

# AACP Meetings

## Pathable Website and App

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.

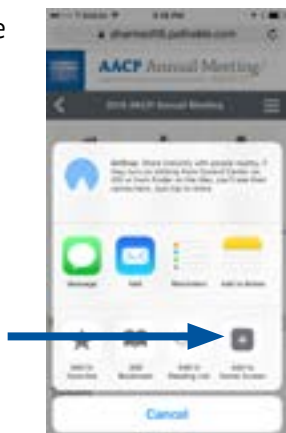
### iPhone

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.



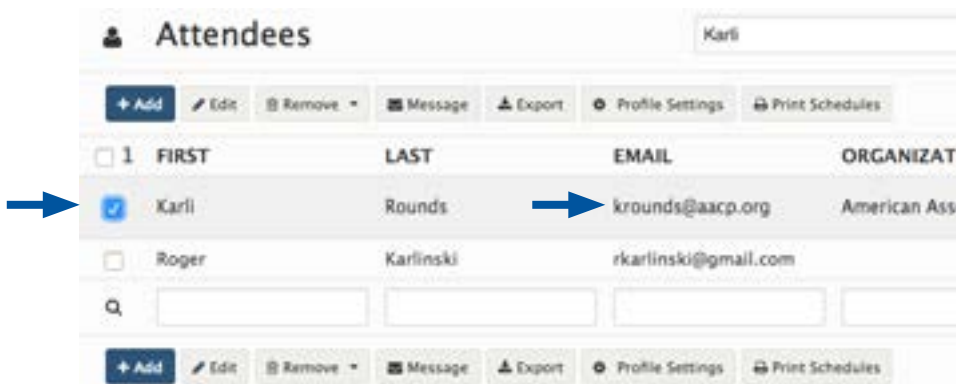
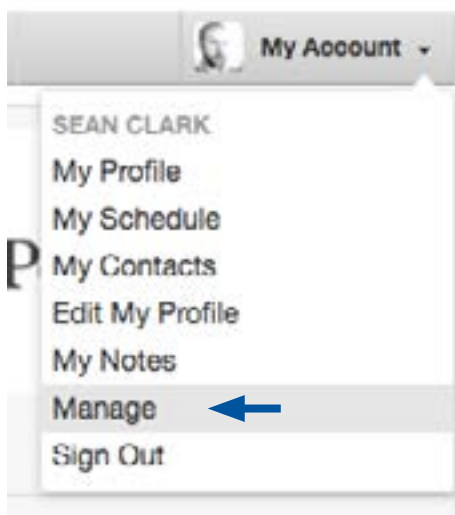
4. The **Pharmacy Education 2017** icon will appear in your menu of apps.

# 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.**

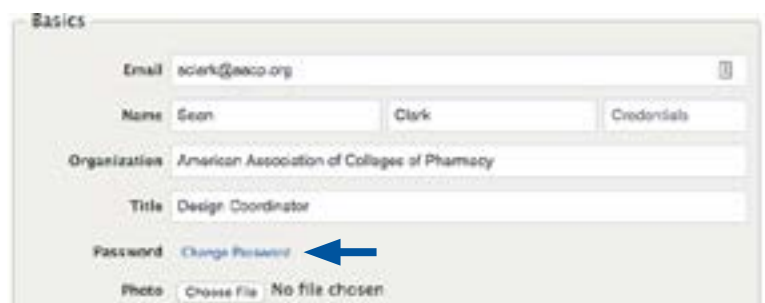
## From Desktop:

- 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:

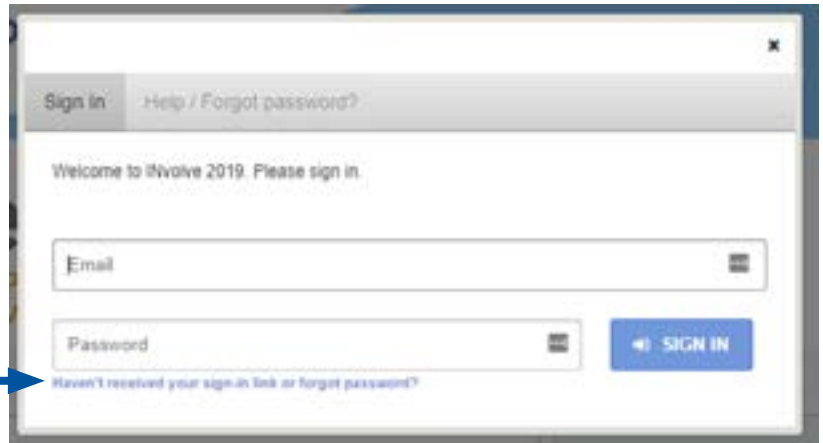
- Use search field to find attendee
- Click on attendee
- Under basics click Change Password, password must be at least 6 characters
- Click Save, below the Admin Only box



# 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.



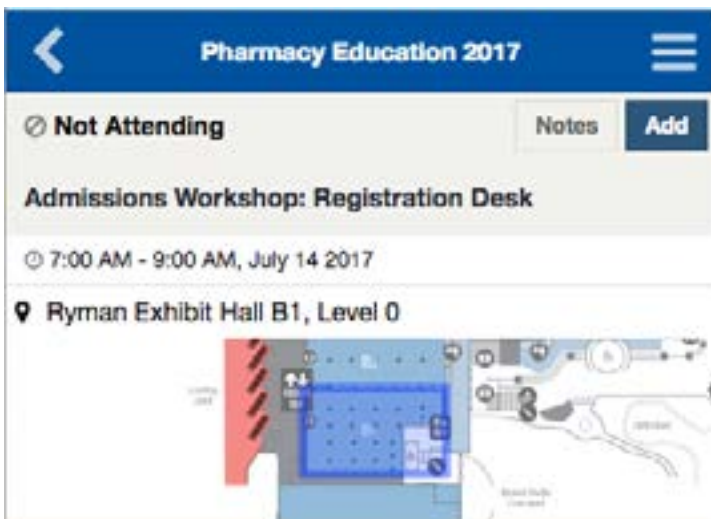
- *The hamburger icon opens the fly-out menu in app and mobile.*

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



Hamburger icon opens fly-out menu in app and mobile.

## Mobile/App:

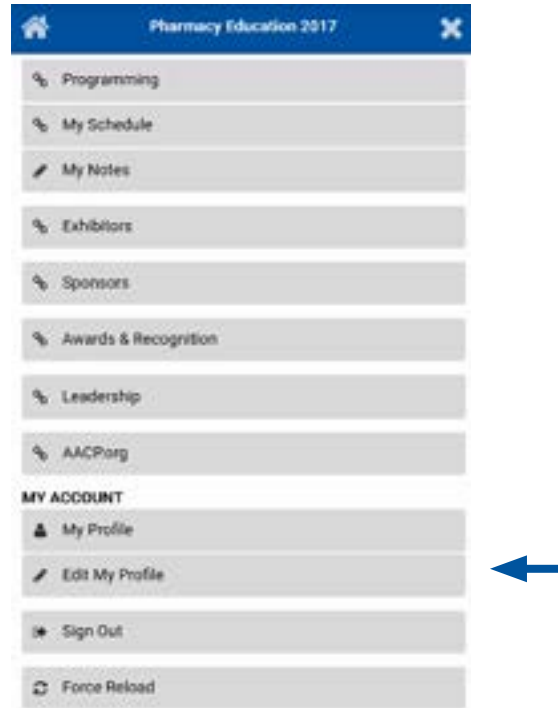
- Tap on Programming on the homescreen or on the fly-out menu
- Find session in listings and tap on it
- Click Add in upper-right corner
- “Not Attending” at top left will change to “attending” and session will appear in My Agenda/Schedule

**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

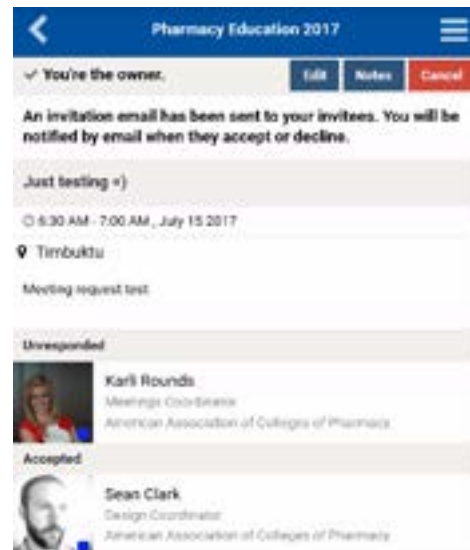
## Sign In/Out of Website/App or Edit/View Profile:

- 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.

