How to Use the FCCLA 365 App

TO DOWNLOAD THE APP, FOLLOW THE STEPS BELOW:

iPhone Users:

1. Open the "App Store" application on your phone
2. In the search bar, type "FCCLA 365"
3. Click "Get" and then "Install"
4. Close out of the "App Store" and open the "FCCLA 365 application when the download is complete
5. Under Public Guides, press "2020 NLC" to download the guide and then click to open it

Android Users:

1. Open the "Google Play" application on your phone
2. In the search bar, type "FCCLA 365"
3. Click "Install" and then press the "open" button
4. Under Public Guides, click "2020 NLC" to download the guide and then click to open it

Permissions:

You may be prompted to allow push notifications and location services. We strongly recommend allowing push notifications so you don't miss any important announcements.

CREATING AN ACCOUNT

Login

Though it is not necessary to create an account in order to use the app, we recommend it in order to utilize all of the capabilities that the app offers. By creating an account, you can post event photos to the app photo album, check in to events, and post statuses on the Interact feed.

To create a Login:

1. On your mobile device, tap the white icon in the top-right corner of the app screen.
2. Follow the on-screen instructions to sign up or log in (if you already have an account)

NAVIGATING THE APP

Tap on the white ☰ icon in the top-left corner of the screen to access the navigation menu.

On the menu you will find the following:

- **Notifications:** Any push notifications that are sent during the conference will show up here.
- **Conference Schedule:** The conference schedule shows all of the events by day. Here you will find the times, locations, session speakers, and schedule tracks (see the "Schedule Tracks" section below).
- **My Schedule:** This feature allows you to create your own custom schedule (see the "Creating a Schedule" section below for more information).
- **Conference Maps:** The floor plans for the official conference hotels can be found here. Click the dropdown arrow to switch between locations.
- **City Guide:** The City Guide shows some of the attractions that can be found near the hotel. Here you will also find the Transportation Guide.
- **Schedule At a Glance:** The Meeting "Schedule At A Glance" can be found here.
- **Exhibitors:** Use this feature to learn more about our 2020 Exhibitors and find where their booths are!
- **Special Events:** Here you will find a list of all the NLC special events that you can add to your NLC experience!
- **Emergency Preparedness:** The Emergency Preparedness folder has the FCCLA Emergency Preparedness policy and the FCCLA Incident Report Form.
- **Dress Code:** The Mandatory Dress Code Policy can be found here.

- **Photo Album:** Upload your conference photos and view other user photos with this feature.

- **Notes:** This feature will allow you to type notes in the app (see the "Creating Session Notes" section for how to add notes within a session).

- **Interact:** The Interact feed is a great place to see what's going on at your event! Read announcements, post pictures, find popular sessions, and have discussions with fellow attendees all in one place.

SCHEDULE TRACKS

Sort events by tracks:

The app allows you to sort through the schedule based off of preset tracks. For example, If you want to see all sessions that are for advisers only, you can select that option from the Meeting Schedule feature.

1. On the navigation menu, click on the "Conference Schedule."
2. In the top right corner, click the white symbol with two lines and dots (android users) **OR** in the bottom right corner, press the button with three stacked lines (iPhone users). Seven filter options will appear.
3. Click on whichever tracks you wish to view and then press "done" (you can select multiple tracks).

Now your schedule will only show the events that relate to the tracks that you selected. To see the full conference schedule, you will need to reset the tracks by following the instructions above and unchecking the tracks or pressing the "clear all button."

CREATING A SCHEDULE

Create a custom schedule:

1. On the navigation menu, click on the "Conference Schedule."
2. Click on the day that you wish to schedule and scroll through the listed sessions.
3. Once you see a session that you would like to add to "My Schedule," click the red + sign to add it to your schedule.
4. After you add all of the sessions that you wish to attend, go to the navigation menu and select "My Schedule." All of the sessions that you selected will appear here.

Creating your own schedule event:

If you wish to add your own event to the "My Schedule" feature, follow the steps below. This will allow you to add a private event to your schedule such as a lunch with your chapter.

1. Open the "My Schedule" feature from the navigation menu.
2. In the bottom right corner, click the red circle symbol and the "new event" page will open.
3. Fill out any of the following fields: Title, description, Location and select the date and time.
4. You can also set up an event reminder by clicking the arrow at the bottom of the "new event" page.

Your event will now appear on the "My Schedule" feature, along with any other conference sessions that you added.

CREATING SESSION NOTES

If you wish to add notes to a specific session within the app, follow the instructions below:

1. From the navigation menu, click "Meeting Schedule" (if you have already followed the steps to create your own schedule, you can click "My Schedule."
2. Click on the session you will be attending and in the top right corner, click the white pencil box symbol (Android users) **or** the "create note" button underneath the room location in the session description box (iPhone users)
3. Type your note and click the save button.
4. Once your note is saved, click on "notes" from the navigation menu to view the notes that you have saved.

QUESTIONS OR SUGGESTIONS?

Email the Communications Team, communications@fcclainc.org, with any questions or suggestions regarding the FCCLA 365 app.