



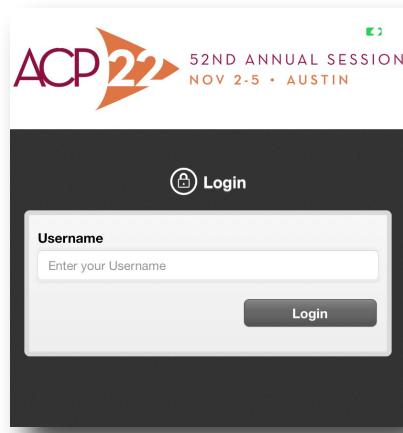
## Download the ACP 2022 Annual Session App

Maximize your time at this year's event with the ACP 2022 Annual Session mobile app. Easily access the schedule, speaker information, connect with other attendees, get up to date meeting alerts, and more! You can create your own personalized Annual Session schedule so you get the most of your meeting experience.



### How to Download:

1. Scan the QR code for the link to download the app on both iOS and Android devices.
2. Enter the **email address** that you used to register for the meeting as your **username. No password is required.**

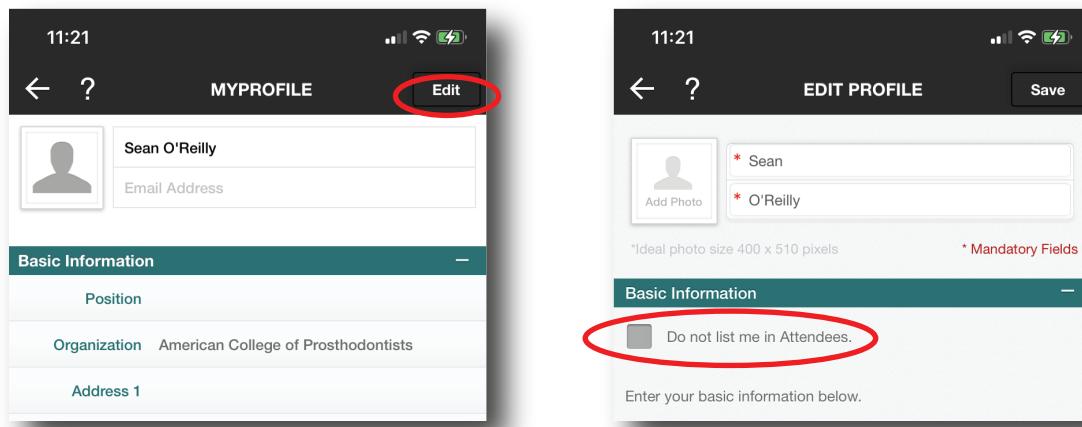


### Navigation Tips

1. At any time, if you want to return to the main screen of the app, click the button with 9 small boxes at the upper right hand corner.
2. Click the "Sync" button on the homescreen at the upper right hand corner to refresh the app to get the most up to date information.
3. Keep **notifications on**, we will send out push notifications throughout the event to attendees that is helpful for you to know. You can see all meeting alerts by clicking the triangle in the middle on the top of the home page.
4. Use the magnifying glass at the top left on the home screen to search for content throughout the app.

## App Features:

**My Profile:** Edit your contact information. You can include a headshot, information regarding your position, institution, address, phone number and social media handles. If you would like your profile to be private check the “Do not list me in Attendees” box by clicking the “edit” button that appears in the top left corner. If you make any edits to your profile, remember to hit the save button before exiting that screen.



**Social Feed:** You can send messages that will go to all attendees. You will also find the ACP Twitter, Facebook, Instagram, and LinkedIn feeds on this tab, and can view the ACP52.com website.

**Schedule:** Here you will find the daily schedule of events happening throughout the day. You will find the information about the time, location, speaker information, and session information. You can also make personalized notes in the app regarding each session.

**My Event:** This is where you can personalize your Annual Session schedule to maximize your experience. You can use the **MySchedule** tab to choose every session from the master schedule that you want to attend. To add the events, click the plus sign in the top right hand corner to add a scheduled event, or a private meeting to your schedule. You can choose to let the app sync to the calendar on your device or leave it in the app.

**MyContacts** allows you to search through the attendees by name or company to have the contact information readily available. **MyBooth** lets you add exhibitor booth information that can sort by company name or booth number. This feature will also show you where the exhibitor is in the Exhibit Hall. **MyNotes** helps you sort all the notes you have taken in the app on the schedule, exhibitors, speakers, or attendees. **MySession Tracking** allows you to track every session that you attend and check-in to sessions you viewed.

**Attendees:** This tab lets you search through all of the event attendees by name or institution to view their contact information.

**Floor Plans:** This tab shows the floorplan for the Exhibit Hall and maps out where each exhibitor's booth is located throughout Griffin Hall.

**Exhibitors:** You can find information on all of the Annual Session exhibitors, this is a perfect tool to look through and map out what exhibitors you'd like to visit during the Exhibit Hall hours and allows you to enter personalized notes for each exhibitor.

**Sponsors:** Here you will find all the information regarding our event sponsors.

**Overall Survey:** You can take the event survey on this tab, taking the survey is required to receive the CE Certificate at the end of the meeting. Typically, attendees will take this survey at the conclusion of Annual Session. The CE Certificate will not be accessible until the conclusion of the meeting.

**Event News:** This feed shows news stories pertinent to Annual Session 2022.

**FAQs:** You can find the frequently asked questions regarding Annual Session here, any additional questions can be answered at the ACP Help Desk throughout the duration of the meeting.

**Venues:** Use this tab to learn more about the 2022 Annual Session venue, JW Marriott Austin.

**About:** Access the information about the event, the ACP, and about the App under this tab.

**Help Desk:** To receive assistance on how to use the app from the Education Department or App Developer.

**Settings:** Here you can control the app settings where you can opt in or out of adding events to your devices calendar, or receiving push notifications from the app.

**Gallery:** Enjoy photos from the 2022 Annual Session here.

**Share:** Add your email to your profile and export information from the app to your email.

**Austin:** Find exciting things to do around Austin during your trip here, this tab has all the information from the Visit Austin website where you can find exciting activities for everyone to do during your time here.

**Resources:** Find meeting and ACP resources under this tab for your use.

**Log Out:** Click this tab to log out of the app.

