



MEETING REQUEST INSTRUCTIONS

STEP ONE

Download the Official Mobile App



Visit the Apple App Store and search for “GFX” or Android Play Store and search for “Government Fleet Expo & Conference”

STEP TWO

Create and Publish Your Profile



Swipe Left on the Dashboard (Home) Screen and Complete your Information
Select the Publish My Profile Checkbox

STEP THREE

Find an Attendee



Select the Meeting Request Icon on the Main Dashboard (or Home Screen)
Search for and Select an Attendee

STEP FOUR

Request a Meeting



Press the Handshake Icon in the Upper Left of the Attendee’s Info Screen
Complete and Send the New Meeting Request Invitation
Once Accepted You Will Received a Notification and it Will Appear in the
My Calendar Section on the Dashboard (Home) Screen

**If you need help navigating the app,
stop by the registration desk.**