



Mobile App FAQ

How to download and navigate this year's mobile app to get the most out of your experience.

Technical Questions

How do I download the app?

- Search for “**eventScribe**” in the Apple App Store or Google Play Store.
- **Install** and **Open** the app. Then select the event: “**AAPM&R 2019**”.

What type of device do I need in order to use the App?

- Android Device - The app runs on Android 6.0 (Marshmallow) and above.
- iPhone or iPad - The app runs iOS 10.0 and above.

Do I need an Internet connection to use the app?

An Internet or data connection is required to download the app and download documents within the app (PDF documents and presentations). Once documents have been downloaded inside the app, Internet is NOT required to view information on an ongoing basis, access materials, and take notes.

Note for Android users: an Internet or data connection is required to access documents in the “Event Info” section of the app.

Who do I contact for App technical support?

- During the Annual Assembly, stop by the Member Resource Center on the 2nd floor if you need any help using the mobile app.
- For technical support, please contact the Conference App provider, CadmiumCD, directly by calling 410-638-9239. Email support is also available at support@cadmiumcd.com.

Using the App

How do I log in to the app?

Use the same email address and password that you use on other AAPM&R websites. If you don't remember your password, you can reset it here:

https://members.aapmr.org/AAPMR/iCore/Contacts/Sign_In.aspx

Where can I find information about the sessions?

To view the schedule and presentations, select the "Schedule" tile from the main screen then select from one of the "Browse By" lists.

You can use the universal search in the app header (magnifying glass icon) to search through all the content on the app including sessions, presenters, posters, and exhibitors.

How can I favorite a session?

Click the "star" next to a session name to favorite it. All of your favorited sessions will appear in the "My Schedule" tile from the main screen.

Can I save favorited sessions to my personal calendar?

In the app settings, navigate to "Save favorites to calendar?" and select "Yes." Favorited sessions will be added to the default calendar in your phone. (Check your default calendar in your phone's settings)

Note: It is best to turn on this feature before favoriting sessions. Only sessions that were starred after you turned on this feature will be synced. Syncing only works one-way from the app to your calendar; if a session un-starred in the app, it will not be removed from your personal calendar.

How can I add personal appointments?

Open the "My Schedule" tile from the main screen and select the "Add Meeting" button at the bottom of the screen to enter the details. This will add the meeting to your "My Schedule"; other attendees that want the same appointment in their "My Schedule" will need to add the meeting on their app as well.

How can I complete an evaluation for a session and its faculty?

Within a session's details, click the evaluation button in the footer of the app to be taken directly to that session's evaluation. Alternatively, you can click the "Evaluations" tile from the main screen to be taken to the main evaluations page, where you can navigate to any session.

Are Assembly updates communicated through the app?

AAPM&R will send messages to attendees during the event. You will see a red number on the "Messages" button in the footer if there are any new or unread messages. Click the "Messages" to read your messages.

Can I communicate with other attendees through the app?

You can communicate with other attendees if both you and they have opted-into this feature on the app or website. You can opt-in when launching the app for the first time, or you can turn on the “share my info with colleagues” feature in the app’s settings. Messages you receive from other attendees will appear in the “Messages” button in the app footer.

To send a message to another attendee, navigate to the “People” tile from the main screen, and select “Attendee List (Opted-in App Users). Once you select the person, click “Message” in the footer.

How do I download Presentation slides?

Presentations can be downloaded individually through the “Schedule” tile by selecting the presentation title, and if slides are available, selecting “View Slides”.

You need to download presentation slides in order to view them within the app and in order to take notes (see below). Not all presenters have chosen to provide their presentation slides.

How do I take notes on Presentation slides?

In order to take notes on presentation slides, you must first download the slides. Once the presentation slides have been downloaded, select “Take Notes.” Use the “Pen” and “Marker” to draw directly on the slide and the “Notes” mode to type notes adjacent the slide. To return to the full slide view, select “Nav.” Notes are automatically saved.

How do I print or save the notes that I have taken?

Notes are saved online in “My Notes”. To access your notes for printing while in the app, select “My Notes” to launch your personal summary web page (Internet is required) or email yourself the link by selecting the “E-Mail My Notes”, or “Email Summary Link” in the app’s settings.

Within the “My Notes” tile, select “Presentation Notes” to see the titles of presentations you have taken notes on. Select the title to view your notes and annotations for that title and “Print” to print either all of the presentation slides or just the slides for which you have taken notes.

How can I refresh the content on the app?

App content will be periodically refreshed automatically, but to refresh manually, select the “hamburger” menu in the app header, and select “Refresh Schedule.”

How long do I have access to the app?

The 2019 AAPM&R Annual Assembly app will be accessible until November 2020, so you can revisit the app after the Assembly.
