



## App Schedules and Logistics Overview



From: Advocacy Day <[advocacyday@advocacyassociates.com](mailto:advocacyday@advocacyassociates.com)>  
To: Margaret Lavender  
Subject: Schedule for Okapi Hill Day

Hello Margaret Lavender,

You can access your meeting schedule for Okapi Hill Day on our free "AdvocacyDay" app, available in the App Store for Apple devices and in the Google Play Store for Android devices. The directions to access are as follows:

- In your device's app store, search for "AdvocacyDay" (all one word) and download it
- When you open the app, select "Choose Your Group" and find your group, **Okapi Association**
- If you've used the AdvocacyDay App with this email address before, log in with the credentials you previously created:
  - **Your Username is** [zla+lavender@advocacyday.com](mailto:zla+lavender@advocacyday.com)
  - There is a "Forgot Password" feature if needed
- If you are a new user, click the "Sign Up" button and follow the steps to create an account

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As a web-based backup, you can also view your schedule for Okapi Hill Day here: [advocacyday.net/oa](http://advocacyday.net/oa). The login/signup process is the same.

If you have any questions or concerns, please contact support here: [advocacyday.net/oa/support](http://advocacyday.net/oa/support)

Thank you,  
Advocacy Associates

## Downloading the App

- You will receive an **automated email from Advocacy Associates** on a **to-be-determined date** by your organization
- Check your SPAM/JUNK folder if you think you did not receive the email
  - Verify with your organization on the date this email was/will be sent



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Thank you,  
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AdvocacyDay  
Business

★★★★★9

Constituent Voice

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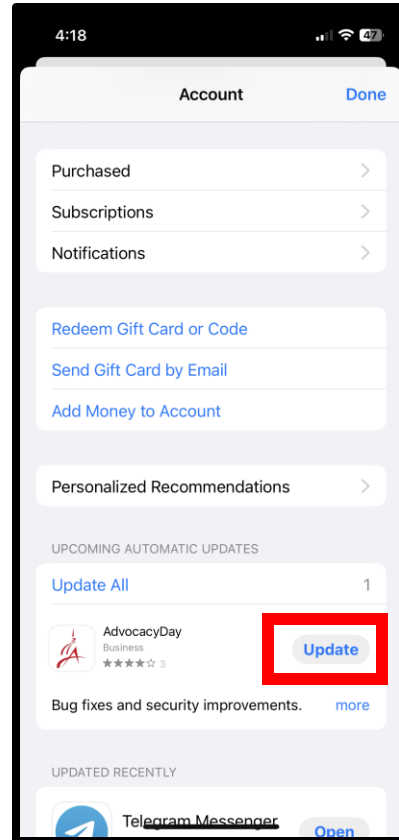
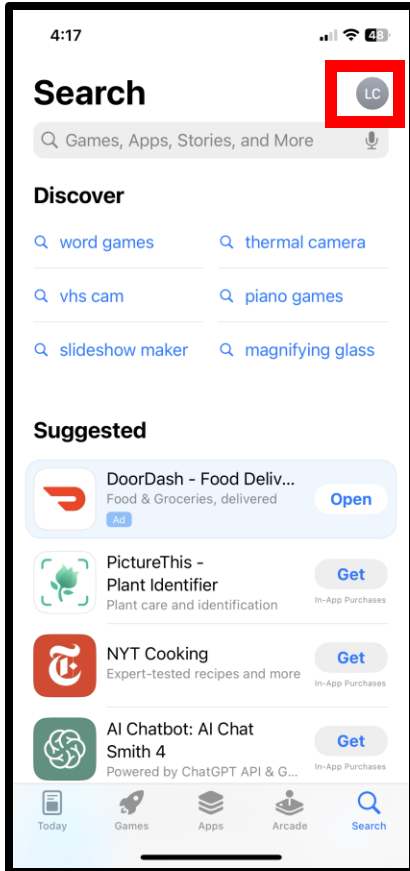
Thank you,  
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## IMPORTANT

- If the app is already downloaded to your device, ensure it is the most updated version before logging in



## IMPORTANT



- If the app is already downloaded to your device, ensure it is the most updated version before logging in

- For iPhone:

- Go to your App Store

- Tap your **profile icon** in upper right

- Scroll down to find the AdvocacyDay app

- If “**Update**” appears next to the app icon, tap on it

- If “**Open**” appears next it, no action is needed, you have the most up to date version

## IMPORTANT

- If the app is already downloaded to your device, ensure it is the most updated version before logging in

- For Android:

- Go to your Google Play Store app

1. Tap your **profile icon** in upper right

2. Tap **“Manage apps and device”**

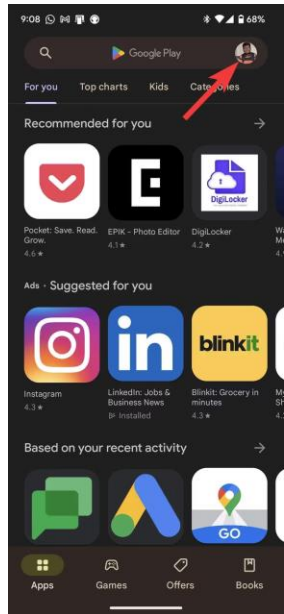
3. If there are pending updates, tap to view

4. Tap **“Update”** if there is an update badge beside the AdvocacyDay app

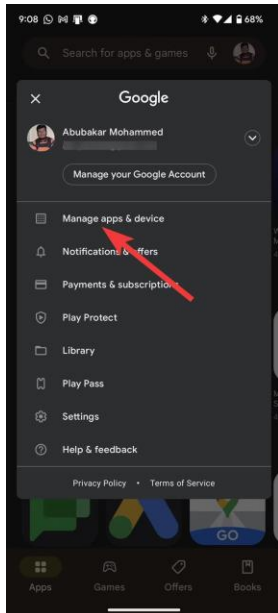
- If the AdvocacyDay app is not listed, no action is needed



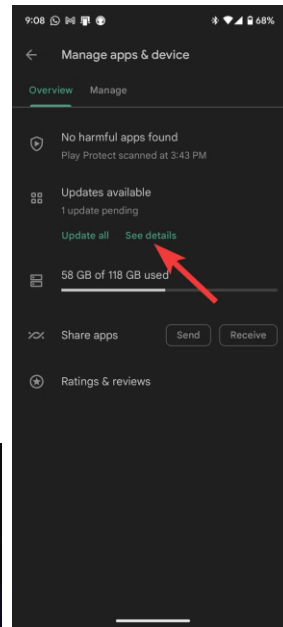
Step 4



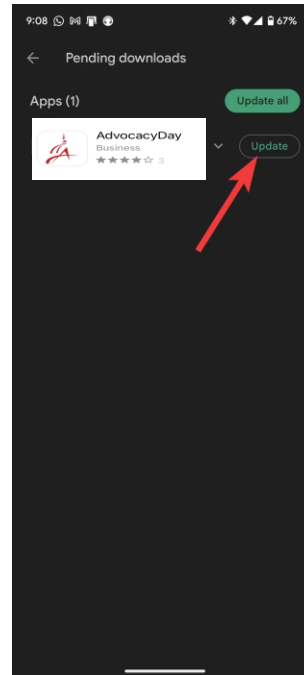
Step 1



Step 2



Step 3





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Thank you,  
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- If you do not have the most updated version, you will experience login issues



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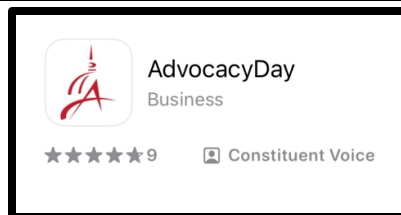
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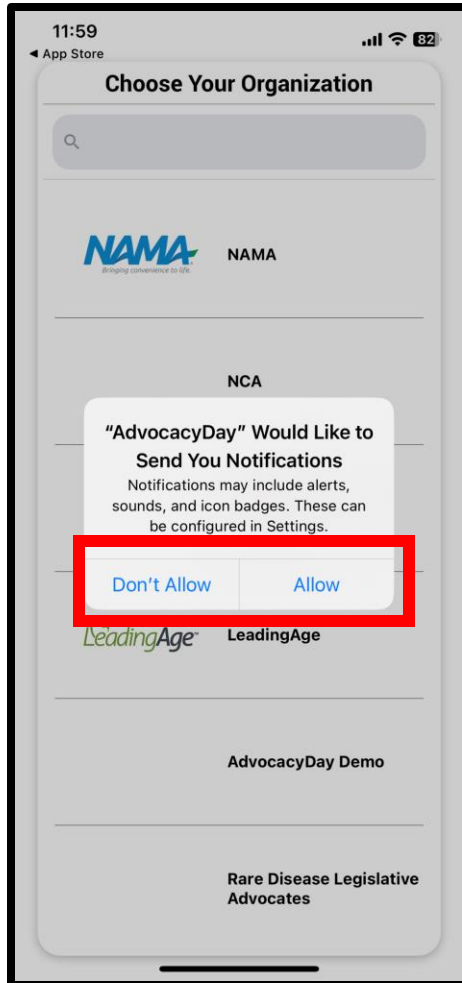
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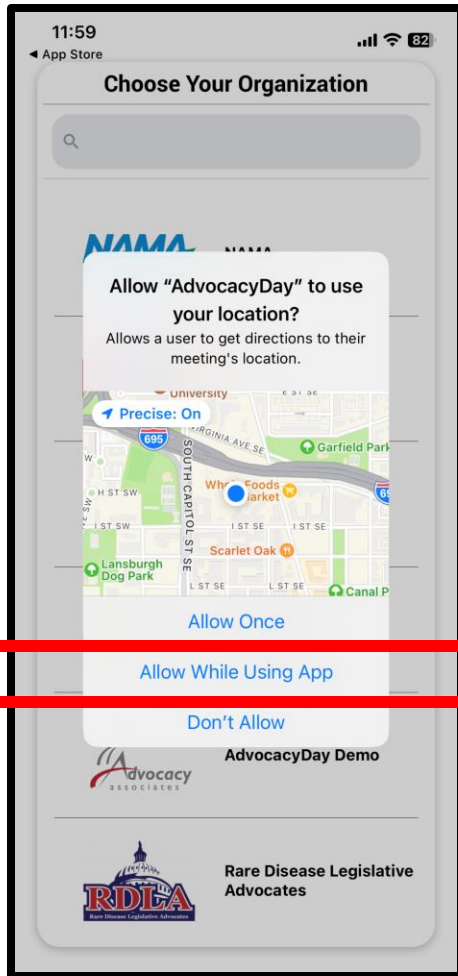
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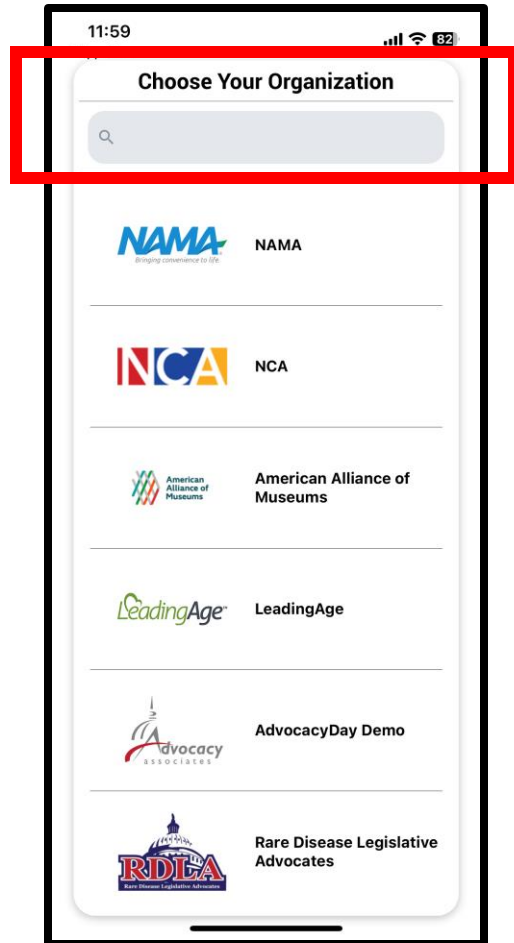
## When Opening the App

- Select **“Allow”** for notifications



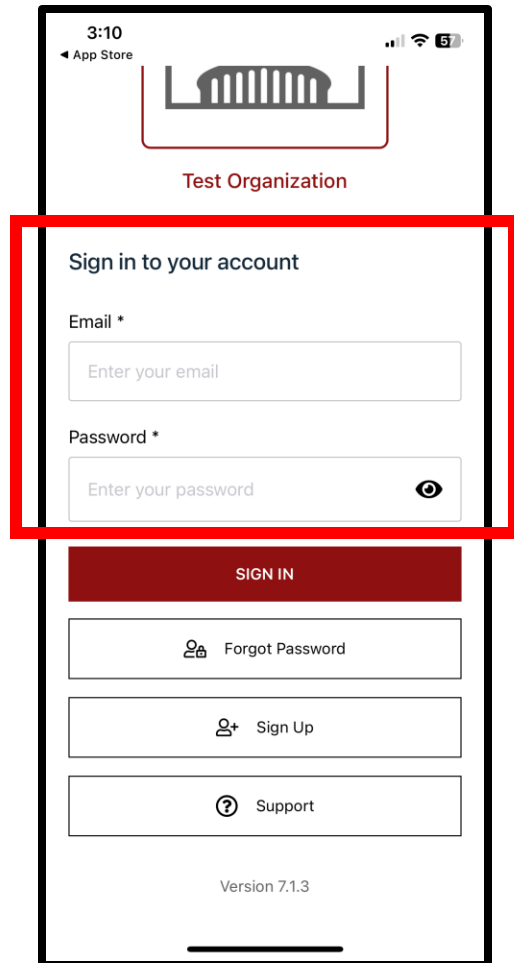
## When Opening the App

- Select "Allow" for notifications
- Select "Allow While Using App" for location setting



## When Opening the App

- Select “Allow” for notifications
- Select “Allow While Using App” for location setting
- Type your organization’s name in the Search bar at the top



## Logging In

- EXISTING USERS who participated in a previous event can login with their email and password



## Logging In

A screenshot of a mobile app login screen. At the top, the time is 3:10 and there's an 'App Store' link. Below is a red-bordered box containing a building icon and the text 'Test Organization'. The main heading is 'Sign in to your account'. There are two input fields: 'Email \*' with a placeholder 'Enter your email' and 'Password \*' with a placeholder 'Enter your password' and an eye icon. Below these is a red 'SIGN IN' button. A red box highlights the 'Forgot Password' button, which has a key icon. Below that are 'Sign Up' and 'Support' buttons. At the bottom, it says 'Version 7.1.3'.

- **EXISTING USERS** who participated in a previous event can login with their email and password
- **Forgot your password from the last event? Tap here**

A screenshot of a mobile application interface for resetting a password. At the top, the time is 12:43 and the battery is at 79%. The title is 'Reset your password'. Below the title is a red-bordered box containing an 'Email \*' label, a text input field with the placeholder 'Enter your email', and a purple 'SEND' button. Below the red box is a 'Back to Sign In' button.

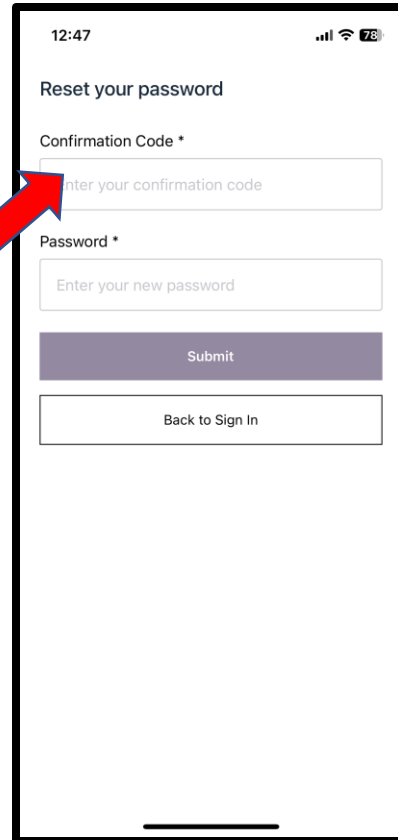
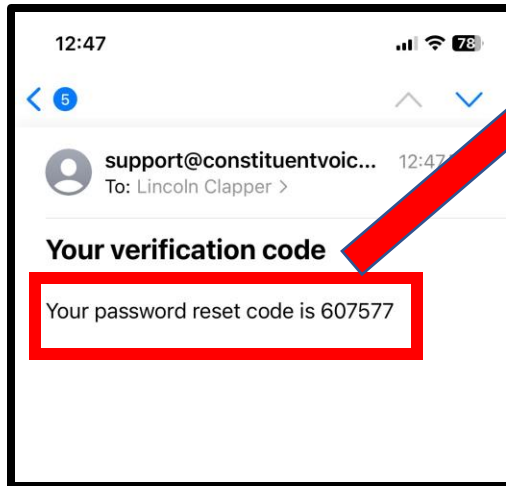
## Logging In

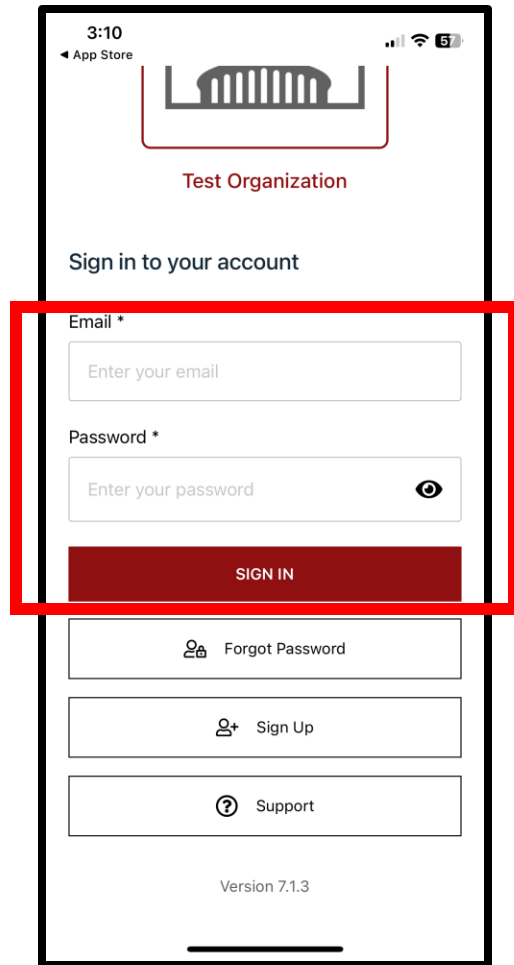
- **EXISTING USERS** who participated in a previous event can login with their email and password
- Forgot your password from the last event? Tap here
- Enter your email, tap “Send”



## Logging In

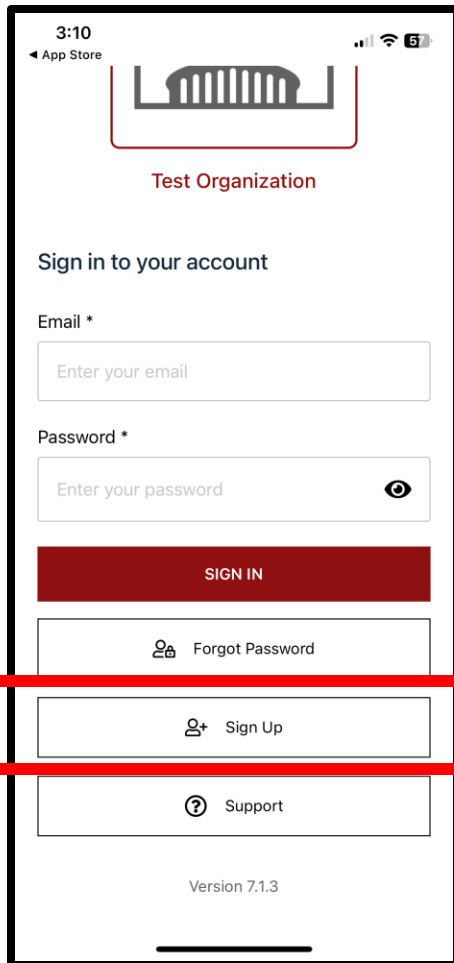
- **EXISTING USERS** who participated in a previous event can login with their email and password
- Forgot your password from the last event? Tap here
- Enter your email, tap “Send”
- **Check your email** for the reset code. Input the code, and create your new password. Tap “Submit” when finished.





## Logging In

- **EXISTING USERS** who participated in a previous event can login with their email and password
- Forgot your password from the last event? Tap here
- Enter your email, tap “Send”
- **Check your email** for the reset code. Input the code, and create your new password. Tap “Submit” when finished.
- Login with your email and new password



## Logging In

- FIRST TIME users will need to Sign Up



12:44

Create a new account

Email \*

Email

Password \*

Password

Confirm Password \*

Confirm Password

SIGN UP

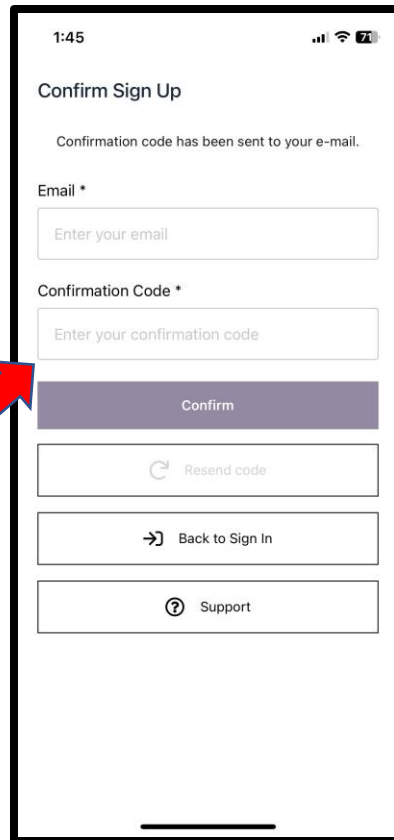
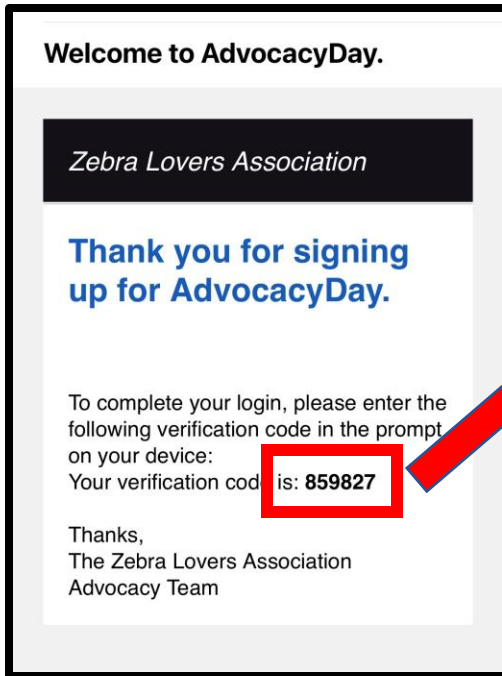
? Already have a code?

→ Sign In

? Support

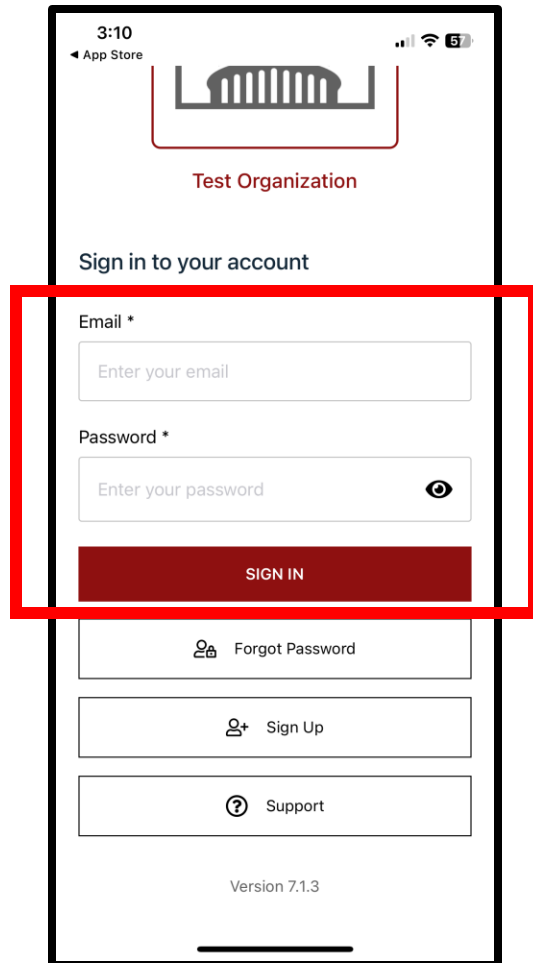
## Logging In

- **FIRST TIME** users will need to Sign Up
- Enter your email and create a password. Tap “Sign Up” when finished



## Logging In

- **FIRST TIME** users will need to Sign Up
- Enter your email and create a password. Tap “Sign Up” when finished
- **Check your email** for a verification code. Input your email and the code. Tap “Confirm”



## Logging In

- **FIRST TIME** users will need to Sign Up
- Enter your email and create a password. Tap “Sign Up” when finished
- **Check your email** for a verification code. Input your email and the code. Tap “Confirm”
- Login with your newly created credentials



3:10  
◀ App Store

Test Organization

Sign in to your account

Email \*

Enter your email

Password \*

Enter your password

SIGN IN

Forgot Password

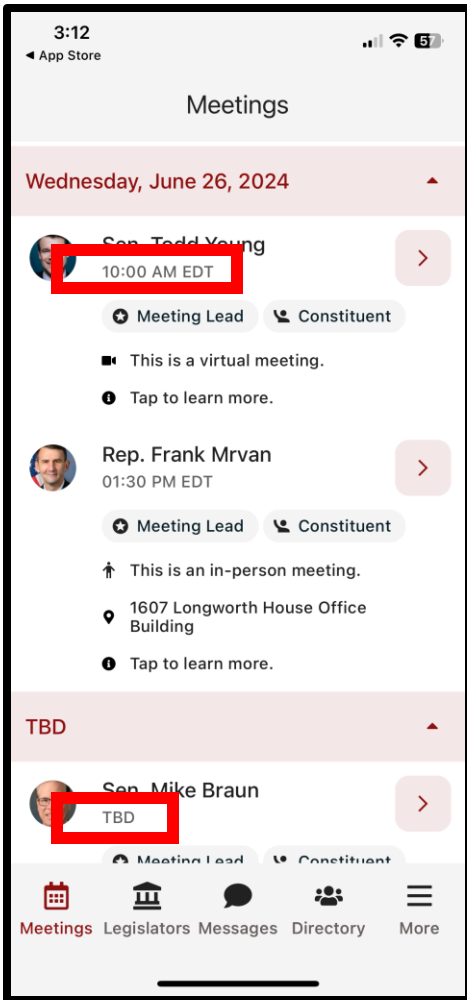
Sign Up

Support

Version 7.1.3

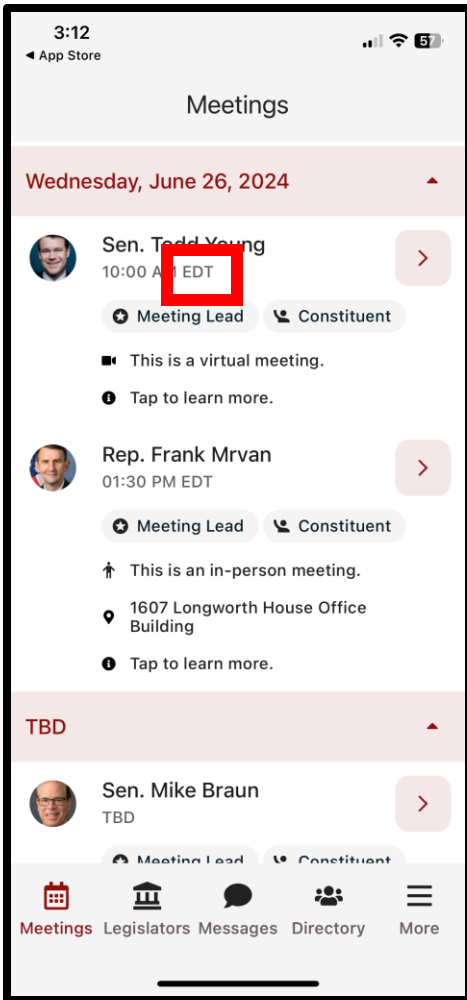
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- Login with your newly created credentials
- **Contact support for any issues**



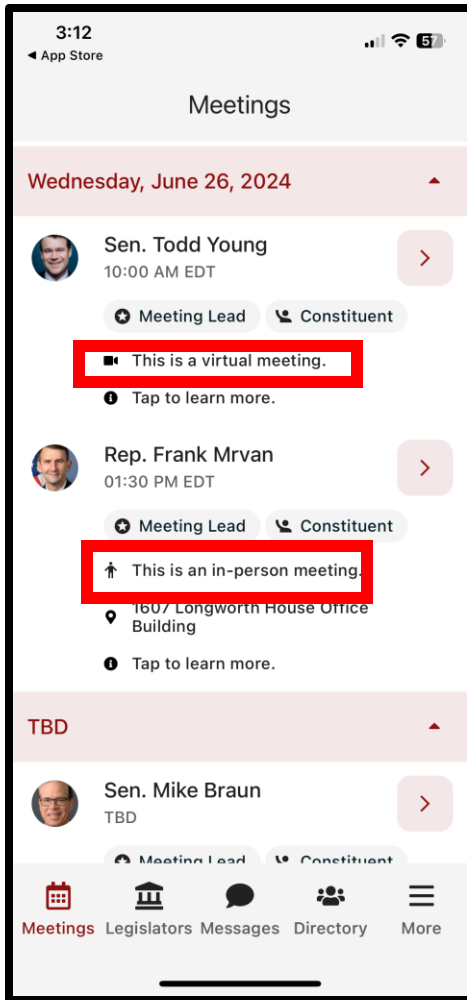
## Main Schedule Page

- Confirmed meetings display with a time, pending meetings display as TBD



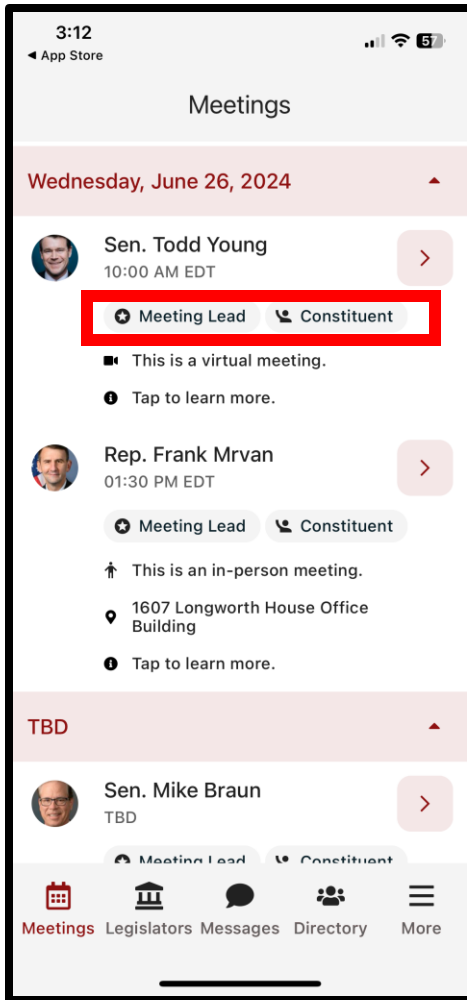
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- Confirmed meetings display with a time, pending meetings display as TBD
- All times displayed in time zone you are located in



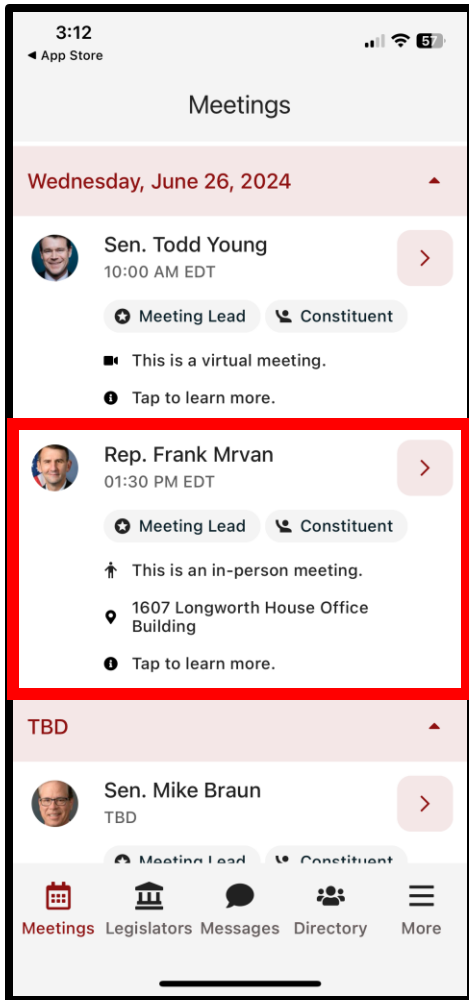
## Main Schedule Page

- Confirmed meetings display with a time, pending meetings display as TBD
- All times displayed in time zone you are located in
- Indicates in person or virtual



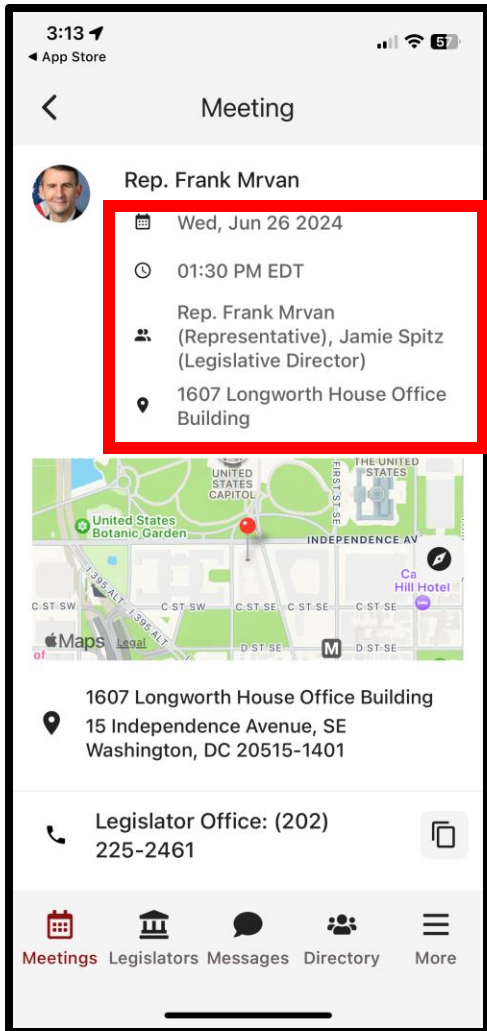
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- All times displayed in time zone you are located in
- Indicates in person or virtual
- Badges indicating if you are a Constituent and/or Meeting Lead for that meeting

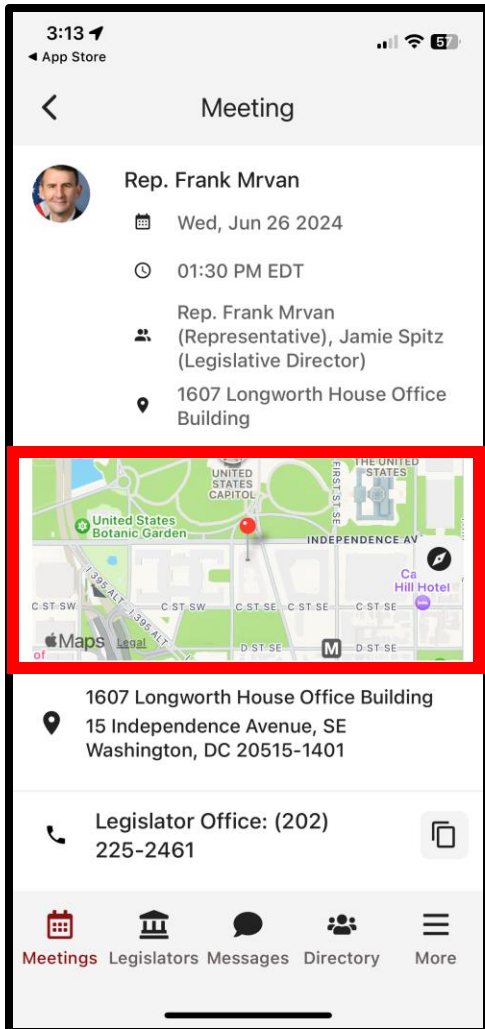


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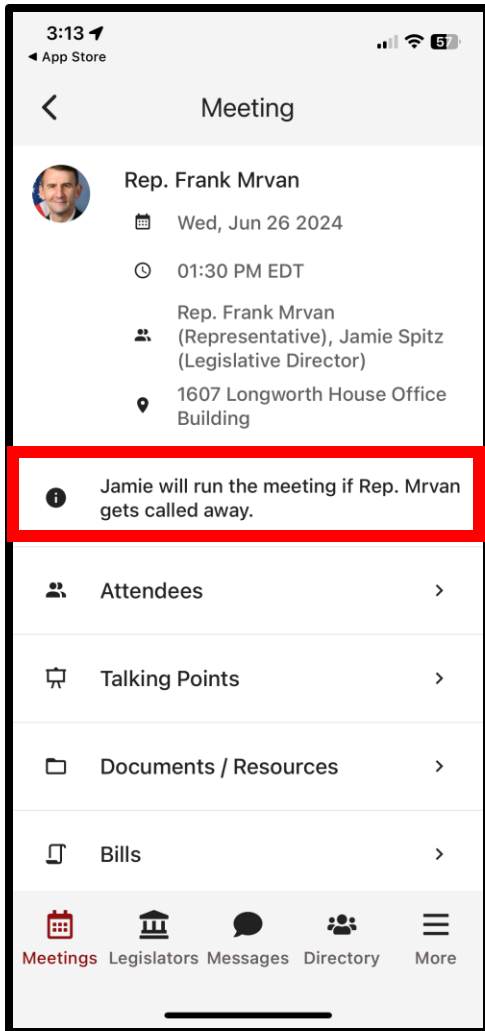
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- All times displayed in time zone you are located in
- Indicates in person or virtual
- Badges indicating if you are a Constituent and/or Meeting Lead for that meeting
- Tap anywhere on the meeting to learn more



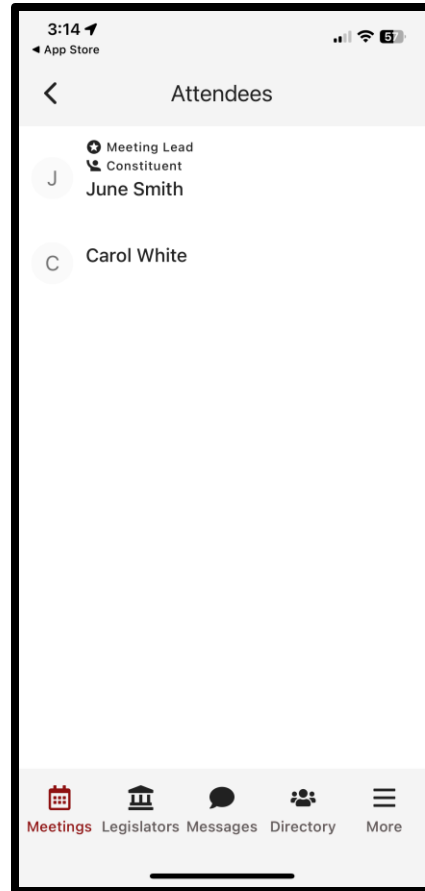
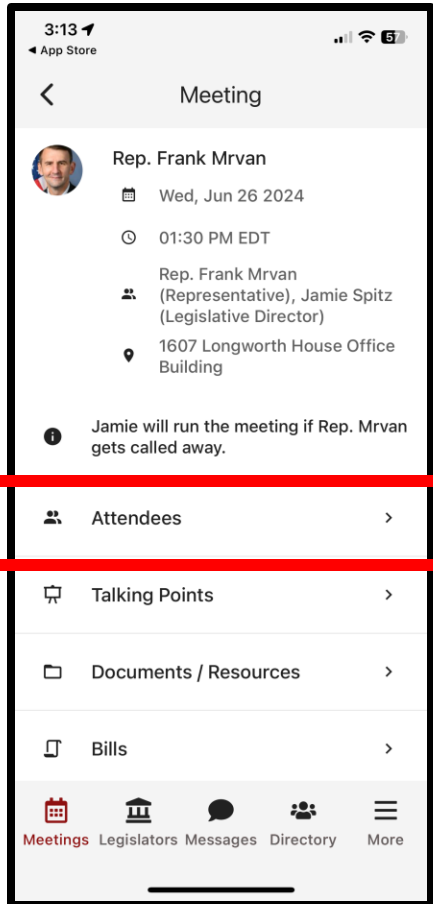
- Date/Time/Meeting With/Location



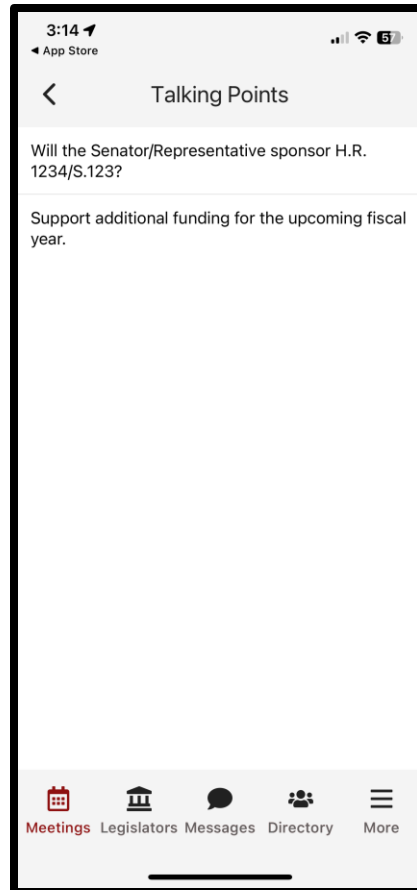
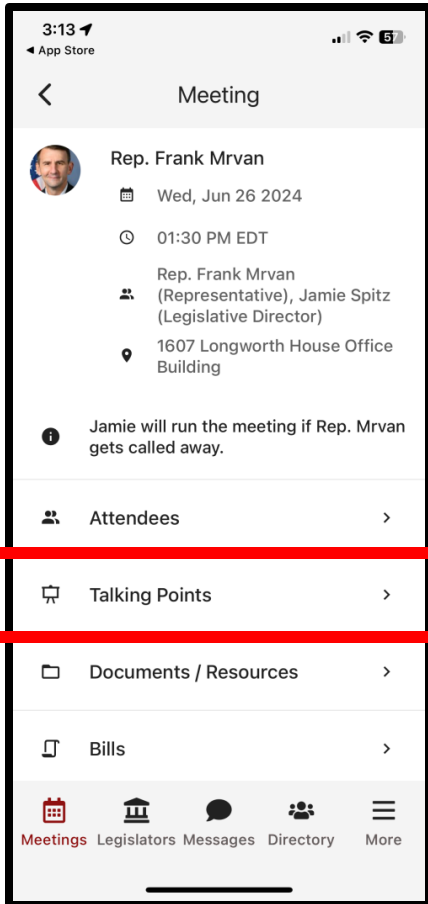
- Date/Time/Meeting With/Location
- Tap on the map to get walking directions to the building



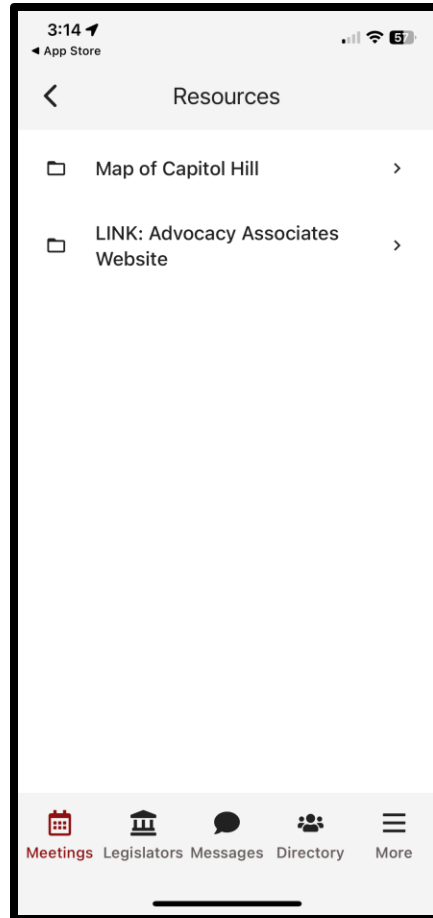
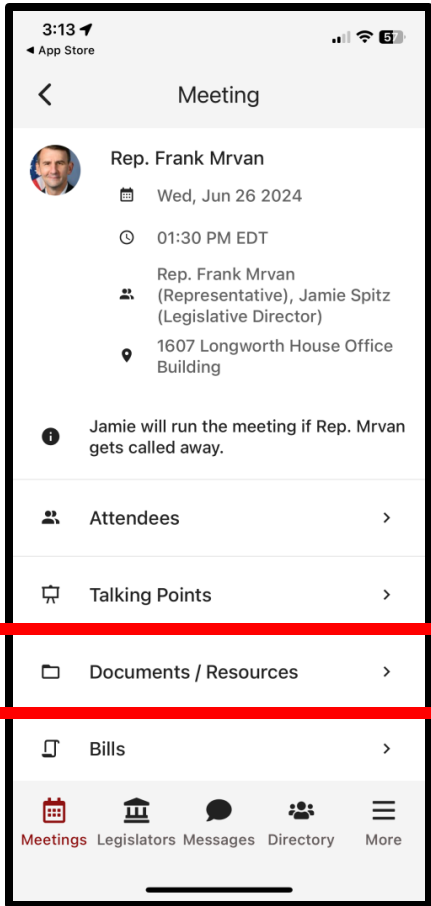
- Date/Time/Meeting With/Location
- Tap on the map to get walking directions to the building
- Scroll down for any important information



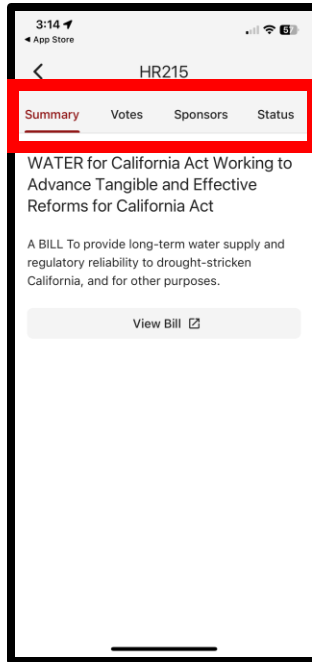
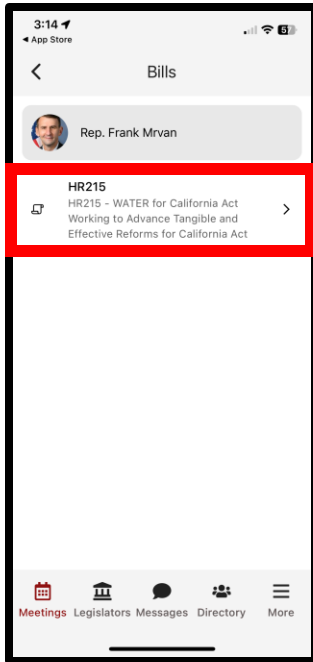
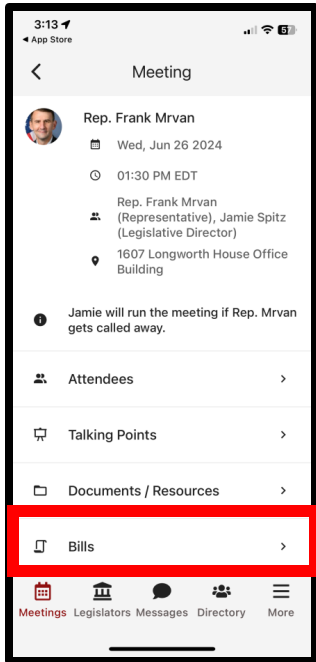
- Date/Time/Meeting With/Location
- Tap on the map to get walking directions to the building
- Scroll down for any important information
- Attendees in the meeting



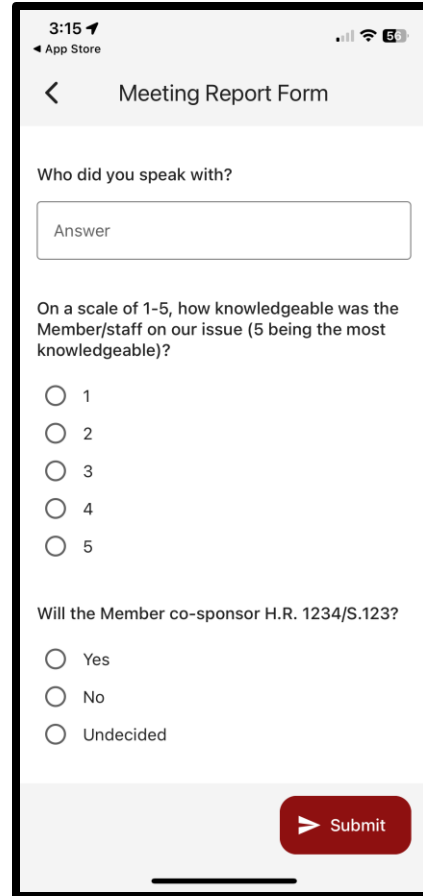
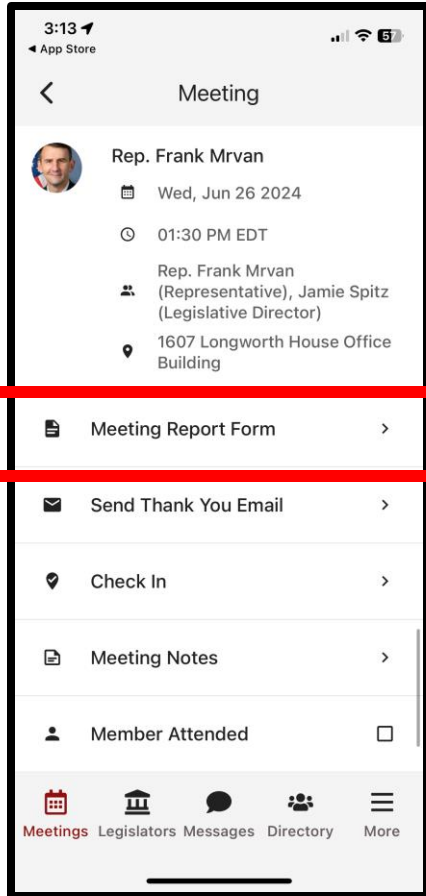
- Date/Time/Meeting With/Location
- Tap on the map to get walking directions to the building
- Scroll down for any important information
- Attendees in the meeting
- Talking points



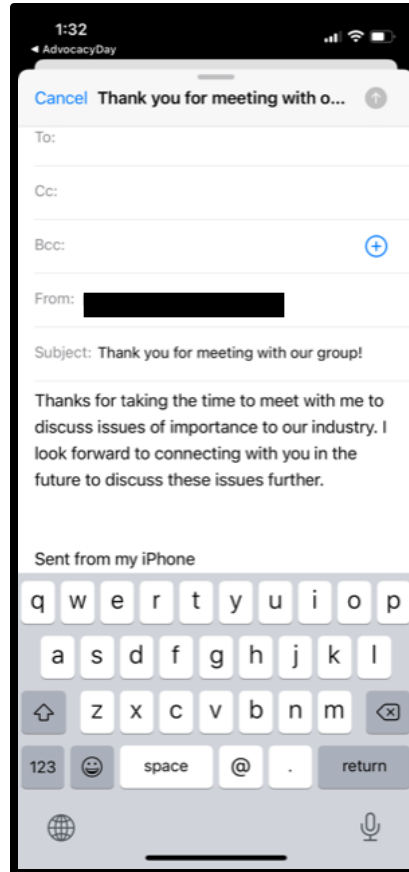
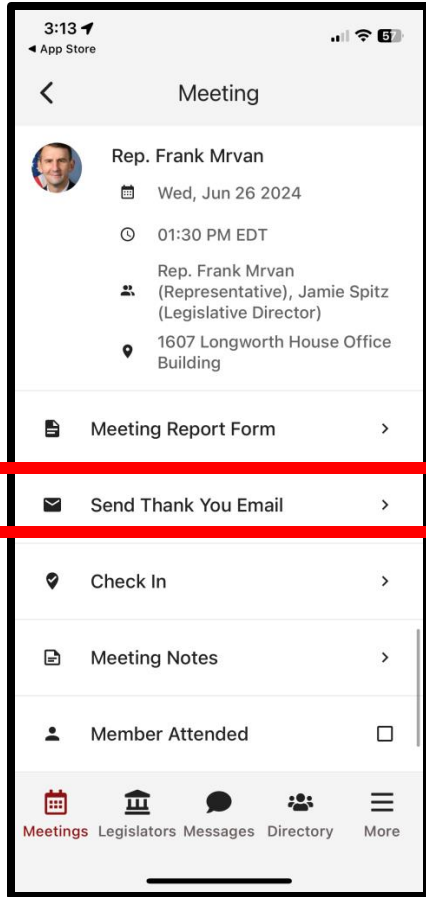
- Date/Time/Meeting With/Location
- Tap on the map to get walking directions to the building
- Scroll down for any important information
- Attendees in the meeting
- Talking points
- Documents and resources



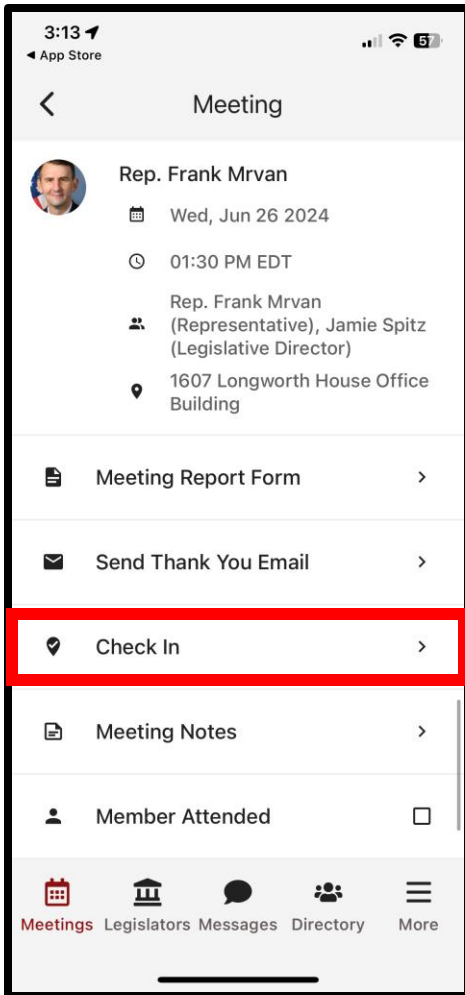
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- Attendees in the meeting
- Talking points
- Documents and resources
- Bills



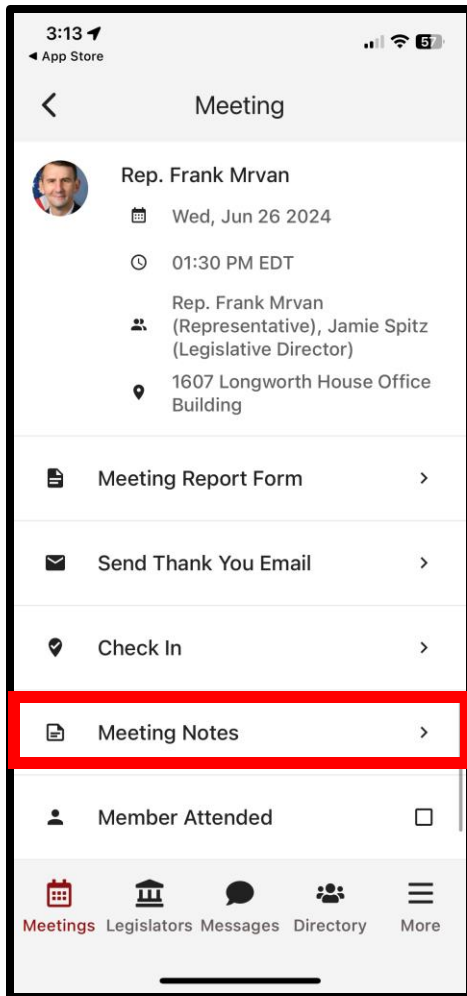
- Date/Time/Meeting With/Location
- Tap on the map to get walking directions to the building
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- Attendees in the meeting
- Talking points
- Documents and resources
- Bills
- Meeting report form



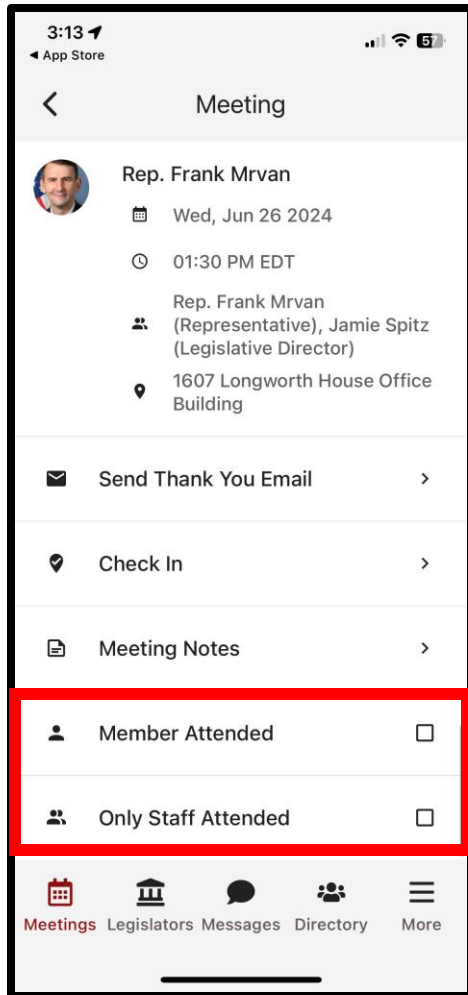
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- Talking points
- Documents and resources
- Bills
- Meeting report form
- Thank you email



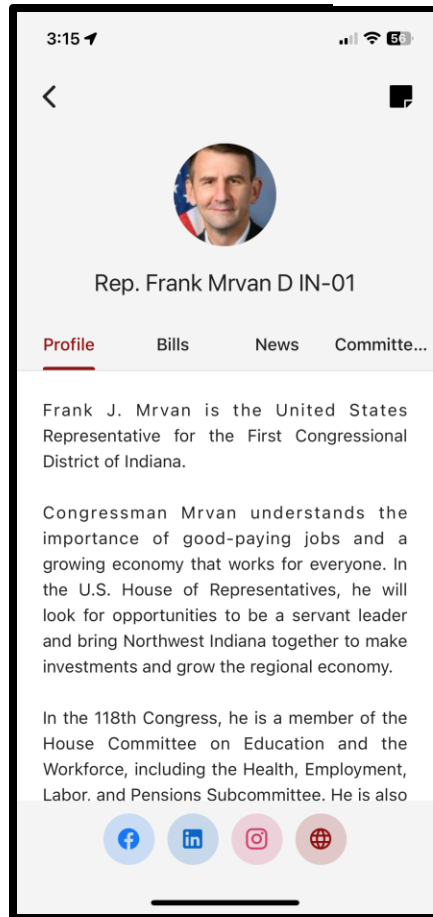
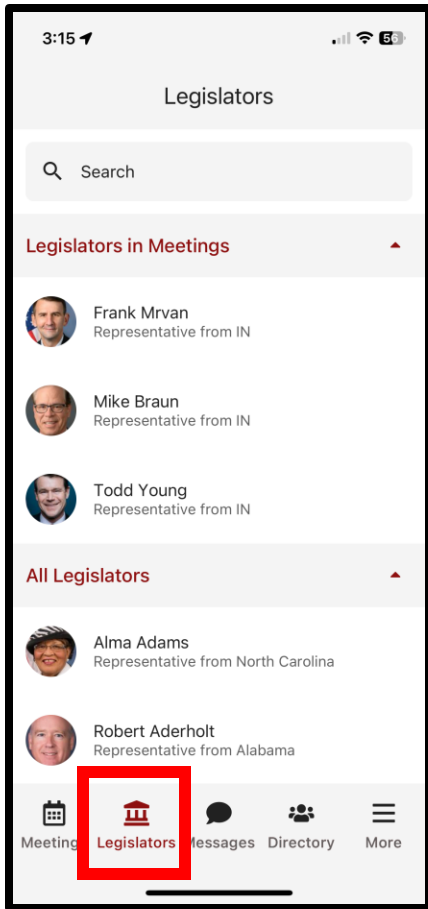
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- Scroll down for any important information
- Attendees in the meeting
- Talking points
- Documents and resources
- Bills
- Meeting report form
- Thank you email
- Check in to report attendance



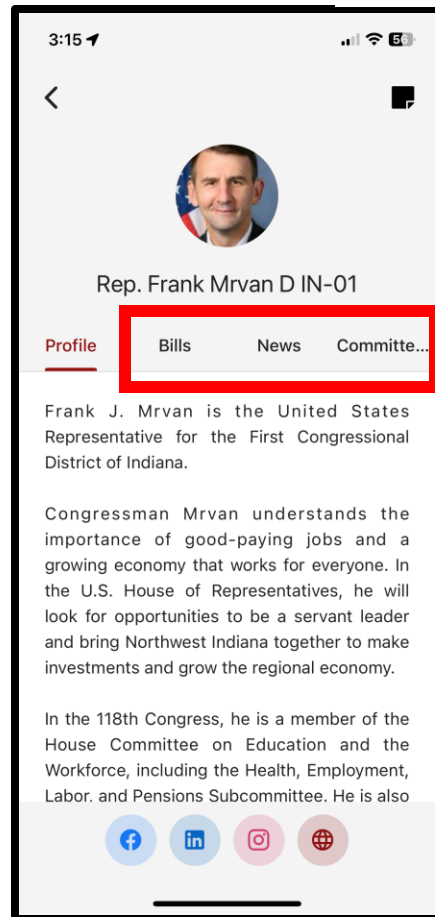
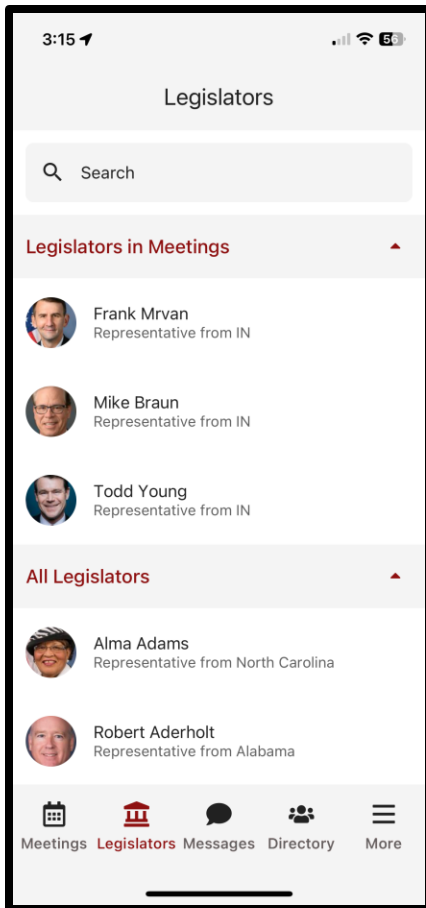
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- **Take meeting notes**



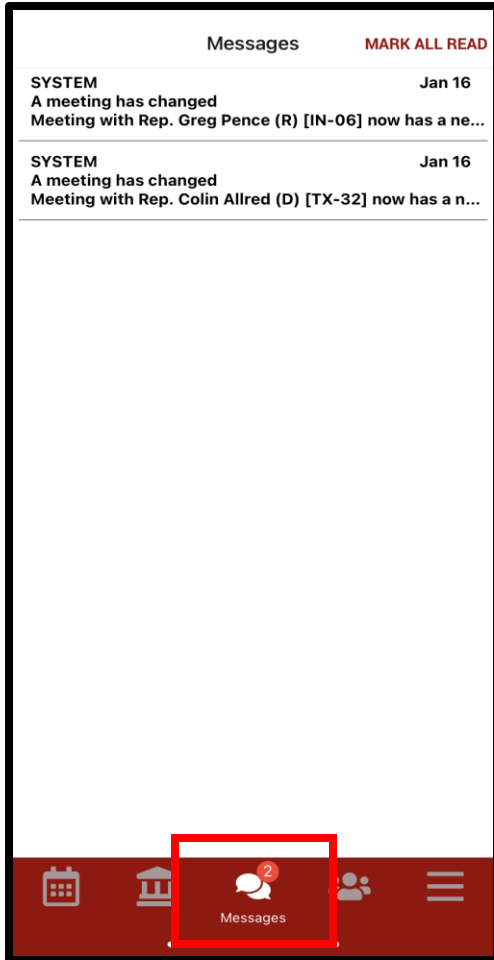
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- Documents and resources
- Bills
- Meeting report form
- Thank you email
- Check in to report attendance
- Take meeting notes
- Did the Member of Congress attend?



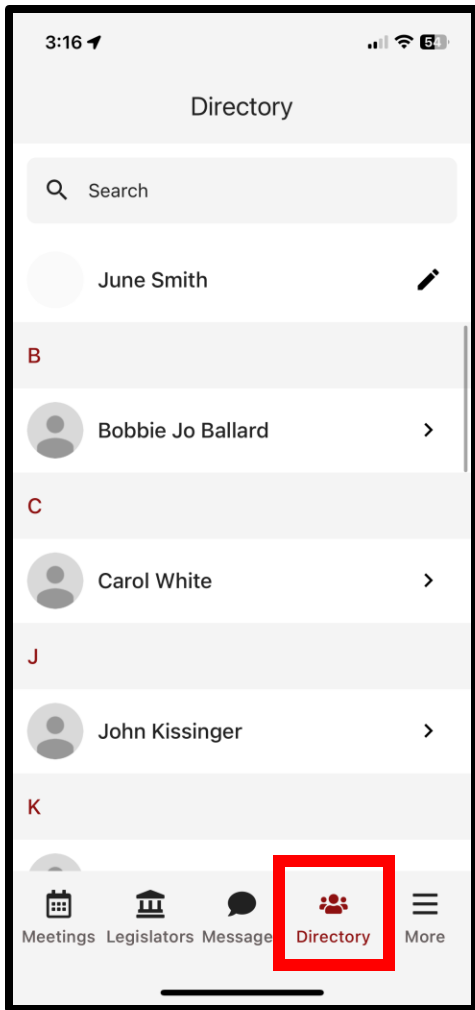
- Legislators tab, tap on each for a biography



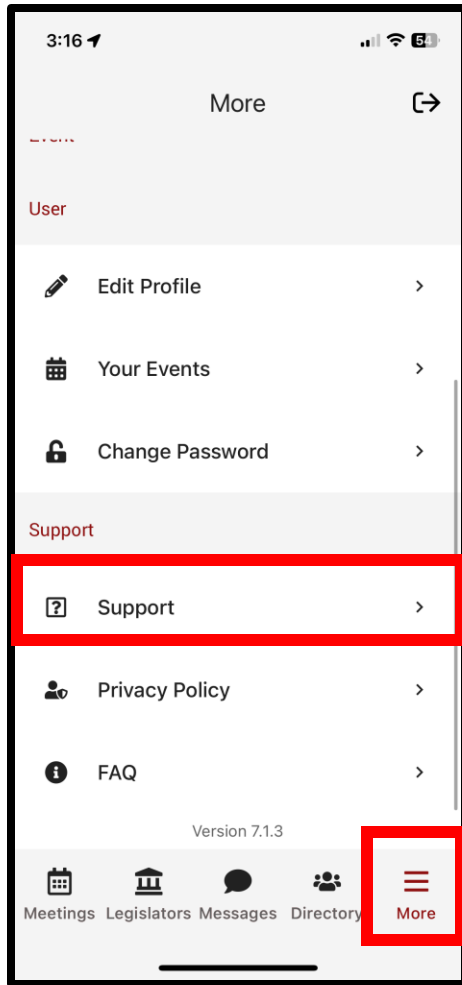
- Legislators tab, tap on each for a biography
- Relevant bills with voting record, recent news mentions, committee assignments



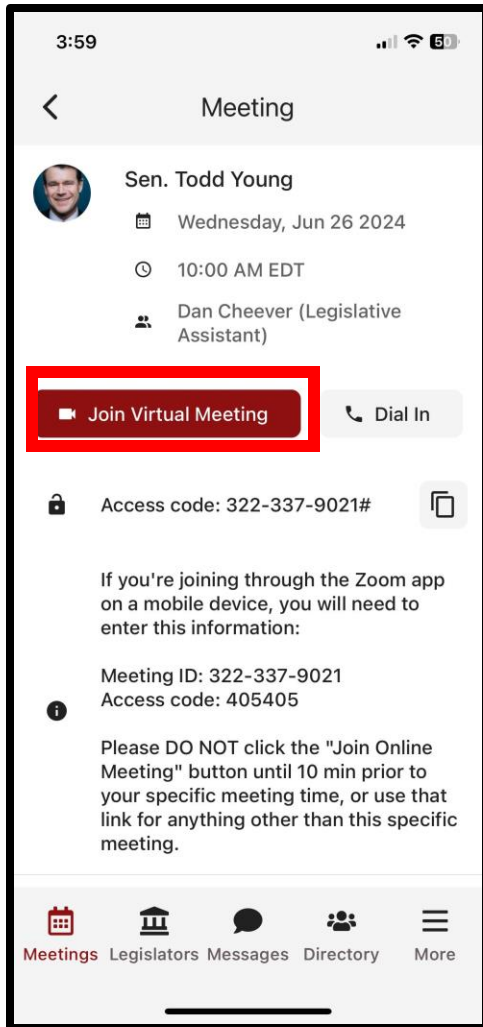
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- **Directory to look up attendees in your event. Tap to get more information**

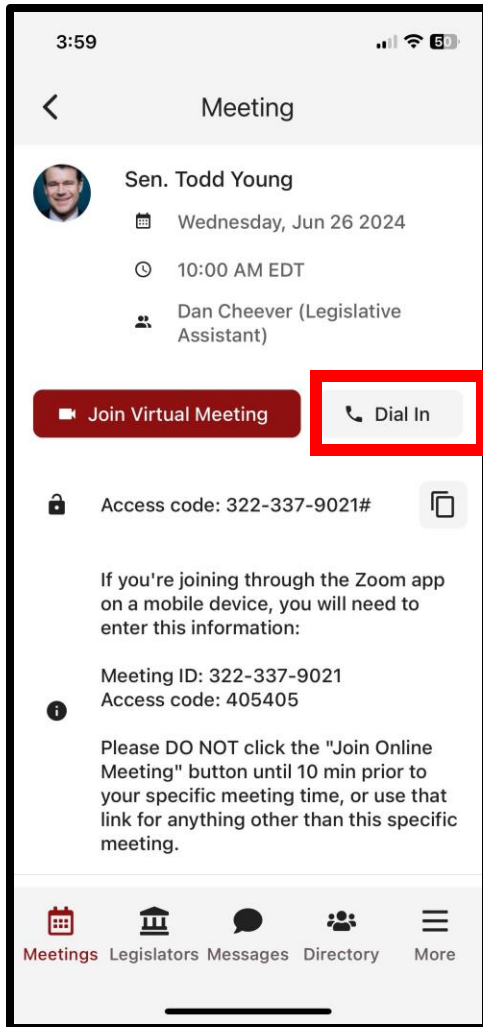


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- Directory to look up attendees in your event. Tap to get more information
- **More tab for additional resources, importantly all SUPPORT and FAQs**



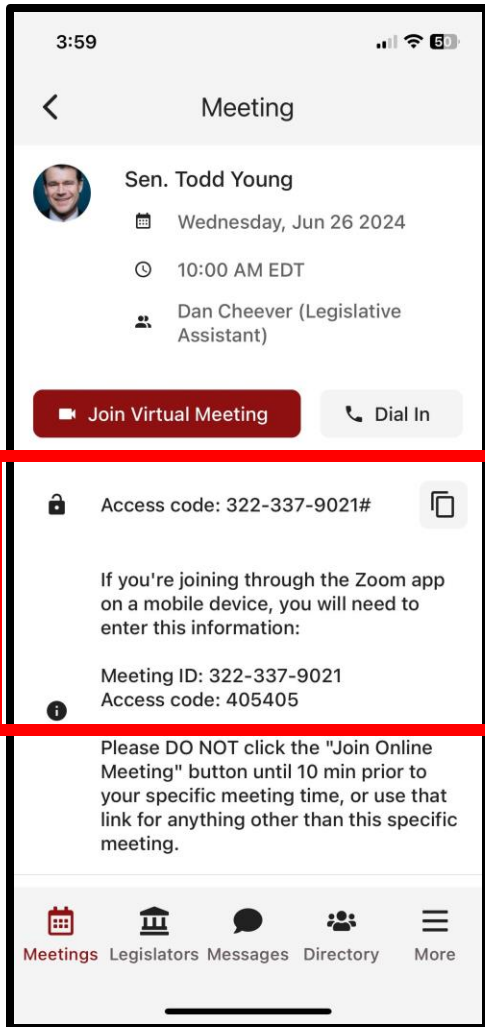
## Virtual Meetings

- Tap the Join Online Meeting button to join via video



## Virtual Meetings

- Tap the Join Online Meeting button to join via video
- Tap the Dial-In button for audio only



## Virtual Meetings

- Tap the Join Online Meeting button to join via video
- Tap the Dial-In button for audio only
- Information you may need if your mobile device prompts for it



## Online Dashboard Option for Virtual Meetings

- Login on your laptop with your credentials

From: Advocacy Day <[advocacyday@advocacyassociates.com](mailto:advocacyday@advocacyassociates.com)>  
To: Carmen Woodward <[zla+woodward@advocacyday.com](mailto:zla+woodward@advocacyday.com)>  
Subject: Schedule for Floppy Ears Advocacy Day

Hello Carmen Woodward,

You can view your schedule for Floppy Ears Advocacy Day here: [advocacyday.net/bhe](https://advocacyday.net/bhe)

- If you already have an account under this email address, log in with the credentials you previously created:
  - **Your Username is** [zla+woodward@advocacyday.com](mailto:zla+woodward@advocacyday.com)
  - There is a "Forgot Password" feature if needed
- If you are a new user, click the "Create an Account" button and follow the steps to create an account

If you forget your password, you can go to [advocacyday.net/bhe](https://advocacyday.net/bhe) and click the "Forgot Password" button to reset your password.

If you have any questions or concerns, please contact support here: [advocacyday.net/bhe/support](https://advocacyday.net/bhe/support)

Thank you,  
Advocacy Associates

The screenshot shows the 'AdvocacyDay Demo' web application interface. At the top, there is a navigation bar with links for Home, Meetings, Legislators, Messages, Directory, and Support. The main content area is titled 'Wednesday January 27, 2021 at 09:00 AM Eastern'. It features a profile for 'Rep. Greg Pence (R) [IN-06]' with a 'Join Online Meeting' button. Below this, there are buttons for 'You Have Checked In', 'Send Thank You Note', and 'Meeting Report Form'. A 'Take Notes' section is also visible. At the bottom, there are checkboxes for 'Member Attended' and 'Member did not attend', along with social media sharing options for Tweet, Share, and Linked In. On the right side, there are sections for 'Talking Points', 'Documents', and 'Attendees'. The 'Attendees' list includes John Green (YPY Consulting) and June Smith (ABC Company).



## **Relevant Information and Reminders**

- Check your **SPAM/JUNK folder** to ensure you didn't miss the initial email (domain is @advocacyassociates.com)
- Give yourself **30 minutes** to get through security and navigate your way to the office
- All times will be **displayed in the time zone you are located in**
- There will be a help number listed in the **Support** tab to call if you need to get ahold of Advocacy Associates
- Meetings may last anywhere from **15-30 minutes**, prepare your pitch and talking points accordingly. **ASK** how much time the office has
- Any changes to your schedule the day of the event **will be sent to you via push notification and email**. Please be sure to check regularly throughout the day. Updates will also be flagged in the **Messages tab in your app**



## App Schedules and Logistics Overview