address
- Registration code

**Pages template checklist**

Use pages to display additional information associated with your event, often under the “About” icon.

- Name of page
- Descriptions (optional)
- Tags (optional)

Keep in mind that if you do not meet the deadline agreed upon in the Project Plan, we can’t guarantee your app will be published in time.
Legend

1. Event banners
2. Launch icons – Custom icons can be substituted, 216x216 pixels
3. Splash screens