CORE APPS ONLINE DESKTOP PLANNER

Navigating Tips

- Using the Global Search Tool to find a Session, Speaker, or Exhibitor
- Filtering Presentations by Strand and Date
- Reading about and locating an exhibitor
- Signing up, logging-in, and adding sessions to your calendar (My Planner tool)

Questions?
support@core-apps.com
GLOBAL SEARCH BUTTON

- Allows you to search by session. Type in a keyword. Make sure the spelling is **exact** and all the sessions with that keyword will come up. See example screenshot below. For example, you would need to write out the word “Principles” rather than writing in “P’s.” Typing in “P’s” only will not garner results.
GLOBAL SEARCH BUTTON

- Allows you to search by Speaker. See example screenshot below. You can do it by first name or last name or both.
GLOBAL SEARCH BUTTON

- Allows you to search by Exhibitor. See example screenshot below.
Filtering Presentations by Strand

1. Hit the Sessions Tab – here you will see all the session types available.
2. Hit Filter by Presentation (second to the bottom) and all 13 strands will come up. You can select the strand of your choice and leave it on all dates or select a specific date (you will see those buttons at the top of the page); Click APPLY (be sure to click apply).
3. By selecting the Digital Learning Technologies and Listening Speaking Pronunciation strands for April 1 only, it garnered 7 presentations related to these strands for that day. Hit the “x’s” on the side left tab when you want to clear your filters and start over again.

4. Implement the same steps when filtering by session types.
TO FIND AN EXHIBITOR AND THEIR BOOTH LOCATION

1. You can do it through the Global Search or you can simply hit the Exhibitors tab on the left side and all the exhibitors will come up and search by keyword that way

2. In this case we will use “Azusa Pacific University” – click on their profile and their company description will come up along with booth location

3. When you click on the booth number, it will direct you to the exhibitor map and it will highlight their location in red on the map. The map may be expanded at first. To minimize it, use the minus (-) directly found on the map. Use the plus (+) sign to maximize it to your liking

4. See screenshots below
Azusa Pacific University

Details

- **Booths:** 722
- **Richard Reasoner**
  Chair and Professor
- **Email:** mlbison@apu.edu
- **Website:** www.apu.edu
- **Address:** 901 East Alosta Avenue, PO Box 7100, Azusa, CA, US

About

Azusa Pacific University is a comprehensive, evangelical, Christian university located 26 miles northeast of Los Angeles, California. A leader in the Council for Christian Colleges & Universities, APU is committed to excellence in higher education. Offering more than 100 bachelor's, master's, and doctoral programs on campus, online, and at seven regional locations across Southern California, APU continues to be recognized annually as one of America's Best Colleges by U.S. News & World Report.
ADDING SESSIONS TO YOUR PLANNER

1. Sign up for an account by clicking the outline of the person at the top right corner
2. Hit the “Create New Follow Me Account Button” and input your email and password and confirm your password. Hit submit. See screenshots below.
3. An email from Core-Apps will shortly appear in your inbox thank you for creating an account. Be certain you have received the email.

TESOL 2020 International Convention & English Language Expo Account Verification

Core-apps Support <support@core-apps.com>
To: Nathalie Batulan

Thank you for creating an account for use with the TESOL 2020 International Convention & English Language Expo app. Your account allows you to save bookmarks, user preferences, set up a personal schedule, and sync all this information across devices.

To navigate back to the app, please visit: http://tms.core-apps.com/tesol2020

Your username is Nathatiletesol.org. If you’ve forgotten your password, you may reset it by visiting the following link: http://app.core-apps.com/tesol2020/password/reset

Please save this message in your email for future reference. If you have any questions or need assistance, please don’t hesitate to contact us.

Thanks!

Core-Apps Support
support@core-apps.com
4. Once you are logged in, a “My Planner” button will appear on the left side tab. **Please note you must be logged in to add sessions to your calendar and for the My Planner button to appear.**
5. Go into the Sessions tab and type in which session you wish to attend by title or by time; in this case we will use the keyword “Keynote” and both the Opening Keynote and Presidential Keynote will come up. Hit the calendar icon for both keynotes and it will turn into a bookmark. See screenshots below. Simply deselect the bookmark icon if you don’t want the session in your calendar.
6. Once bookmarked, go to your **My Planner** button and the two keynotes will appear like so below.
7. You can either email your schedule to you OR you can print it off by selecting the envelope icon or the printer icon. Repeat these steps for any other sessions you wish to add to your planner. In this case, we chose the email icon.
8. Once you’ve determined your schedule, you can email it to yourself and it will display like below. Repeat the steps above for any other sessions you want to add to your calendar.