AMA meetings app FAQs

Cvent mobile app

Several tools in the Cvent mobile app make it easy for you to connect with other attendees. To take advantage of this, ensure your profile has the appropriate visibility setting. By default, your profile is hidden. You may choose to make it visible when updating your profile.

- Get instructions on downloading the app (PDF)

Logging in

- You will be prompted to log in if you attempt to look at your schedule or your profile, or,
- Tap the profile icon at the bottom of the screen.
- Enter your first name, last name and email address. Then tap the arrow button.
- A verification code will be sent to your email and/or cell phone from AMA HOD. Enter the six-digit code you receive, then tap the arrow button.

Troubleshooting log in

- Ensure you are entering the same email you registered with for the event.
- Check spam and junk folders for the verification code email.
- The email or text should be received in less than a minute.
- If you still do not receive the verification code, visit the Information Desk located next to Registration.

NOTE: Verification codes can only be used once and expire after 24 hours. If you are logging in on multiple devices, you will receive a new verification code for each.

Watch the video for visual instruction.
Updating your profile

- Tap the profile icon at the bottom of the screen.
- Tap View Profile at the top of the screen beneath your name.
- Tap the pencil icon.
- Tap Add Photo to add a profile photo.
- Select your desired privacy option.
- Update your name if necessary, and complete profile details.
- Tap Save in the upper-right corner.

Watch the video for visual instruction

Managing your schedule

- After logging in, tap the calendar icon at the bottom of the screen, or tap the Schedule button at the top.
- Tap All Sessions to view the full schedule.
- Use the filters at the top to quickly narrow down the list.
- Tap the plus sign to add a session to your personal schedule, or,
- Tap a session to see more information, then tap Add Session.
- Tap the back arrow in the top-left corner to return to the schedule.
- Tap the check mark to remove a session from your schedule.
- Use the magnifying glass in the top-right to search for sessions by keyword.

Watch the video for visual instruction

Adding connections

- Tap the hamburger icon in the bottom-right corner.
- Tap Attendees.
- Tap the name of the attendee you want to connect with.
- Tap Connect.
- Tap the profile icon at the bottom of the screen, then tap Connections.
- Once the attendee accepts your request, they will be listed. On the Attendees list, you will see a blue ring around the profile picture of your connections. While viewing their profile, you will see a “You are connected!” message.
To view incoming requests, tap the profile icon, then tap **Connections**. A red badge alerts you to new connection requests. Tap **Accept** or **Ignore**.

Watch the video for visual instruction

### Sending messages

- Tap the hamburger icon in the bottom-right corner.
- Tap **Attendees**.
- Scroll or search to find an attendee.
- Tap their name, then the message icon in the bottom-right corner.
- Type your message, then tap the send icon. You will see a blue check mark when they have read your message.
- Tap the back arrow to exit out of the messaging screen. A red badge alerts you to new messages. Tap the profile icon, then **Messages** to view your new messages.
- Tap and hold a message to quickly reply with an emoji.

Watch the video for visual instruction