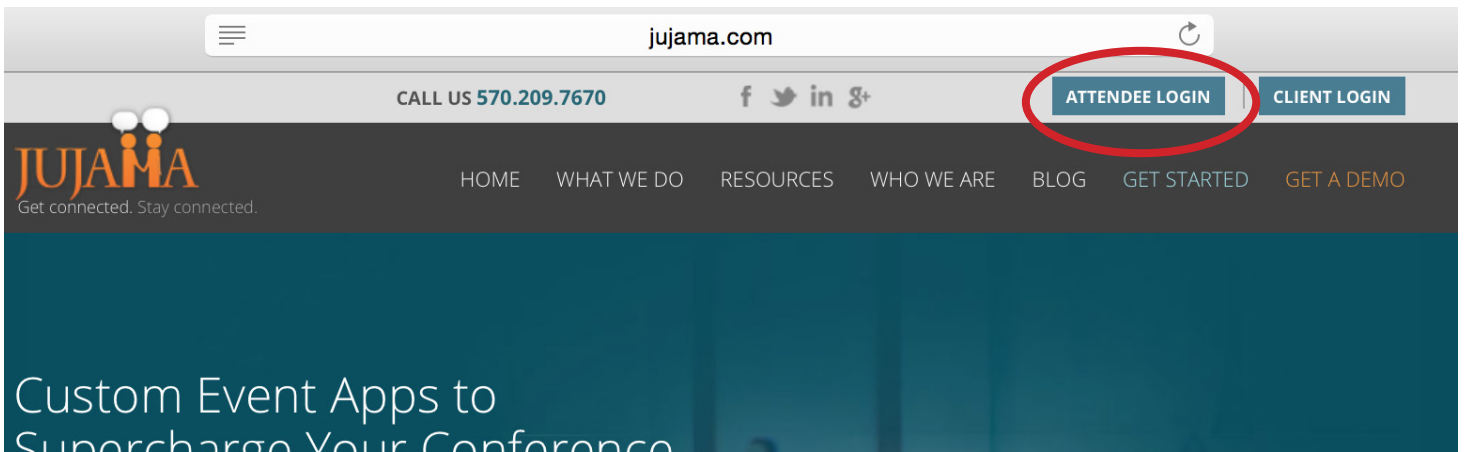


For Presenters: HOW TO UPLOAD A DOCUMENT TO YOUR SESSION

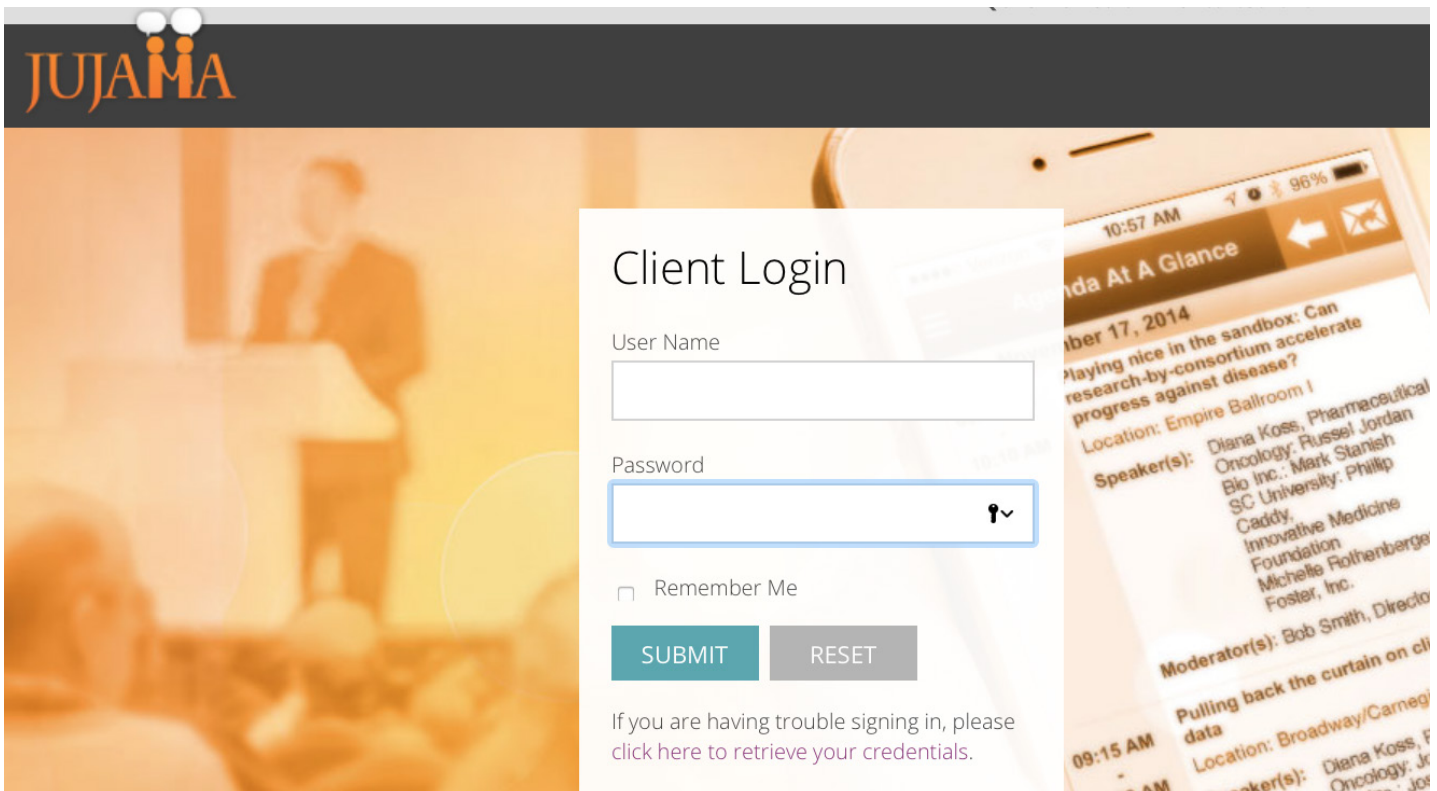
Presenters use this seven-step tutorial as a guide for uploading a pdf, PowerPoint, or link to your conference session.

1. Visit www.jujama.com and select attendee login

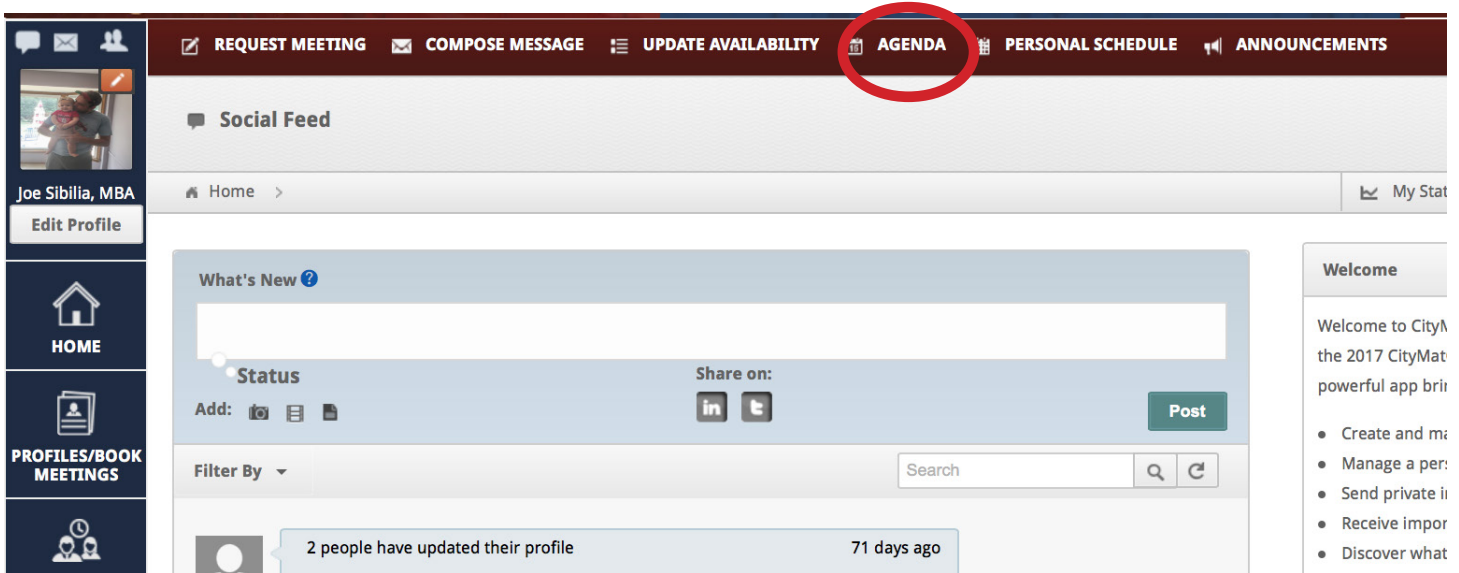


2. Enter your mobile app user name and password

View the conference mobile app page at www.citymatch.org to see when mobile app profiles will be generated and sent to the email that you used to register for conference. If you are registered, search that email inbox, spam, and junk folders with the key word "jujama" and the official name of this year's conference.

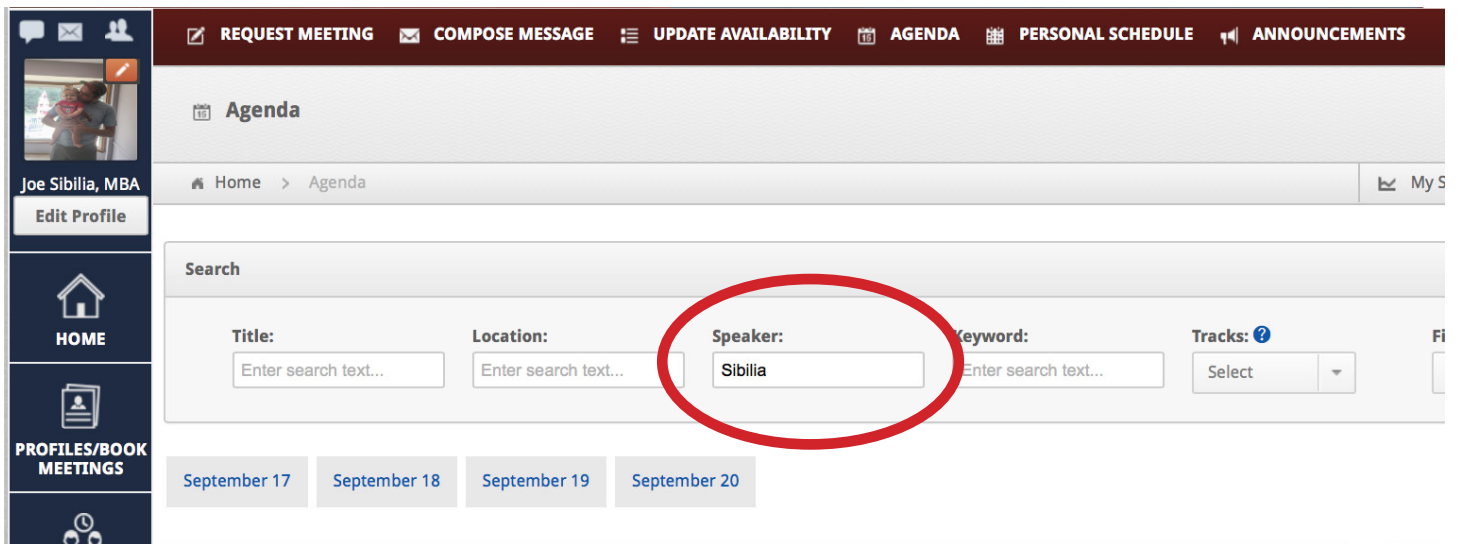


3. Select Agenda



4. Search for your name

NOTE: If your name does not appear with your scheduled session, visit the www.citymatch.org and reach out to the contact listed under "questions" on the conference abstract, symposium, and workshop web page.



5. Select Presentation tab and Add Document

If “add document” does not appear, that means your name is not yet linked to this session. Visit www.citymatch.org and reach out to the contact listed under “questions” on the conference abstract, symposium, and workshop web page.

The screenshot shows the 'Agenda Details' page for the session 'How to Evaluate Public Health Programs' on 9/17/2017 from 02:00 PM to 06:00 PM at Ryman Studio MNO. The 'Presentations' tab is selected and circled in red. Below the tabs, a presentation entry is listed: 'How to Evaluate Public Health Programs, Megan Calpin'. An 'Add Document' button is circled in red on the right side of the presentation entry.

6. Add a title and description to your presentation and upload the file

The 'Upload Document' modal form includes the following elements:

- Share on: [in](#) [t](#)
- Note:**
 - 1) Please upload document and presentation file only.
 - 2) Max size of file can be upto 2MB. If you attempt to upload files with total size greater than 2MB you will get "Page Not Found" error.
- Title:
- Description:
- Upload File: no file selected
- no file selected

7. If your presentation upload was a success, it will appear under the presentations tab

The screenshot displays a web application interface for managing an agenda. At the top, a dark red navigation bar contains links for 'REQUEST MEETING', 'COMPOSE MESSAGE', 'UPDATE AVAILABILITY', 'AGENDA', 'PERSONAL SCHEDULE', and 'ANNOUNCEMENTS', along with a 'LOG OUT' button. Below this, the 'Agenda Details' page is shown for a session titled 'How to Evaluate Public Health Programs'. The session details include the date and time '9/17/2017 02:00 PM - 06:00 PM' and the location 'Ryman Studio MNO'. A search bar and navigation links like 'My Stats', 'Presentations', 'Event Buzz', 'Quick Links', and 'Support' are visible. The 'Presentations' tab is selected, showing a list of presentations. One presentation, 'How to Evaluate Public Health Programs_Megan Calpin', is highlighted with a red circle. Other tabs include 'Description', 'Abstracts', 'Rate this Session', 'Comments', 'Notes', 'Speakers/Moderators', 'Sponsors', and 'Videos'. A sidebar on the left contains navigation options: 'HOME', 'PROFILES/BOOK MEETINGS', 'MANAGE MEETINGS', and 'MESSAGES'. The user's name 'Joe Sibilia, MBA' and an 'Edit Profile' link are also present.

Thank you for uploading your presentations