

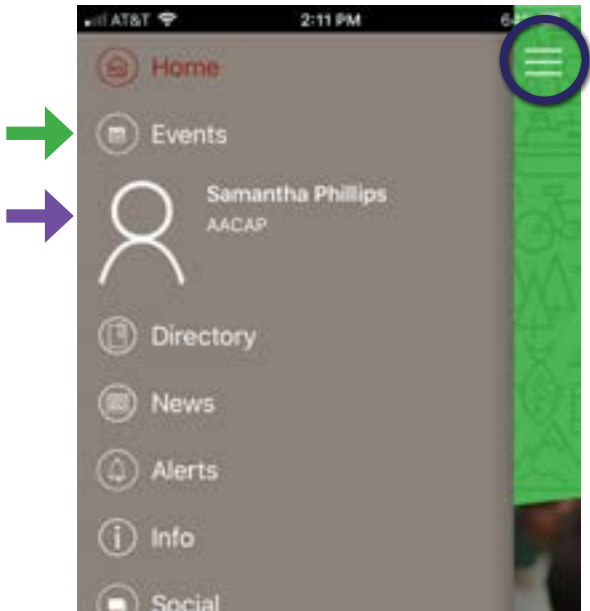
AACAP App Event Guide



Thank you to the **American Professional Agency, Inc.** for their sponsorship of the Annual Meeting App.

To download the App, **go to the Google Play or Apple iTunes Store and search for 'AACAP.'** If you have already downloaded the App, please be sure to **update to the latest version** to access Annual Meeting materials.

App Home



Login and Profile

Log in upon opening the app **using your AACAP username and password.** Once logged in, use the edit icon under Profile to update your profile or log out. Profile is also the place to update your privacy settings.

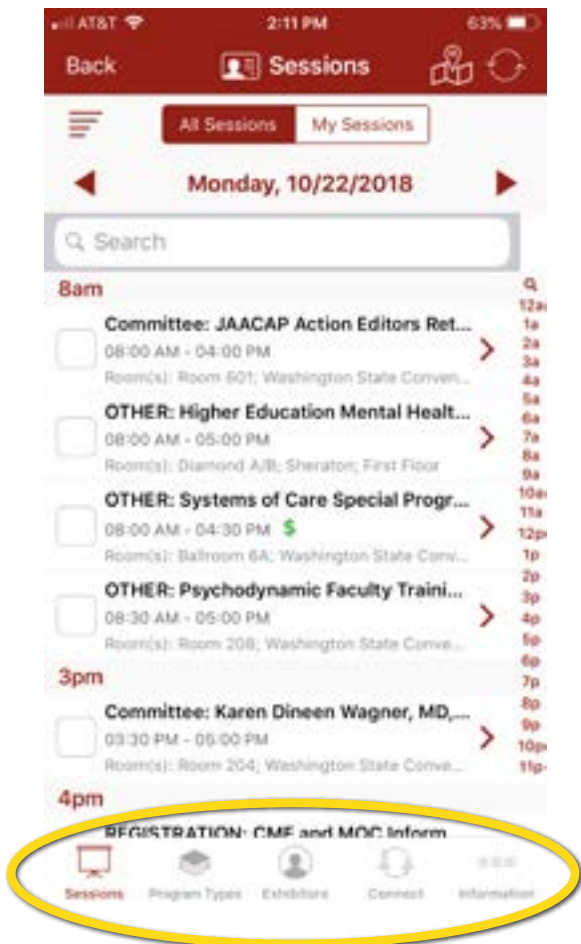
Main Menu

Use the circled icon to make the menu on the left hand side open and close.

Access to the Event Portal

- Once logged into the App, select the 'Events' module, or the shortcut on the landing page, and then the Annual Meeting.
- Navigate through the icons at the bottom of the screen to access all of the resources. **Click the refresh icon** to get the latest updates and information.

Event Portal

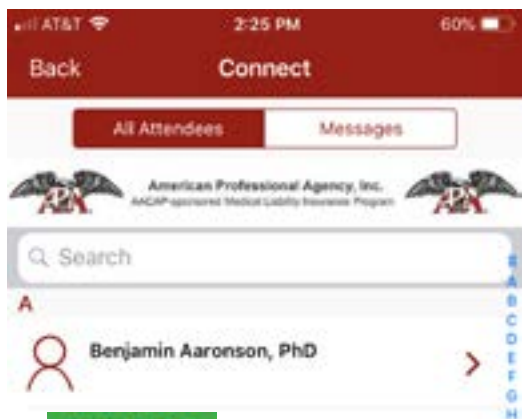
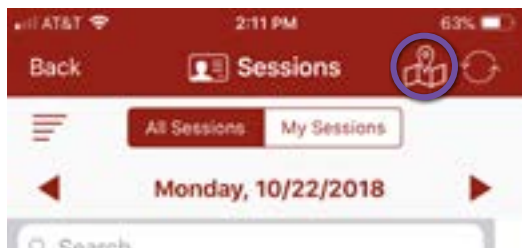
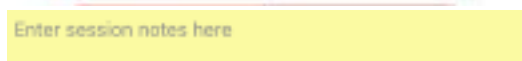
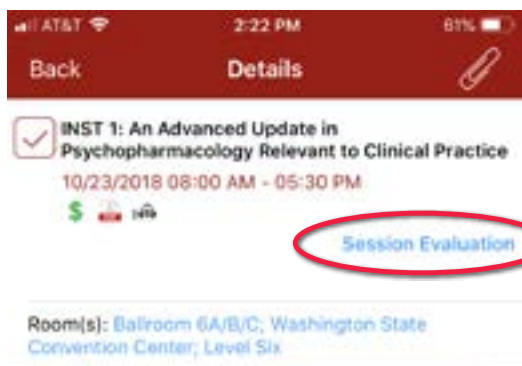
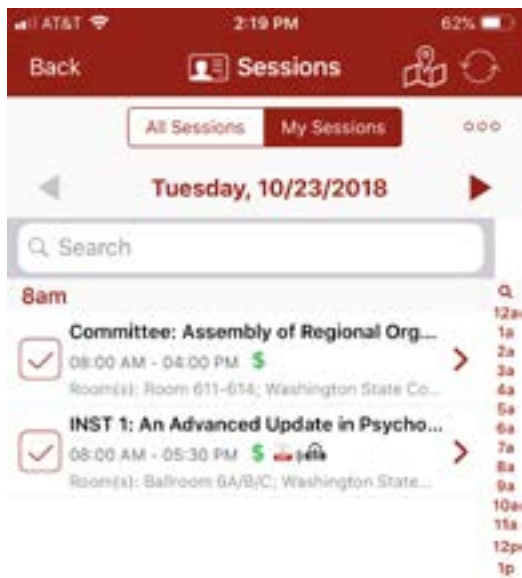


- Sessions:** a list of conference sessions by date and time with abstracts and session details
- Program Types:** a list of conference sessions by program type with abstracts and session details
- Exhibitors:** the exhibitor listing with contact information and booth location
- Connect:** a tool to message other attendees
- Information:** additional details about the event
- Speakers:** a list of conference speakers with their disclosures and sessions available in the 'Information' section

Sessions: 'All Sessions'

Once you select 'Sessions' under the selected event, you will be able to view the list of available sessions under 'All Sessions.' Here, you can search for sessions by date, program type, or keyword in the search box and add sessions to your personal schedule.

- To add a session to 'My Sessions,' click on the gray box, which will create a check inside the burgundy box.
- You can view sessions by day by clicking the burgundy triangles next to the date at the top of the screen.
- The PDF icon indicates a handout is available.



'My Sessions'

Select 'My Sessions' to view a list of sessions added to your schedule. Here you will be able to email your notes from all of the sessions you attended, add your schedule to your calendar, view session details, and access handouts.



1. Click on this icon to find the following options:
 - Add sessions to your device calendar.
 - Add a personal session.
 - Email your notes. To track your sessions for CME, write notes in each session and then email them to yourself at the end of the meeting.
2. Click on any session listing to view the details.
3. On the session details page:



- Click on the paper clip to view session handouts.
- Add your notes in the 'Enter session notes here' section.



Sessions: 'Session Evaluation'

After adding sessions to your 'My Sessions' list, you will be able to complete **Session Evaluations** by clicking on the individual session (in your 'My Sessions' list) to open the session details and then by clicking on the Session Evaluation link in the upper right hand corner.

Note: Not all sessions have Session Evaluations. Session Evaluations can only be submitted once per user.

Exhibitors



To add an exhibitor to your list, click on the gray person icon to indicate you want to visit the exhibitor and then click again to indicate you visited.



Floor Maps

To view the available floor maps, either click on the 'Floor Map' icon in the upper right hand corner of any events page or click on an exhibitor booth number or session location.

Connect

To message other attendees, select 'Connect' at the bottom of the screen. Here you will be able to view the list of available attendees to connect with under 'All Attendees.'



1. To connect with another attendee, tap on the burgundy icon next to their name. See 'Legend' under 'Information' for additional details.
2. Once your request is sent, indicated by the gray icon, and the attendee accepts your request, indicated by the burgundy icon, you can message, email, or call the attendee.
3. Manage your sent and received connect requests by clicking this icon in the 'Connect' module (rather than in the 'Event' module).
4. View your messages by clicking 'Messages' within the 'Connect' or 'Event' module.

Note: Not all attendees have chosen to use 'Connect' and/or display their contact information.