The “AMA Meetings” Mobile App - FAQ

Where can I download the new mobile app?

The “AMA Meetings” mobile app is available for iPhone and Android devices in Apple’s App Store and the Google Play store. You can find the app in either store by searching for “AMA Meetings.”

The app is asking me to log in. Why do I need to log in?

Once you log in to the mobile app, you will be able to access the same schedules, bookmarks, reminders, notes and contacts on your phone, tablet and desktop. After logging in, you can also:

- Take notes
- Share photos
- Rate sessions
- Join the attendee list
- Check in
- Share contacts
- Share over social media
- Message fellow attendees

Where can I get my login?

The login process is largely self-managed. Just follow the steps below to log in from your device:

1. **Access the Sign In page:** Tap the hamburger icon in the upper-left corner to open the side nav, then “Log In.”

2. **Enter your info:** You'll be prompted to enter your first and last name. Tap “Next.” Enter an email address, then tap “Next” again.

3. **Verify your account:** A verification email will be sent to your inbox. Open it and tap “Verify Account.” You'll see your confirmation code has already been carried over. Just tap “Finish.” You'll be taken back to the Event Guide with all those features unlocked.

I've requested my login, but I never received an email.

If you haven’t received your login, one likely culprit may be your spam filter. We try to tailor our email communications to avoid this filter, but some emails end up there anyway. Please first check the spam folder of your email client. The sender may be listed as CrowdCompass or AMA Meetings.
I lost my login, and I forgot my confirmation code. How do I log myself back in?

To have a verification email resent to you, start by accessing the Sign In page.

1. **Access the Sign In page:** Tap the hamburger icon in the upper-left corner to open the side nav, then “Log In.”

2. **Enter your info:** You’ll be prompted to enter your first and last name. Tap “Next.”

3. **Click on “Forgot Code”:** If you’ve already logged in before, the app will already know your email address and will send a verification email to you again.

4. **Verify your account:** A verification email will be sent to your inbox. Open it and tap “Verify Account.” You’ll see your confirmation code has already been carried over. Just tap “Finish.” You’ll be taken back to the Event Guide with all those features unlocked.

How do I create my own schedule?

1. **Open the Schedule:** After logging in, tap the “Schedule” icon.

2. **Browse the Calendar:** Switch days by using the date selector at the top of the screen. Scroll up and down to see all the sessions on a particular day.

3. **See something interesting?** Tap the plus sign to the right of its name to add it to your personal schedule.

How can I export my schedule to my device’s calendar?

1. **Access your schedule:** After logging in, tap the hamburger icon in the top right, then “My Schedule.” Here you’ll see a personalized calendar of the sessions you’ll be attending. You can tap a session to see more details.

2. **Export it:** Tap the download icon at the top right of the screen. A confirmation screen will appear. Tap “Export” and your schedule will be added directly to your device’s calendar.

How do I allow notifications on my device?

**Allowing Notifications on iOS:**

1. **Access the Notifications menu:** From the home screen, tap “Settings,” then “Notifications.”

2. **Turn on Notifications for the app:** Find the event’s app on the list and tap its name. Switch “Allow Notifications” on.

**Allowing Notifications on Android:**

Note: Not all Android phones are the same. The directions below walk you through the most common OS, Android 5.0.
1. **Access the Notification menu**: Swipe down on the home screen, then click the gear in the top right. Tap “Sounds” and notifications.

2. **Turn on Notifications for your event's app**: Scroll down and tap “App Notifications.” Find your event’s app on the list. Switch notifications from off to on.

**How do I manage my privacy within the app?**

**Set Your Profile to Private…**

1. **Access your profile settings**: If you’d rather have control over who can see your profile, you can set it to private. After logging in, tap the hamburger icon in the top left, then tap your name at the top of the screen.

2. **Check the box**: At the top of your Profile Settings, make sure that the box next to Set Profile to Private is checked.

…or hide Your Profile entirely:

1. **Access the Attendee List**: Rather focus on the conference? Log in, open the Event Directory, and tap the “Attendees” icon.

2. **Change your Attendee Options**: Click the Silhouette icon in the top right to open Attendee Options.

3. **Make sure the slider next to Show Me On Attendee List is switched off**: Fellow attendees will no longer be able to find you on the list at all.

**How do I message other attendees within the app?**

1. **Access the Attendee List**: After logging in, tap the “Attendees” icon.

2. **Send your message**: Find the person you want to message by either scrolling through the list or using the search bar at the top of the screen. Tap their name, then the chat icon to start texting.

3. **Find previous chats**: If you want to pick up a chat you previously started, tap the hamburger icon in the top right, then “My Messages.”

**How do I block a person from chatting with me?**

1. **Access the Attendee List**: Rather focus on the conference? Just as before, log in and tap the “Attendees” icon.

2. **Block the person**: Find the person you’d like to block by scrolling through the list or using the search bar at the top of the screen. Tap their name, then the chat icon. But don’t type anything; instead tap “Block” in the top right.

**I want to network with other attendees. How do I share my contact info with them?**

1. **Access the Attendee List**: After logging in, tap the “Attendees” icon.
2. **Send a request:** Find the person you want to share your contact information by either scrolling through the list or using the search bar at the top of the screen. Tap their name, then the plus icon to send a contact request. If they accept, the two of you will exchange info.

**I want to schedule an appointment with other attendees. How do I do that?**

1. **Navigate to My Schedule:** Tap the hamburger icon in the top left, then “My Schedule.”

2. **Create Your Appointment:** In the top right corner of the My Schedule page you'll see a plus sign. Tap on it to access the Add Activity page.

3. **Give your appointment a name, a start and end time, and some invitees:** When you're finished, tap “Done.” Invitations will be immediately sent to all relevant attendees.

**How do I take notes within the app?**

**Write Your Thoughts...**

1. **Find your Event Item:** After logging in, find the session, speaker, or attendee you'd like to create a note about by tapping on the appropriate icon in the Event Directory, then scrolling through the item list. Once you've found the item you're looking for, tap on it.

2. **Write your note:** Tap the pencil icon to bring up a blank page and your keyboard. Enter your thoughts, observations, and ideas. Tap “Done” when you've finished.

**…Then Export Them**

1. **Navigate to My Notes:** Tap the hamburger icon in the top right, then My Notes. Here you'll find all the notes you've taken organized by session.

2. **Choose where to send your notes:** Tap the share icon in the top right and CrowdCompass will automatically generate a draft of an email that contains all your notes. All you have to do is enter an email address, then tap “Send.”