

# CVent OnArrival INSTRUCTIONS

## STEP 1: DOWNLOAD THE APP

- Download the [Cvent OnArrival](#) app from the App Store.

*Note: The app will NOT run on laptops. It is designed for iPads and phones only.*



## STEP 2: LOG IN

- **Account Name:** NAMBUSAG01
- **Username:** onsite staff (2 words, all lowercase, with a space)
- **Password:** NAMBevents24

ZERO

## STEP 3: NAVIGATION

- If you have used OnArrival before:
  - o Tap the **three lines** in the top left corner to open **Settings**.
  - o Select **Switch Event**.
- If this is your first time:
  - o Use the **Search** function at the bottom to find your event.

## STEP 4: VOLUNTEERS

- There is **no sign-in limit**.
- Please encourage all registration volunteers to download the app and log in using the same credentials.