# AAG Mobile App User Manual

Tired of carrying a large printed program around the AAG Annual Meeting? Want to easily organize your AAG session schedule in a digital calendar format? Looking to save some money on the purchase of a printed program? Go green with the AAG Mobile App!

First launched at the AAG 2013 Annual Meeting in Los Angeles, the AAG mobile app has undergone several iterations, improving each time. This year, the app is the fastest version yet, featuring improved load times as well as real-time schedule updates. With the AAG mobile app, users can view everything found in the printed program in addition to easily creating a digital calendar of events; browsing sessions by specialty group sponsorship, date, time, and presentation type; receive up to the minute notifications on schedule changes or coffee breaks; and see a list of people who are attending the annual meeting. Whether you are brand new to the AAG mobile app or you are looking for more information on how to use the app, this guide will offer detailed instructions.

**Getting Started – Download and/or update your app**

The AAG mobile app is currently available for all major smartphone brands such as Apple iPhone, Samsung, Google Pixel, LG, and Blackberry. To download the app for your smartphone, visit your app store and search for "AAG Meetings" or follow this link from your phone: http://m.core-apps.com/aagmeetings. For tablet devices, either visit the app store and search for "AAG Meetings" or visit the same link as you would for downloading the app to a smartphone from your tablet device. If you do not have a smartphone, you have a Windows phone or tablet, or you prefer to use a laptop, the AAG mobile app can also be used on a Windows phone/tablet or any laptop with this link: http://app.core-apps.com/aagam2018. Bookmark the link to easily return to the app on your laptop!

Once you have downloaded the app, open it to see the list of AAG Meetings. Click on AAG 2018 New Orleans to open the program for this year. If you have previously installed the app, you may need to click on the button that reads "Exit to Meeting List" from the home screen of the 2017 Boston program. Once you are on the screen that shows the list of AAG Meetings, click the circular arrow button in the top right hand corner to update your app (this arrow button should be **RED** in color if it is not yet updated). After the app has been updated, click on the 2018 New Orleans program.
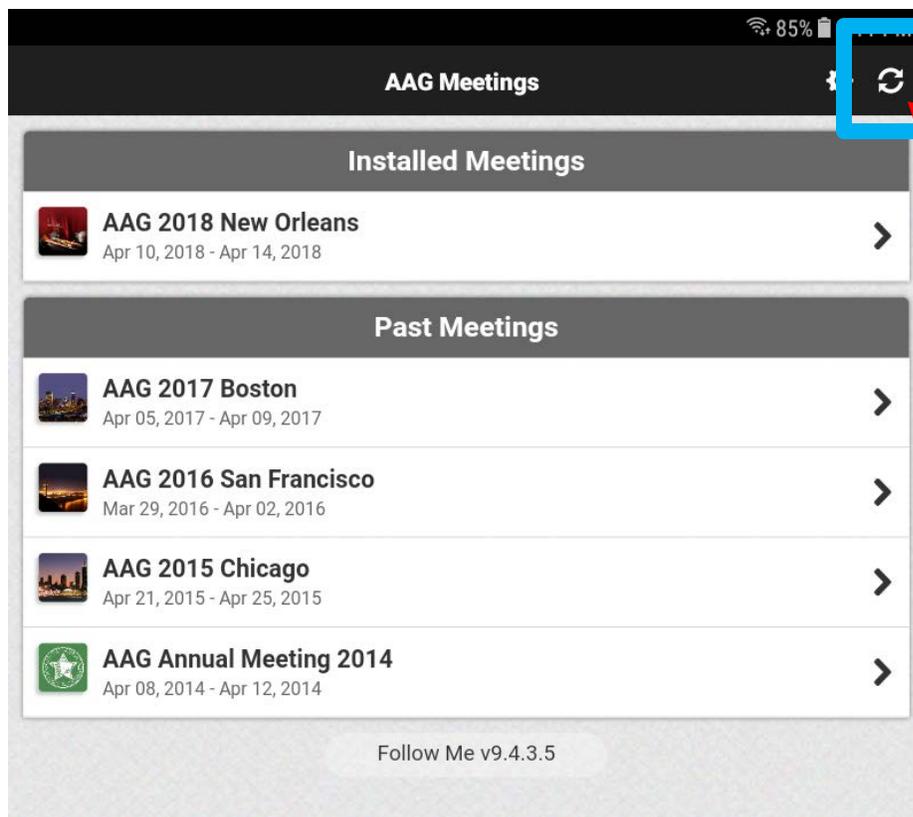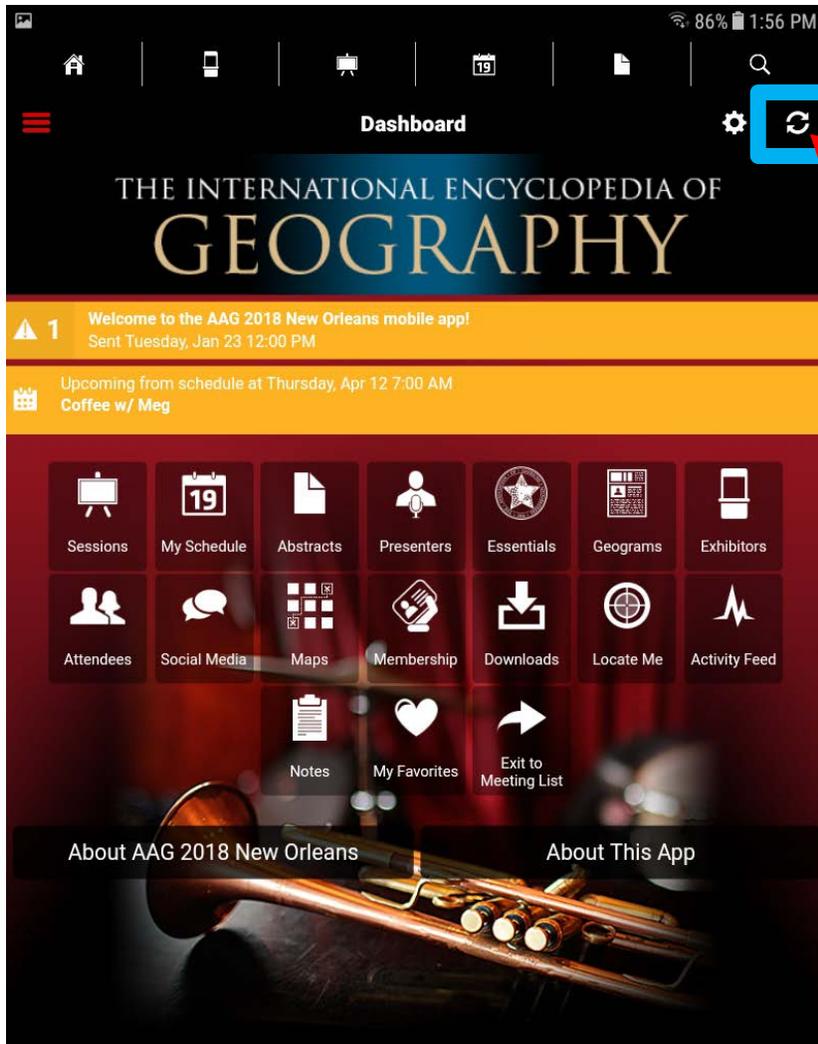
If these arrows turn **RED** at any time, it means the app needs to be updated! Click it to install updates

Install the 2018 New Orleans program by clicking the install button, then click the blue Open button to open the 2018 New Orleans program.

*Note: The first time you open the 2018 New Orleans program, it may need to download updates. This could take a moment. Please install the app before attending the meeting and when you are connected to Wi-Fi to ensure the fastest initial download time. Upon opening the app for the first time, you will also be given helpful tips about where to find information in the app. Click Next after reading these tips. There will also be a button available to click if you no longer wish to receive these types of tips.*

**The program is installed! Now what? (The Basics of the App)**

Basic features of the AAG app include the ability to set up an electronic calendar of the sessions you plan to attend, browse the program and schedule of events, search for a specific participant or event, and view the maps of the conference venues. ***If at any time the circular arrow button in the top right corner of the app (under the magnifying glass) turns red, this means that there is an update to the app! Click on the circular arrow to install the updates.***

If these arrows turn **RED** at any time, it means the app needs to be updated! Click it to install updates

The Home screen of the AAG app is the first screen that will open when the app is launched. Along the top of the app, you will find the quick keys. These are shortcut buttons to take you to the frequently used features of the app and will remain along the top of the app no matter which screen you are currently looking at. The button shaped like the **House** will return you to this Home screen. Use this button if you want to return to the Home screen at any time. The next button to the right, shaped like a **ticket window**, is the list of exhibitors who will have a booth in the exhibition hall during the annual meeting. Continuing to the right, the button shaped like an **easel** is the list of sessions during the meeting. The fourth button from the left on the top with the **number 19** on it is your personal calendar. The button that looks like a **page** is the list of presentation abstracts. Finally the **magnifying glass** is the search button.
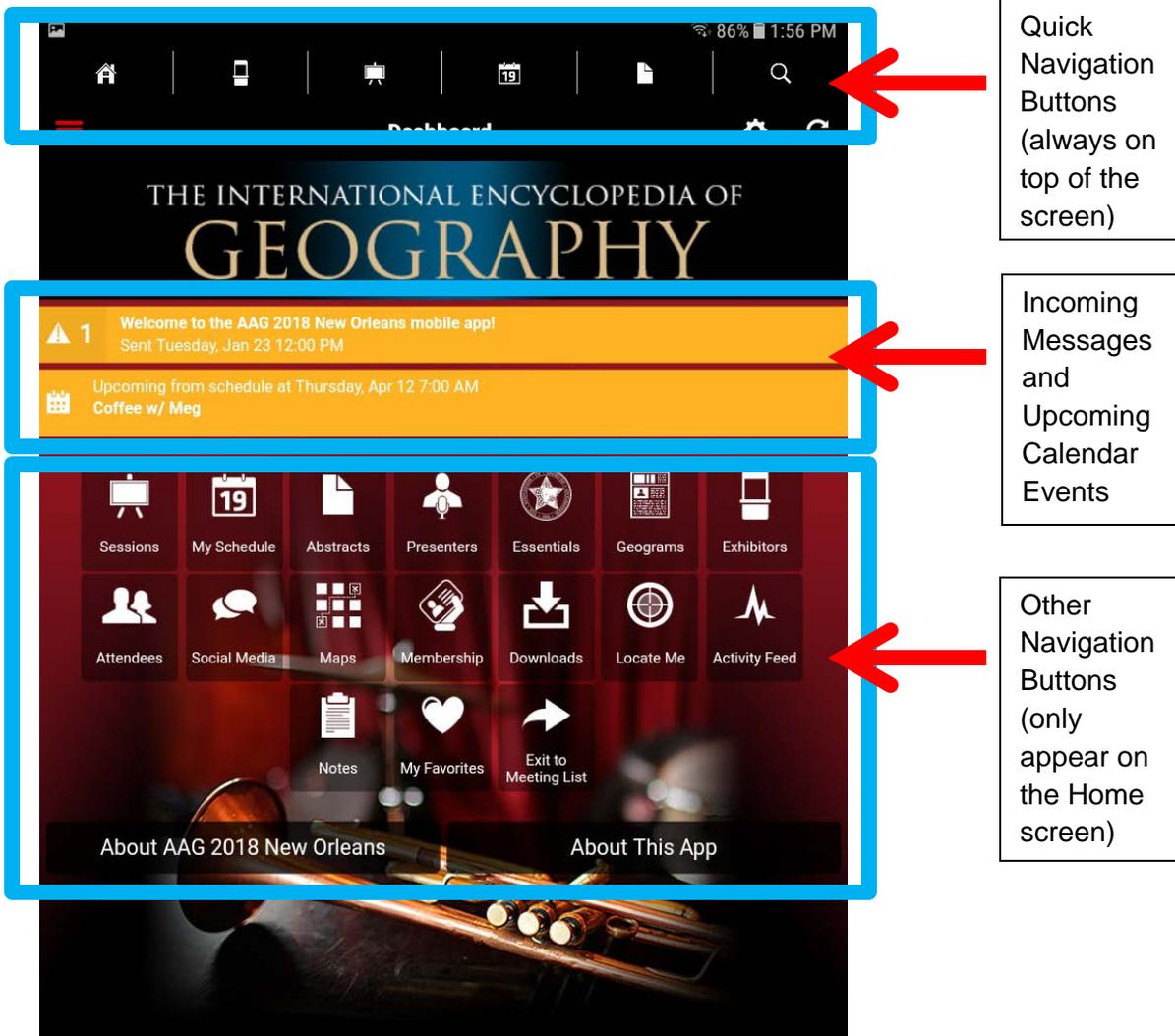
Quick Navigation Buttons (always on top of the screen)

Incoming Messages and Upcoming Calendar Events

Other Navigation Buttons (only appear on the Home screen)

Yellow bars will appear below the advertisements on the Home screen when you have a new message or when there is an upcoming event on your calendar. Clicking on the Yellow bar with the Caution symbol brings you to your recent messages. These are alerts that might contain useful information such as room changes or coffee breaks. The number next to the Caution symbol tells you how many unread messages you have. The Yellow bar with the calendar icon shows any upcoming events that you have added to your calendar (more below). Click on this bar to see the event.

Below the Yellow announcement bars are a variety of icon buttons that bring you to different features of the app. The basic features of the app will be explained below and include the **Calendar** (**My Schedule**), the **Sessions**, the **Search**, and the **Maps**.

The **Calendar** (**My Schedule**) button can be found both at the top of the screen and further down on the Home screen. It looks like a flip calendar and has the number 19 on it. This feature allows users to create their own personal schedule of events from the sessions that they are browsing in the app. When you first open the app, the calendar will have nothing on it. As you browse sessions, click on the **star icon** next to any session you think looks interesting and

would like to attend. These sessions are then automatically added to your calendar. It is also possible to add your own events to the calendar. To do this, click the + icon in the top right. From here, add a title, location, date, time, and duration of the event you would like to add to your calendar then select 'Done' in the top right. Events that you add to your calendar will be colored in blue while events that are added from the AAG Program are colored in purple. To browse your calendar, click on the date you would like to see at the top of the screen, then scroll down through the times to see all of your scheduled events. For a list view of your events, click on the icon that has the three dots and three lines. The alarm clock icon takes users to a list of all of the events that are currently happening at the annual meeting at the time of clicking on the icon.
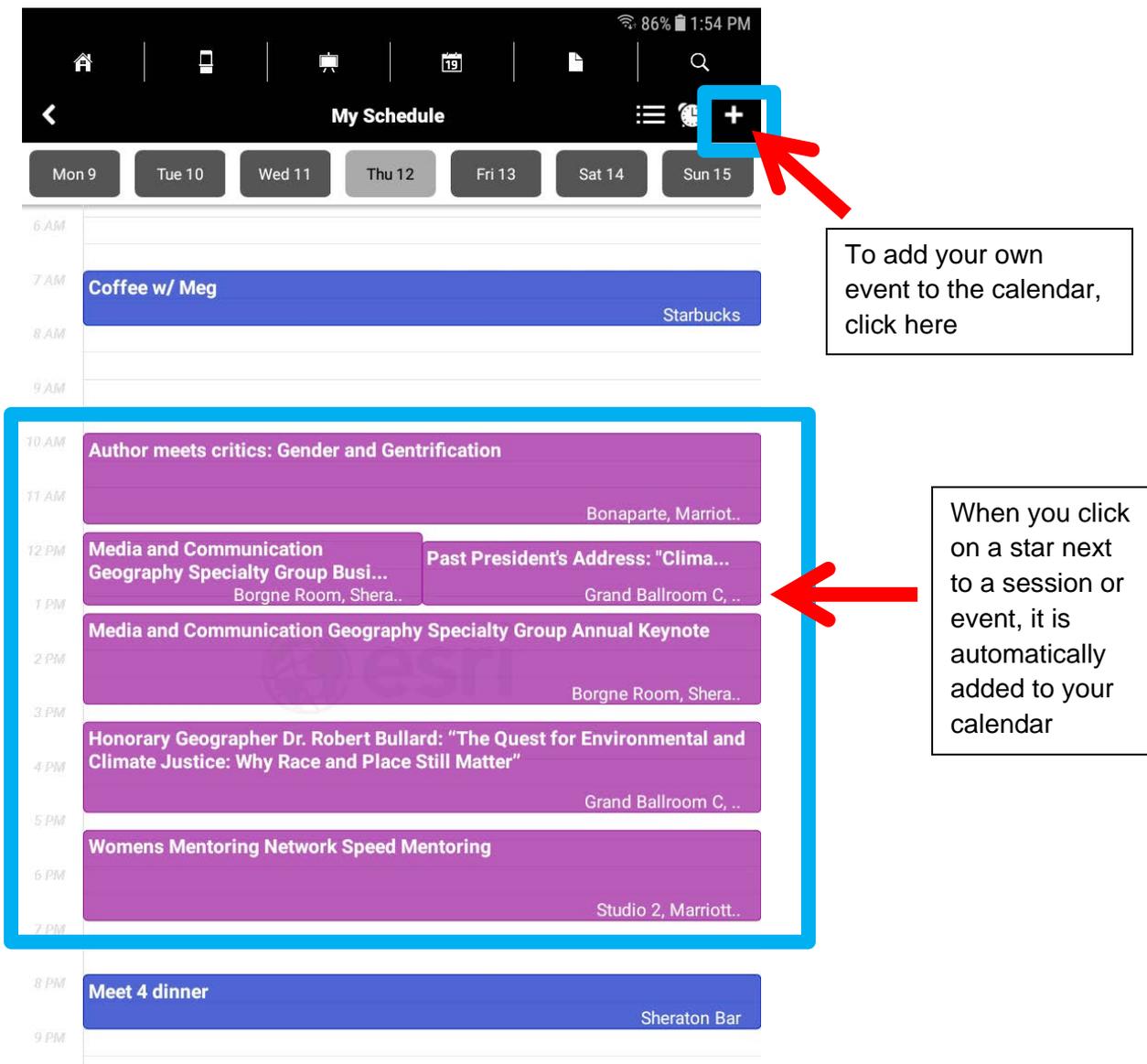


To browse sessions in the AAG Annual Meeting program and to add them to your calendar, click on the **Sessions** button. This button looks like an easel and can be found both at the center top of the screen as well as further down the Home screen on the left hand side. Once

you click on the sessions button, a screen will appear asking how you would like to browse the session. Browsing by Day allows you to look at all the sessions occurring on a particular day that you choose from the dates listed at the top of the screen. These sessions are organized by time and are alphabetical. Browsing by Session Type allows you to look through sessions based on the type of session it is: Illustrated Paper, Interactive Short Paper, Meeting, Panel, Paper, Plenary, Poster, or Special Event. These are then organized by date (select the date you would like to browse at the top of the screen), time, and alphabetical. To browse a session by specialty group sponsors, select Browse by Sponsor Group. This will produce a list of all of the specialty groups and sponsors. Select which sponsor you would like to browse, then select if you would like to browse those sponsored sessions by day or by session type. Lastly, you can browse by Theme to see sessions related to the three AAG 2018 Annual Meeting Themes. Browsing by Theme also allows you to browse by day, session type, and sponsor group after selecting your theme of choice. Click on any session while browsing to learn more about the session, including the session description, organizers, presenters, and presentation titles. To automatically add a session to your calendar, click on the **Star** on the left. To learn more about the presenter and read their presentation abstracts, click on any presentation in the session agenda. You can also save individual presentations to your calendar instead of entire sessions by looking at the presentation abstract and selecting the **Star** icon on the left.
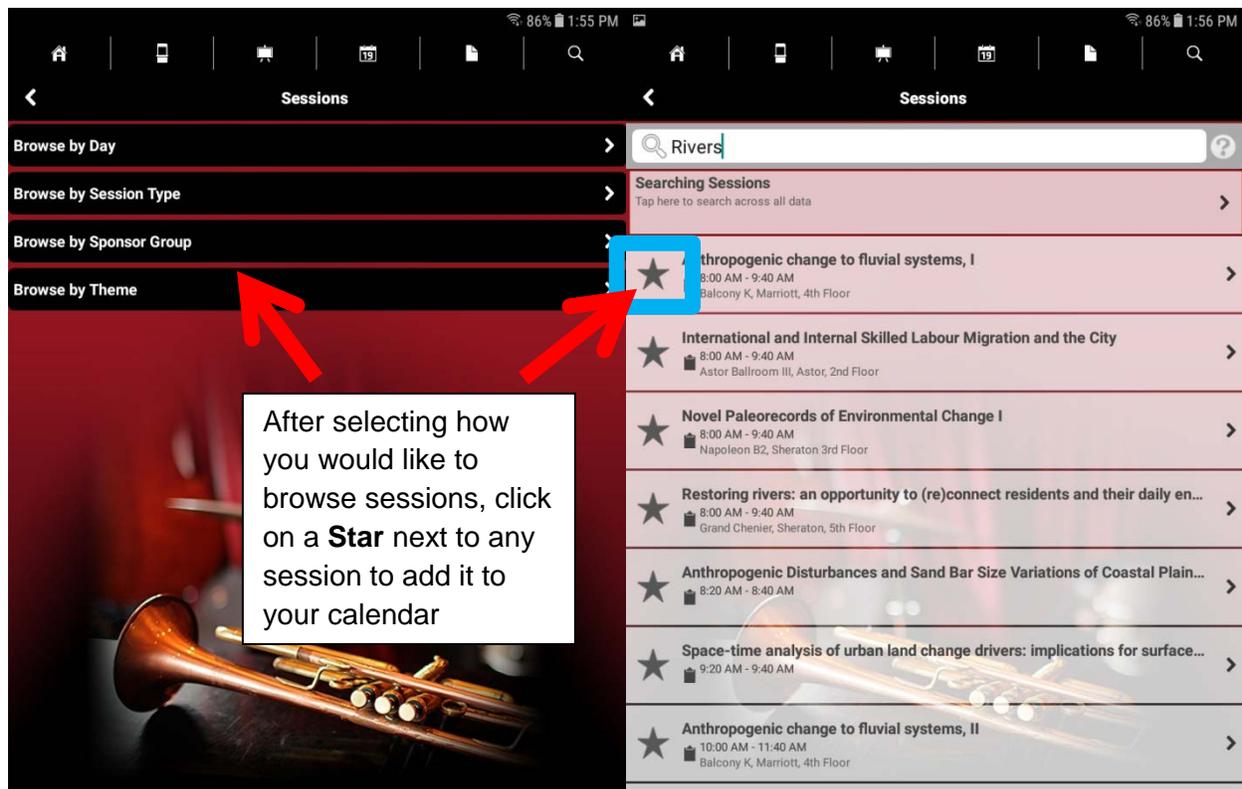


The Magnifying Glass shaped icon lets you **Search** for anything throughout the entire AAG Program. Simply search for the last name of a presenter, a keyword, or an event title in the search box after clicking on the Magnifying Glass. The search results will be displayed below the search bar. Click on any of the results for more information.
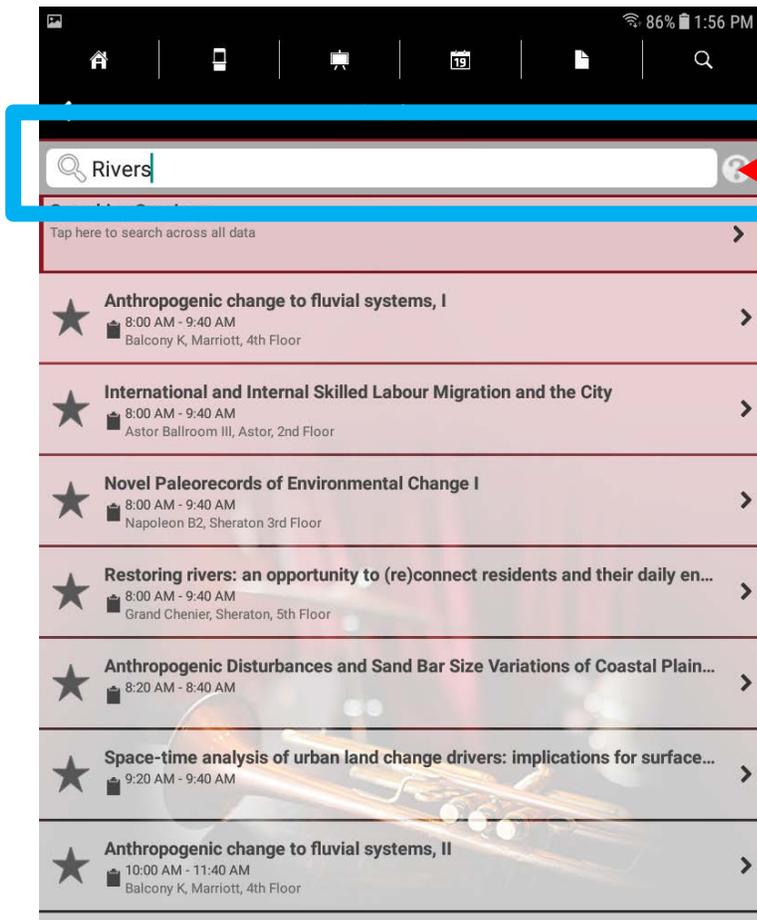
Search by participant last name, keyword, or event to find related sessions

Lastly, the **Maps** icon (this looks like a small 9x9 grid of squares and can be found in the middle of your Home screen) contains floor plans of the conference hotels as well as a walking map of the main street routes between the AAG meeting hotels. For the hotel floorplans, any of the rooms that are highlighted in orange are rooms being used for the AAG Annual Meeting. If you click on any orange colored room in the floor plan, it will take you to a list of all of the sessions that will be taking place in that room during the conference, organized by date and time. If you are lost, the **Locate Me** button on the Home screen helps you find your way. Type in a room that you are standing next to and the app will show you where you are, using the hotel floor plans.

The above information explains the basic functions of the AAG Mobile App. Using these basic functions will give you everything that the printed program provided, in a faster and more convenient way. It also gives you the ability to easily make a digital calendar of events and helps you find your way through the hotels using the floorplan maps. When in doubt, make sure to refresh your AAG Mobile App by clicking the circular arrow button in the top right corner! For more advanced features of the app, continue reading.

**Basics, schmasics. I want to know more! (Advanced App Features)**

For those app users who want to explore every inch of what the AAG Mobile App has to offer, the following paragraphs include information about additional features of the app beyond the basics. In this section, learn how to create a personal profile and add friends, use multiple devices, read the front matter of the AAG Program and other essentials, read conference abstracts, see lists of presenters and attendees, take notes, read daily Geograms, browse a list of exhibitors and download materials from them, and view social media feeds.

It is possible on the AAG Mobile App to create a personal profile such as what you might find on LinkedIN or Facebook. This profile can then be made publicly available to everyone who is using the AAG Mobile App or can be used to connect to friends and colleagues. There are multiple ways to set up your personal profile. Either click on the **three diagonal lines** on the upper left side of the app to open the **Message Center** and then click at the top to set up a profile or click on the **gear** icon on the upper right hand side of the app to open the **Settings** and select "MyProfile." Once in your profile, add your name and any other information you wish. If it is easier, the icon with the arrow in a circle in the top right allows you to import a profile from another site such as LinkedIN. If you would like your profile to be publicly available to others using the AAG Mobile App, make sure that the box is checked next to the phrase: "Tap here to publish your profile to the Attendees list to engage with others users of the app."

To see who else has created a profile in the AAG Mobile App, select the icon on the Home screen labeled **Attendees** that has a picture of the two human profiles. This gives you an option to browse all the attendees who have made a public profile or to browse attendees by type of attendee (First Timer, Session Chair, Session Organizer, or Student). Connect with people by selecting their name and hitting the "Request Friend" button. After the person you requested to be your friend approves your request, you can send them a message, share your calendar, share notes, or request a meeting all through the app! Simply hit the three diagonal lines in the upper left corner of the app Home screen to open the Message Center and view your list of friends. Click on a friend to open their profile and view the options at the left: envelope (send message), paper and pencil (share notes), calendar (see their schedule after it has been shared with you), ID card (add to address book), trash can (delete friend), hand shake (invite to a meeting), or question mark (help screen).

If you do not want to make your profile publicly available or you know someone who does not have a public profile, you can still add them as a friend on the AAG Mobile App using a **friend code**. When you click the three diagonal lines from your Home screen to open the Message Center, there will be an icon labeled "+ Add a Friend." After you click this, you have the option of entering a code that your friend gave you or finding out what your friend code is to give to a friend. The friend code option is only necessary for those app users who do not have a public profile.
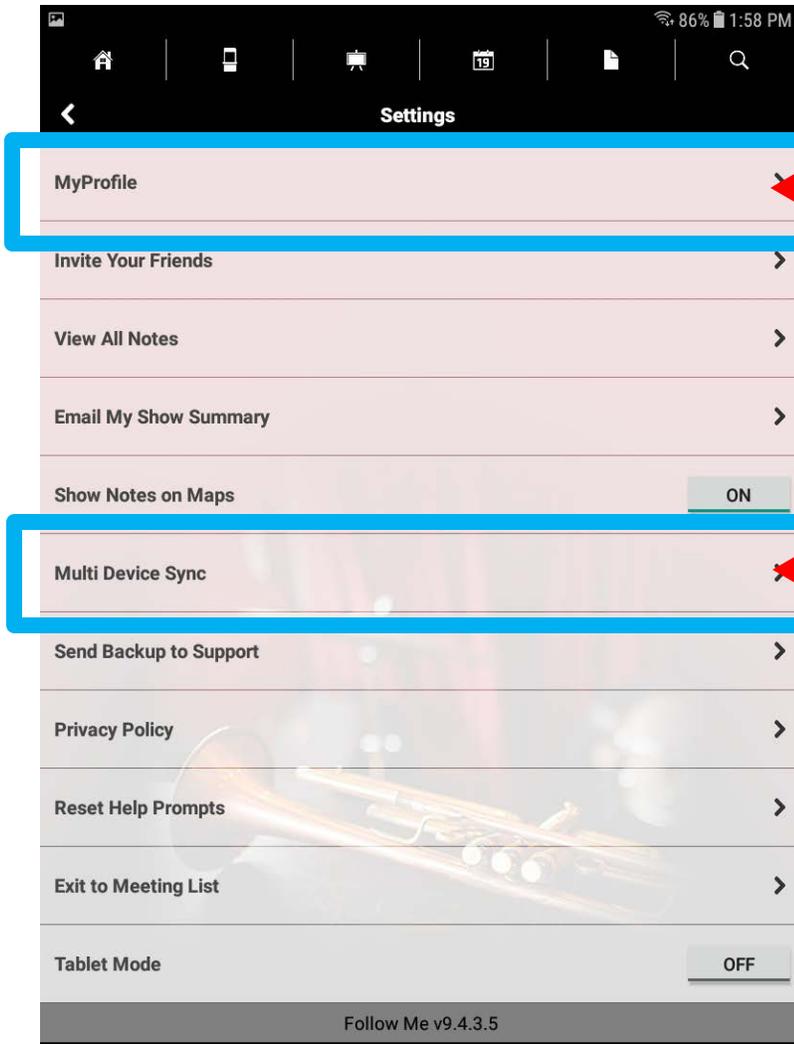
**Click under MyProfile in Settings to create your personal profile to connect with colleagues**

**Use Multi Device Sync if you want to put the AAG Mobile App on more than one device such as a smartphone and/or tablet or laptop**

To use the AAG Mobile App on multiple devices and be sure that all of your information syncs to each device, **Multi Device Sync** must be set up. To set this up, first go to **Settings** on your primary device by clicking the **gear** icon in the upper right. Scroll down to Multi Device Sync and select First Device. Enter in your email address and a password. On your additional devices, open the settings by selecting the **gear** icon in the upper right. Scroll down to Multi Device Sync and select Additional Device. Enter the same email address and password that was used for the First Device. After this step is complete be sure to update your app on all your devices by clicking on the circular arrows in the upper right of the Home screen. Your devices should now all be synced to each other and any information added to one device will appear on all of your devices. If for some reason you do not see information being synced, double check that you are logged in on the Multi Device Sync screen in the Settings. Once you have checked that you are logged in, update the app on all devices.
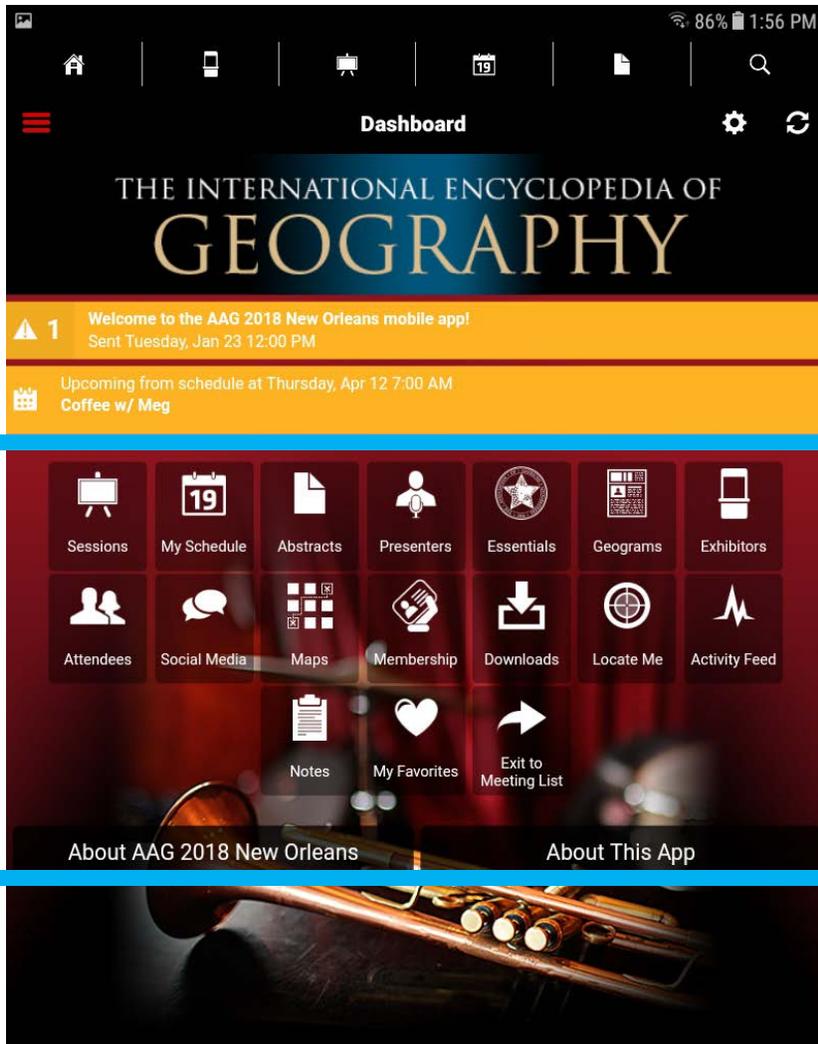
Other Navigation Buttons Include **Abstracts**, **Presenters**, **Essentials**, **Geograms**, **Exhibitors**, **Social Media**, **Membership**, **Downloads**, **Activity Feed**, **Notes**, and **My Favorites**

The remaining buttons on the AAG Mobile App access additional information useful for the AAG Annual Meeting. The **Abstracts** button is similar to the Sessions button, but allows users to search through all of the abstracts submitted for the Annual Meeting.

The **Presenters** button provides a list of everyone who will be doing a presentation at the Annual Meeting. The Presenters button is different than the Attendees button. The Attendees button only contains those who have created a personal profile on the AAG Mobile App and made their profile public whereas the Presenters button is anyone who is presenting at the conference.

The **Essentials** button contains files of useful information typically found in the front matter of the printed program such as information about the Jobs and Careers Center, the Newcomers Guide, Session Chairs instructions, Student Networking Happy Hour, and other materials. Important messages for each day can also be found in the daily Geograms. The **Geograms** button contains a PDF of the daily onsite Geogram (also emailed to you daily) explaining major events for the day.

The **Exhibitors** button provides a list of those who will have a booth in the Exhibition Hall. Exhibitors will often add additional information for you to download, such as book lists or other printed resources. Whenever you download something, that download will be stored in the **Downloads** button. Exhibitors can be starred similar to individuals or sessions and saved under the **My Favorites** button with anything else you have starred in the app.

The **Social Media** button shows you the current #AAG2018 Twitter feed, the AAG Facebook page, the #AAG2018 Instagram feed, the AAG YouTube channel, and a section of photos that users may have uploaded to the AAG Mobile App. Click on the Social Media button to follow along with the online conversations even if you do not have a social media profile yourself. The **Membership** button navigates to the AAG membership website which contains more information about the benefits and renewal process of an AAG membership.

Lastly, the **Notes** button lets you see any notes you may have taken about a session. It also allows you to add a note to save for later. You can also **save a backup** of all the information stored in your AAG Mobile App in the event that you need to reinstall the app. To do this, go to **Settings** by clicking on the gear icon in the upper right of the Home screen. Next select Send Backup to Support. An email message will appear with your specific code. Tap Send and your backup will be sent to Core-apps support. Core-apps will be able to help you recover your data. For more detailed technical support, email support@core-apps.com.

Remember when in doubt, refresh your AAG Mobile App by clicking on the circular arrow button in the top right corner of the app and download updates! If you have more questions about using the AAG Mobile App onsite, visit the Information Desk near the AAG Registration.