

Branded event app information

For us to deliver your Custom Branded Event App, you need to provide some specific information. In this document we'll outline the information, so you can collect it and submit the information via our online form (<https://appendee.com/en/branded-app-form>)

The form is divided in a few sections related to:

- General information
- Portal information
- Appstore information
- Legal documents

General information

Required information:

- Company name: your full company name
- Project contact: your full name
- Project email: your email address
- Date of first event: the date that your first event using the app takes place
- Preferred date published: the deadline on which you want the apps published through the appstores

Portal information

This information is needed to correctly setup your content management portal. Via the portal you can manage the apps' content. The portal can be reached via a subdomain of appendee.com, for example: yourcompany.appendee.com. The platform will also send system messages to attendees (for example if the attendee needs to request a new login code).

- Portal prefix: 'yourcompany' is called the prefix. It is advised to keep the prefix as short as possible.
- Sender name: a clear sender name, that is recognizable by your attendees
- Sender email: the email address that will show as sender and reply to email address.

Appstore accounts

Here we're getting a bit technical ... ;-)

Your Branded Event App is published through the appstores (Apple AppStore and Google Playstore). In order to process that, we need access to the companies' Apple AppStore or Google Playstore developer account. In our experience Google Play isn't much of an issue, but with Apple it can become somewhat more complex. In technical terms: we need a signing key to be able to complete the building/publishing process.

When access to a developer account is not possible, we'll use an alternative method to have the apps published. That however requires a bit more planning and communication with your companies' technical team.

Either way, please provide us with the right contact details (name and email address) so we can get in touch with your technical team to discuss which route is the best way forward.

Legal documents

We'll add your companies' Privacy statement and End User Agreement in the app. You can upload them via the form or provide them later.