

AAFP National Conference 2017 Mobile App User Guide

Quick Bar: Available at the top of every page, these icons take you back to frequently used content areas such as the Home Page, Maps, Session/Events, Exhibitors, and Speakers. You can also search the app with the Looking Glass icon.

Message Center: Access your “Friends” list, keep in touch with messages and **alerts**, and manage your profile. **Swipe right anywhere in the app to access the Message Center.**

Dashboard: See your current alerts, upcoming schedule, and app icons.

- Refresh the app in the top right corner of the dashboard

Settings (gear icon in top right corner): Set up your profile, sync multiple devices, and email notes to yourself or others.

- **Set up your profile:** Build a profile to connect with other conference attendees, share contact information, exchange messages, and even share schedules.
 - Publishing your profile to the attendees list is the best way to connect with other conference attendees using the app. If using multiple devices, only publish your profile from one device. Select “ON” when prompted on the **My Profile screen**.
 - If you plan to use multiple devices and a laptop/desktop or non-native mobile device is one of them, first set up your profile on that device. You will need to create an account (use email address and create a password). Save these credentials to use with Multi-device sync (see below).
 - Enter your profile information identically on all devices.
- **Multi-device Sync:** If you have not previously created an account on your laptop/desktop, choose “First Device” on the device you plan to use as your **primary device to set up your sync account**. If you have created a laptop/desktop web app account, or simply want to sync more devices, choose “Additional Device” and **use the same account credentials to sync more devices**.
- **Email All Notes:** Use this to email yourself or others your notes from all sessions.
- **Push Notifications:** Allowing push notifications will give the app permission to send notifications to your device when new alerts go out and when you have new messages, regardless of whether you’re in the app at the time of the message.

Alerts: View important messages from the conference organizers at the top of the dashboard.

- The app will signal when a new alert is received. If you allow push notifications, your device is sent an alert even if you are not in the app at the time (see “Settings” for directions on push notifications). To view **all alerts**, swipe right on any page to access the Message Center.

My Schedule: View events added to your schedule, and add your own meetings.

- You can customize your National Conference schedule to display your selected events from the “Sessions/Events” icon. In “My Schedule,” click the “+” in the top right corner to add your own personal events. **Click the arrows in the top bar or the list of dates to move between days.**
- Share your schedule with a fellow conference attendee from your “Friends” list in the Message Center.

- **Browse by Day** to see all conference events. The small arrows on either side of the date or the list of dates allow you to move back and forth between dates.
- **Click on an event** to bring up its details.
- **Event details:**
 - **Click on the side bar icons** to take, save, and email notes, put the event on your schedule (Bookmark), or map its location.
 - Click on “Handouts” to open, download, or email a handout.

Session/Events: View National Conference sessions and events, speakers, descriptions, locations and times. Evaluate sessions, download handouts, and take notes and email them to yourself or others.

- **Browse by Day** to see all conference events. The small arrows on either side of the date or the list of dates allow you to move back and forth between dates.
- **Browse by Focus Area or Type** to see conference events filtered by those tags.
- **Click the star** next to an event name to add it to your schedule. A filled in star means the event is on your schedule.
- **Click on an event** to bring up its details.
- **Event details:**
 - **Click on the Menu bar** to take, save, and email notes or put the event on your schedule (Bookmark).
 - Click on “Handouts” to open, download, or email a handout.

Speakers: Browse speakers and see their associated session or event.

Building Maps: View the exhibitor booth map and meeting space maps by floor to find your exhibitor booth or session room.

Exhibitors: View exhibitor descriptions and booth numbers. Click an exhibitor’s booth number to see its location in the expo hall and download handouts (if available) by clicking “Handouts.”

EventPulse: Visit this activity feed often to keep up with trending Sessions, Posters and Exhibitors. Publish your Profile in the app to join the activity by posting comments and pictures from your app. “Like” listed events and user posts – or post your own comments on the popular sessions and exhibitors

National Conference Info: Important meeting information and other general resources.

Social Media: Check out a live feed of National Conference Twitter and Facebook conversations. Connect your own Twitter account to tweet without leaving the app. You can also use the app to visit the AAFP’s Facebook and Instagram pages.

- Click the compose icon in the top right corner to log in to your Twitter account.

Attendee Profiles: Browse a list of National Conference attendees who have published their profiles. Add others as “friends” to share schedules and send messages to each other.

- **Publish your profile** to share your contact information with other attendees. See “Settings” instructions above for details.
- **Click a name** on the “Attendee” list to view published profile information.
 - Once in another’s profile, click “Send Friend Request” to add that person to your friends list. A message is sent to the other user for confirmation. Once confirmed, the user will appear on your “Friends” list in the Message Center.
 - Click “Add to Contacts” and allow the app to access your address book to add a user’s contact information to your device’s contact list.

Friends: Share schedules with other conference attendees, send messages to each other, and share contact information.

- Publish your profile to share your contact information with other attendees. See “Settings” instructions above for details.
- Browse other attendees who have published their profiles. Connect and share information by adding “Attendees” as “friends” (see above).
- Access your “Friends” list in the Message Center (swipe right on any page). Click on a friend’s name and turn on “Share Schedule” to share your schedule with a specific contact. “View Schedule” shows both schedules side-by-side.

Local Places: Browse restaurants and entertainment around Kansas City.

Downloads: Access handouts and materials you have downloaded from Session/Events or Exhibitors – or download all of the available handouts from your bookmarked sessions with one tap!