The App can be downloaded from either the Play Store (Android) or the App Store (Apple). Use app links in this document and in Basecamp or search for AACP or Pharmacy Education 2017. If using the mobile website you can place a bookmark on your homescreen, to do so follow these instructions:

**Android**

1. Open the link on your phone’s Web browser.

2. When in the browser, tap the More button (may appear as 3 dots) at top-right corner.

3. Tap the Add to Homescreen option.

4. The Pharmacy Education 2017 icon will appear on your homescreen.

**iPhone**

1. Open the link on your phone’s Web browser. (If you have an iPhone 5, tap the Arrow icon in lower right corner to launch it in your browser.)

2. When in the browser, tap the Air Drop icon/button on the bottom. (If you don’t see it on your screen, tap the Web Address bar.)

   Then tap the Add to Homescreen button.

3. Tap the Add button in the top right corner.

4. The Pharmacy Education 2017 icon will appear in your menu of apps.
Send Invite Email or Password Reset to Individual Attendee

If an attendee says they can’t find/didn’t receive an invite email from Pathable you can send it to them again. **All admin actions must be done from desktop version of website.**

**From Desktop:**
- Click on My Account, then Manage (You must be logged in)
- Click on People in the left-panel menu
- You’ll see the attendees list
- Use search field to find the attendee
- Check with Attendee to make sure email address does not have any typos
- Check the box to the left of their name
- Click the Messages Button
- Pop-up should read “Send mail to 1 attendees…”
- Select appropriate email (Attendee Invitation or Password Reset) from dropdown and click Send Now. It should arrive shortly after.
- **The Attendee Invitation email contains a link that logs into the account associated with the selected attendee. It should not be forwarded to anyone else.**

**Manually Change Password:**
- Use search field to find attendee
- Click on attendee
- Under basics click Change Password, password must be at least 6 characters
- Click Save, below the Admin Only box
Can’t Log In? Change Your Password

Desktop:
- After clicking Sign In, click on Haven’t received your sign-in link or forgot password? below the password field.
- Enter the email address associated with your account (your registration email)
- Use the link in the email you receive to sign in and change your password.

Mobile and App:
- Click on DON’T KNOW YOUR PASSWORD? below the SIGN IN button.
- Enter the email address associated with your account (your registration email)
- Use the link in the email you receive to sign in and change your password.

● The hamburger icon opens the fly-out menu in app and mobile.
If you continue to have trouble signing in please request assistance at the registration desk or contact Sean Clark, AACP’s User Experience Manager, at 703.479.3824.
Add Sessions to My Schedule

**Desktop:**
- Click on Schedule, then Full Schedule
- Find session in the listings
- Hover over the session
- Click the Add button
- Alternately, Click Add to My Agenda from the session’s page

**Mobile/App:**
- Tap on Programming on the homescreen or on the fly-out menu
- Find session in listings and tap on it
- Click Add in upper-right corner
- “Not Attending” at top left will change to “attending” and session will appear in My Agenda/Schedule

**IMPORTANT:** To make sure the App has up-to-date information tap on Force Reload at bottom of the fly-out menu (fly-out menu is accessed from the hamburger icon).
Other User Actions within Pathable

Sign In/Out of Website/App or Edit/View Profile:
- Open Fly-out Menu
- Options available at bottom of list
- Password can be changed at any time under Edit My Profile

Message, Add Contact, Schedule Meeting with another Attendee:
- Tap Community on Homescreen or Attendees on fly-out menu
- Search for attendee and tap on them
- Tap button for action to be performed
- **Message**: Allows for messaging within Pathable
- **Add as Contact**: Adds attendee to users contact list within Pathable. Contacts can be accessed through the My Contacts link under Community on the fly-out menu
- **Meeting**: Users can request to schedule a meeting with another attendee. Fill out form with meeting subject, time and length, and Location. Once created the meeting will appear under My Agenda/Schedule. User on receiving end can choose to ignore these requests or hit accept/decline.
Using the Maps

Navigating Maps Screen

- Tap Homescreen icon or Maps on the fly-out menu
- Use dropdown at top to choose a different map
- User can also search for a room if the name is known
- Each session also displays a snippet of the map with the assigned room highlighted, users can click on this map to get a fullscreen view of it and surround rooms on that level.