

# Annual Assembly Mobile App

## How do I download the mobile app?

Search “Assembly 2017” in your app store and download it.

**Note:** Please make sure to allow notifications. This will let you receive fun updates and reminders for what’s next on your schedule.

## I didn’t allow notifications, but I decided I want them now. What do I do?

Allowing notifications is different for each phone. Visit your “Settings” icon on your personal smart phone and find where the app lives. Once you find the “Assembly” app, you can then customize your notifications.

## What if I want to use two devices?

If you will be downloading the app on a smartphone AND a tablet, please click the gear icon in the red dashboard menu. Then select “Multi Device Sync”.

Determine which of your devices will be your primary device. Select “First Device” and create a login with your email and create a password. Once you have done that on your primary device, go to your second device’s gear icon, select “Multi Device Sync”. Then choose “Additional Device” and enter the same email and password you used for your First Device.

**Note:** if you have already created a profile on one device, but you decided you don’t want that device to be your primary, unpublish your profile first, then follow the steps above. After you have completed the steps, publish your profile on your “First Device”.

## Can I create a profile?

Yes! On the red Dashboard menu, select the three horizontal lines. This will open your Message Center. Click on your name at the top to create a profile. Enter in whatever data you would like others to view. You can upload a photo by select the square next to your name.

Once you have entered your desired information, select the box next to “Publish My Profile” and click “Save”. Once you click “Save”, you will be entered into the Attendees list, shown on the “Attendees” icon on your home screen.

## How do I find my friends?

After you create your profile, you will appear in the “Attendees” icon on the home screen. In that icon, you will see all app users who have also created and published their profile. You can refresh the Attendee list by swiping down on the screen.

Once you find the contact you are looking for, click on their name and select “Request Friend”.

**Note:** if you receive a message saying you need a friend code, you may request a code from someone by selecting “Request Friend Code”. Once they give you the code, you can then “Enter Friend Code”. This feature allows you to control who you are sharing your personal information with. We want to ensure the safety and privacy of all users.

## How can I build my own schedule?

On the home screen, click the “Schedules” icon. Browse through the listing of educational sessions and select the STAR to have it added to your “My Schedule” icon. The star will turn YELLOW when it has been added. Be sure to visit the “Special Events” and “Poster Sessions” icon to add non-educational events to your schedule as well.

Also on the “My Schedule” icon, there is a plus sign (+) where you can add your own meetings, and reminders. A great way to remember if you have a meeting with a colleague or something that isn’t listed in the app.

**NOTE:** If you STAR a preconference session on Wednesday but DID NOT pre-register, this does not grant you access to the preconference session. You must preregister and pay for the preconference sessions.

## I don’t remember what sessions I registered for.

If you don’t remember what sessions you registered for, please visit <http://AAHPM.planion.com/Z?698166106> and log in with your AAHPM username. You can then match your schedule on the link and add those sessions in the app to your schedule.

If you forgot your username, please call Member Services at 847.375.4712.

## Will I be notified when my next session is?

Yes! You need to customize this option. Select the gear icon on the red Dashboard menu and select “My Schedule Reminders”. Type in the number of minutes you would like to be notified before your next session or event.

**Example:** Type in “15” and click set. This will trigger the app to remind you 15 minutes prior to the start of the next session or event listed in “My Schedule”. To disable the reminders, enter “0”.

## What does the Apple Watch functionality do?

While there is no full app for the watch, it will push your reminders through to your Apple Watch for you. Please make sure you set up your notifications as stated in the question above.

## Why are the Settings options different on my iPhone compared to an Android?

The Settings are customized by the app vendor to work best with each model of smart phone you are using.

## Can I take notes in the app?

Yes! After you add your session in “My Schedule”, click on the session name you want to take notes on. When in the description of the session, click the “Pen” icon. You can type into that note pad. You can either “Save” your notes or email them to yourself with the “Envelope” icon.

**Note:** *If you are looking for all of your notes, they are all located under the “Global Notes” icon. You can email yourself your notes by selecting the download button (square with an up arrow) and clicking “Email Show Summary”.*

## Can I access Handouts in the app?

Yes! After you add your session in “My Schedule”, click on the session name you want to see Handouts for. Scroll to the bottom of that session, click “Handouts”, then select “Download”. All the handouts that you download will be accessible in the “Handouts” icon on your home screen.

**Note:** *Only the handouts received by February 16 will be available in the mobile app by the time Assembly kicks off. All handouts will be available at [annualassembly.org](http://annualassembly.org) after the meeting.*

## What if I don't own a smartphone or a tablet?

If you don't have a smartphone or tablet, but are planning to bring your laptop, you can access the desktop version at [http://app.core-apps.com/assembly\\_2017](http://app.core-apps.com/assembly_2017). You will need to create a sign in to save your information on the desktop version.

If you aren't bringing a laptop either, there will be an onsite pocket guide of all sessions and events, including a map of the convention center.