



App Schedules and Logistics Overview



From: Advocacy Day <advocacyday@advocacyassociates.com>
To: Margaret Lavender <m.lavender@advocacyday.com>
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
 - 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

If you already have the AdvocacyDay App downloaded to your device, please make sure it is up-to-date before logging in.

As a web-based backup, you can also view your schedule for Okapi Hill Day here: 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

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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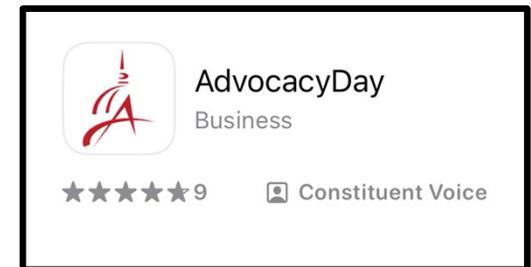
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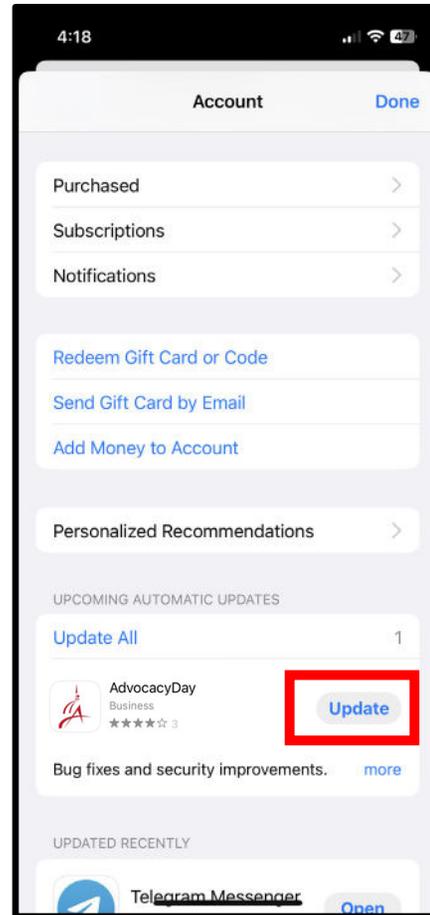
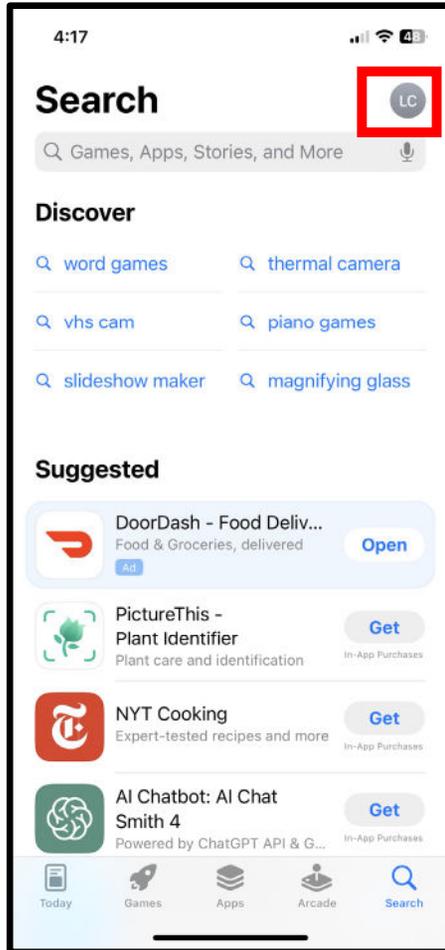
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- For iPhone:

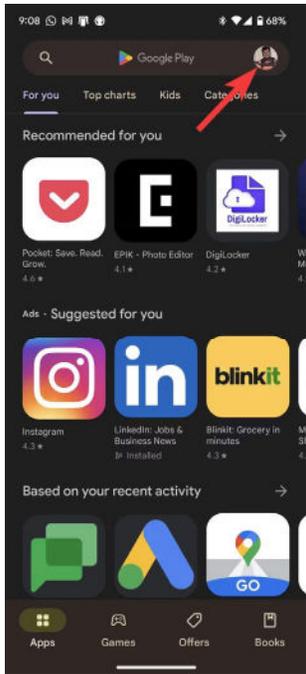
- Go to your App Store

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

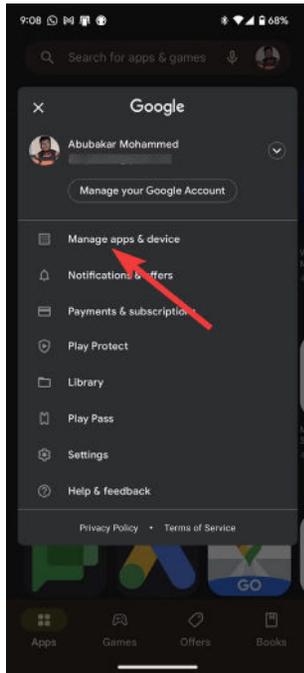
- Scroll down to find the AdvocacyDay app

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

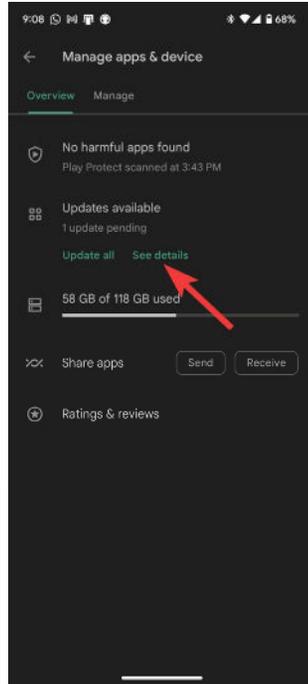
- If "Open" appears next it, no action is needed, you have the most up to date version



Step 1



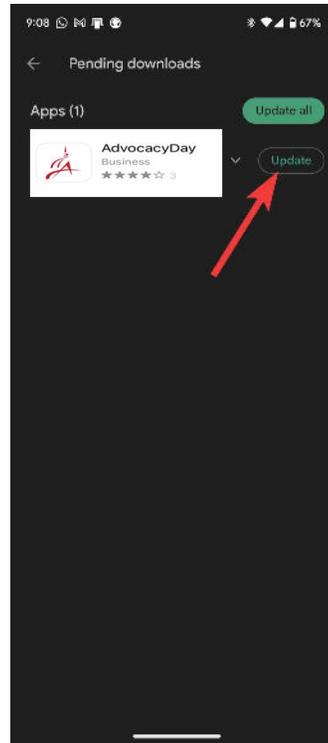
Step 2



Step 3



Step 4



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



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IMPORTANT

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

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



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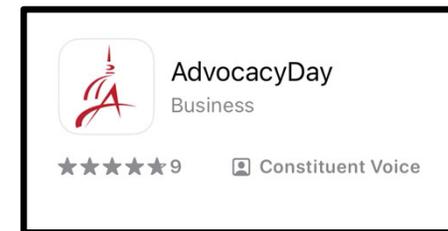
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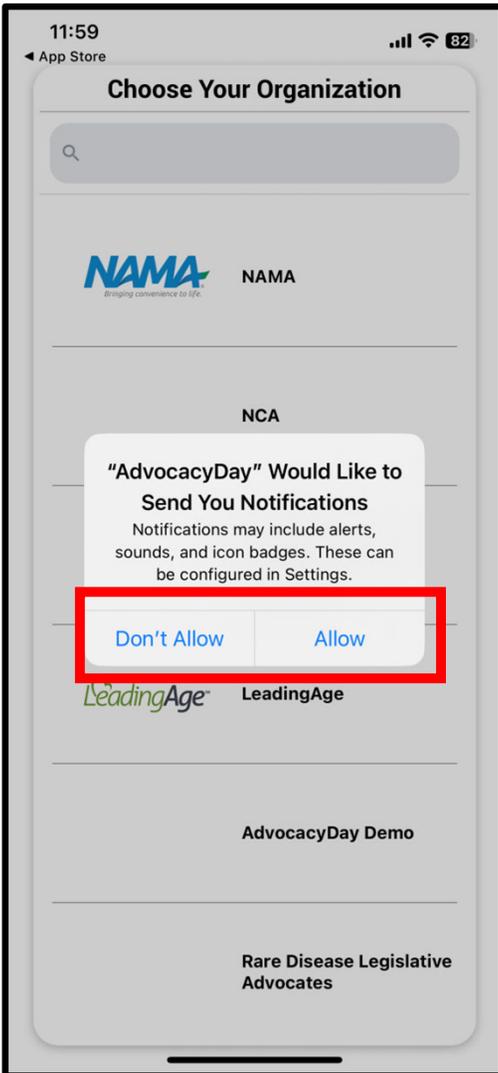
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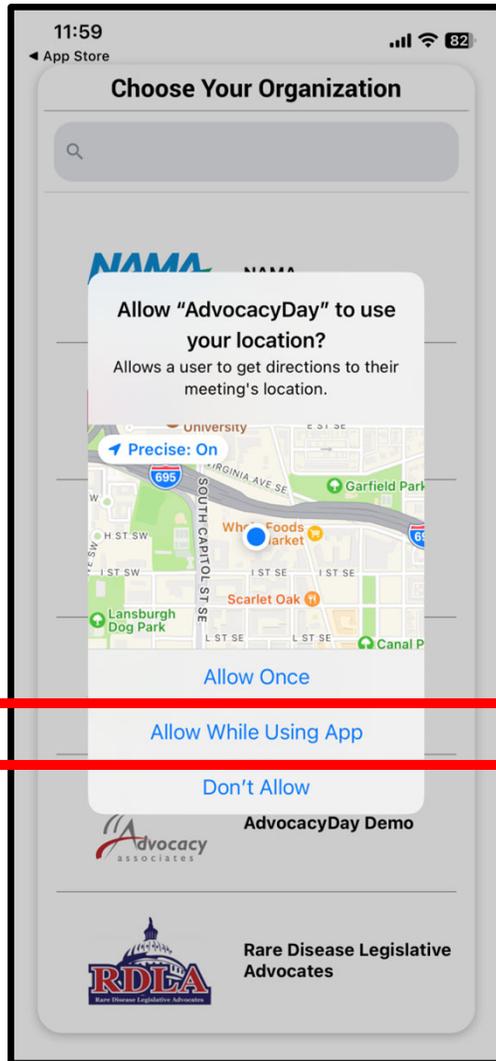


- **Contact us for any technical support**



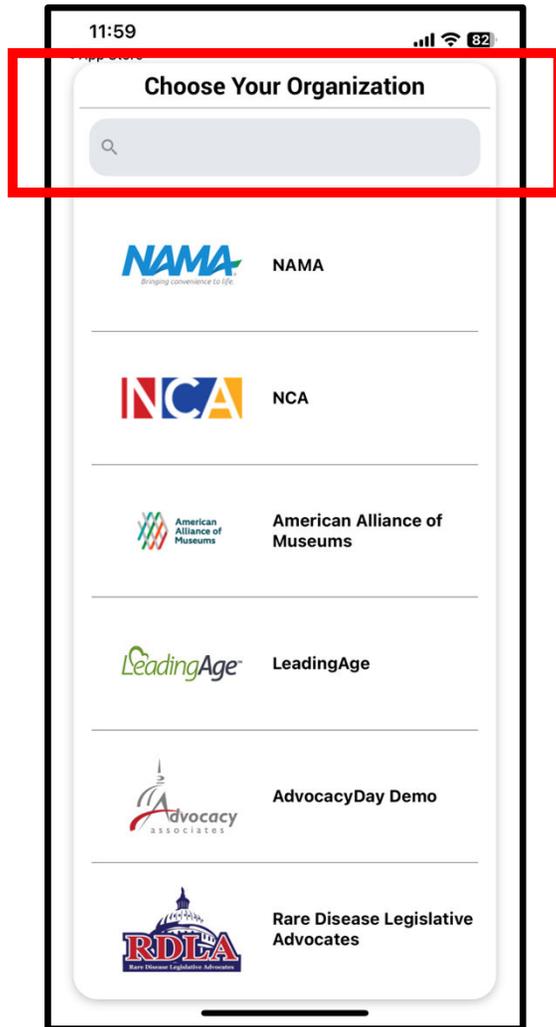
When Opening the App

- Select **“Allow”** for notifications



When Opening the App

- Select “Allow” for notifications
- Select “Allow While Using App” for location setting



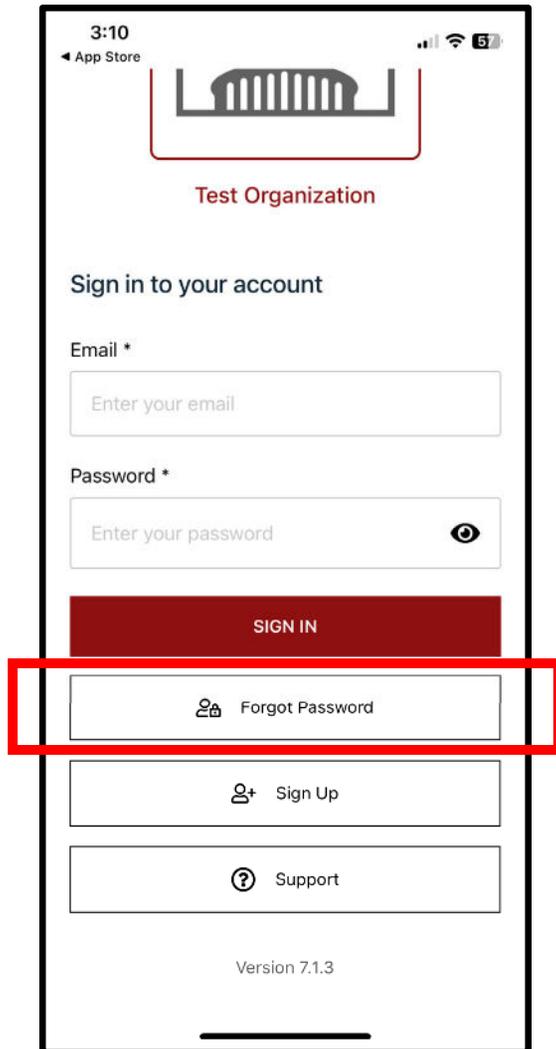
When Opening the App

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

A screenshot of a mobile application's login screen. At the top, the time is 3:10, and there are icons for App Store, signal strength, Wi-Fi, and battery. Below the status bar is a red-bordered box containing a building icon and the text 'Test Organization'. The main content area is titled 'Sign in to your account' and contains two input fields: 'Email *' with the placeholder 'Enter your email' and 'Password *' with the placeholder 'Enter your password' and an eye icon. Below these fields are three buttons: a red 'SIGN IN' button, a white 'Forgot Password' button with a key icon, a white 'Sign Up' button with a person icon, and a white 'Support' button with a question mark icon. At the bottom, the text 'Version 7.1.3' is displayed. A red rectangular box highlights the email and password input fields.

Logging In

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



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**

A screenshot of a mobile application interface for "Reset your password". At the top, the time is 12:43 and the battery is at 79%. The title "Reset your password" is centered. Below it, the label "Email *" is positioned above a text input field containing the placeholder "Enter your email". A purple button labeled "SEND" is located directly below the input field. At the bottom of the form area, there is a button labeled "Back to Sign In". A red rectangular box highlights the "Email *" label, the input field, the "SEND" button, and the "Back to Sign In" button.

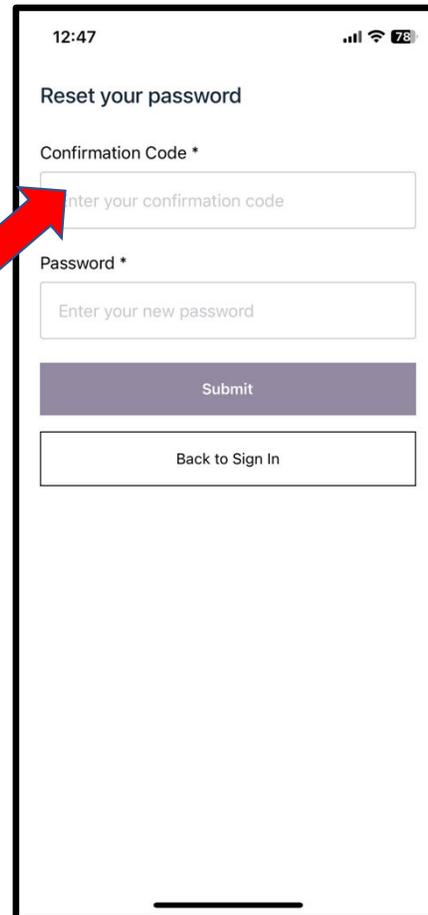
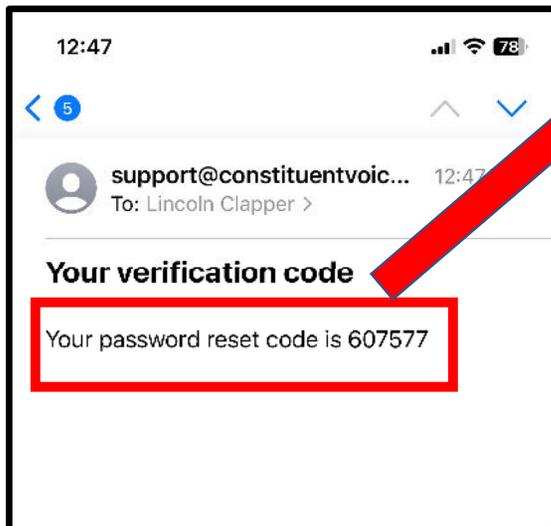
Logging In

- **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.



A screenshot of a mobile application's login screen. At the top, the time is 3:10 and there are icons for App Store, signal strength, Wi-Fi, and battery. Below the status bar is a red-outlined box containing a building icon and the text "Test Organization". Underneath is the text "Sign in to your account". The main form area, also outlined in red, contains an "Email *" field with the placeholder "Enter your email", a "Password *" field with the placeholder "Enter your password" and an eye icon, and a red "SIGN IN" button. Below the form are three buttons: "Forgot Password" with a key icon, "Sign Up" with a plus icon, and "Support" with a question mark icon. At the bottom, it says "Version 7.1.3".

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

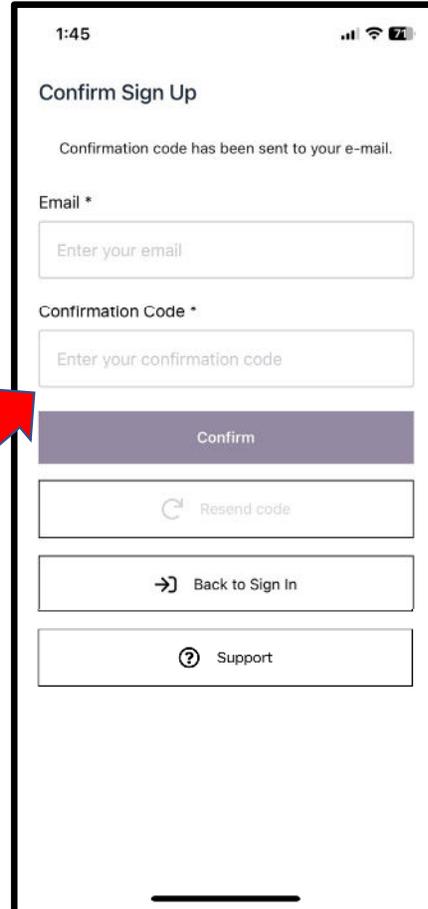
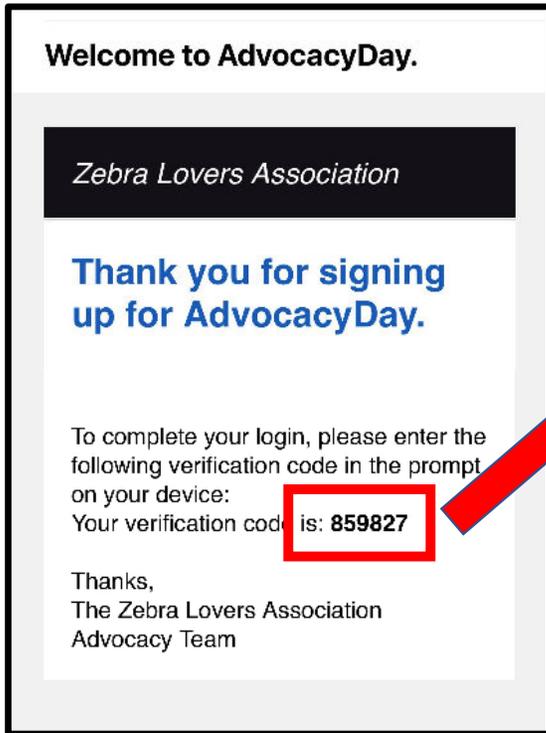
- FIRST TIME users will need to Sign Up

A screenshot of a mobile app login screen. At the top, the time is 3:10, and there are icons for App Store, signal strength, Wi-Fi, and battery. Below the status bar 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 the placeholder 'Enter your email' and 'Password *' with the placeholder 'Enter your password' and an eye icon. Below the password field is a red 'SIGN IN' button. Underneath are three buttons: 'Forgot Password' with a key icon, 'Sign Up' with a person icon (highlighted with a red box), and 'Support' with a question mark icon. At the bottom, it says 'Version 7.1.3'.

A screenshot of a mobile application's account creation screen. The screen is titled "Create a new account" and features three input fields: "Email *", "Password *", and "Confirm Password *". Each field has a placeholder text and a toggle icon (an eye) to the right. Below the fields is a purple "SIGN UP" button. At the bottom, there are three buttons: "Already have a code?", "Sign In", and "Support". The top of the screen shows the time "12:44" and battery level "78%". A red rectangular box highlights the three input fields and the "SIGN UP" button.

Logging In

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



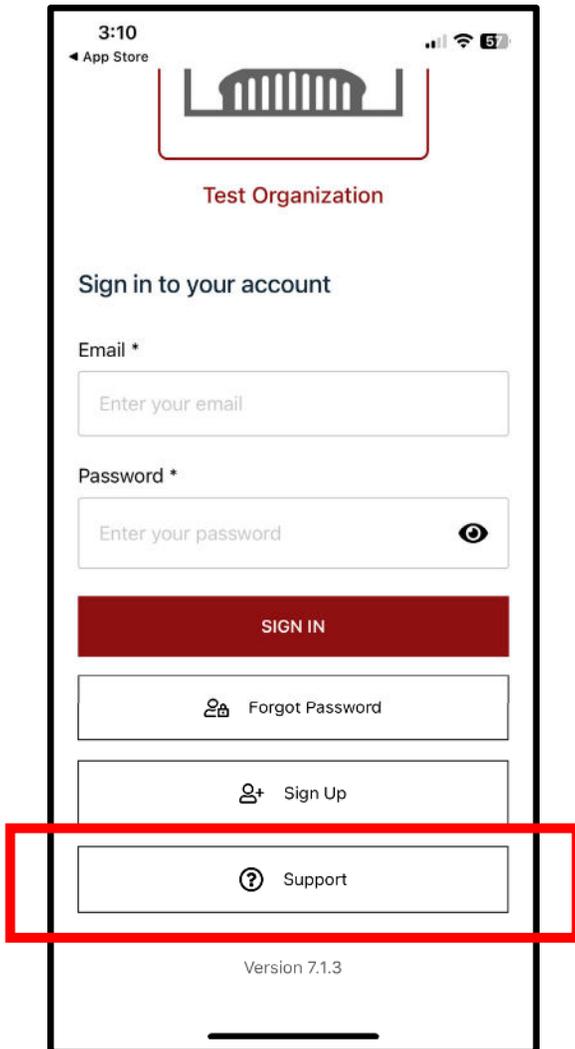
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- Enter your email and create a password. Tap “Sign Up” when finished
- **Check your email for a verification code.** Input your email and the code. Tap “Confirm”

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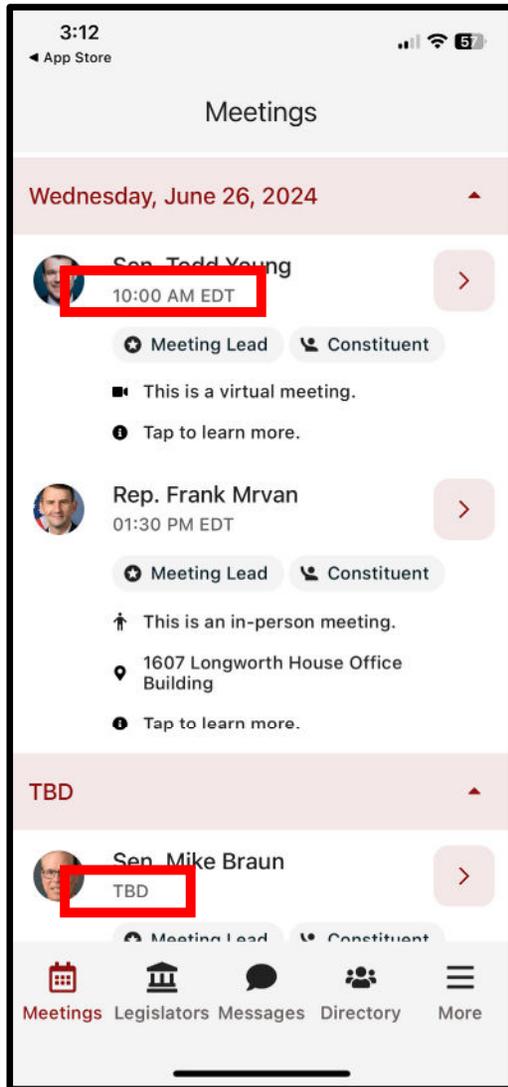
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- **Check your email** for a verification code. Input your email and the code. Tap “Confirm”
- **Login with your newly created credentials**



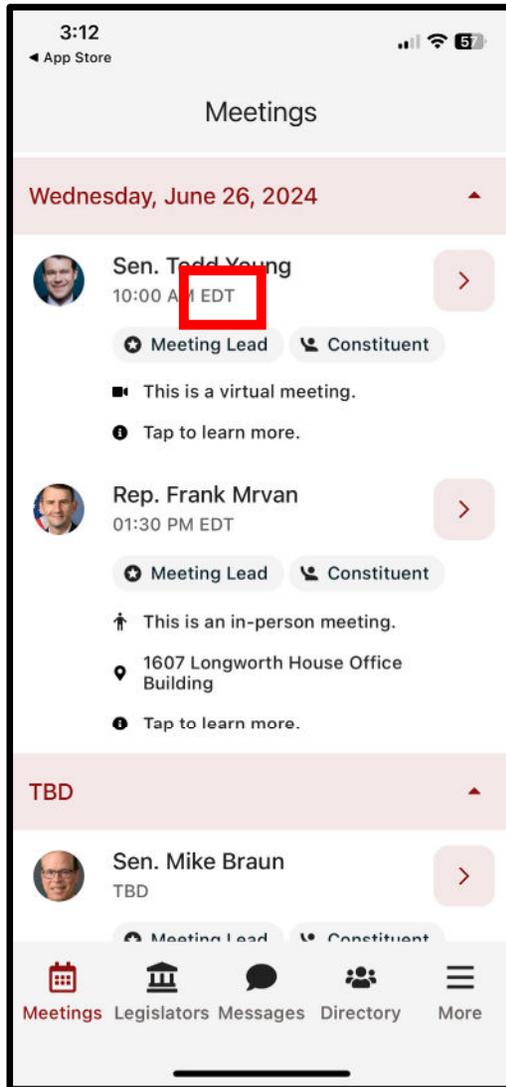
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- **Contact support for any issues**



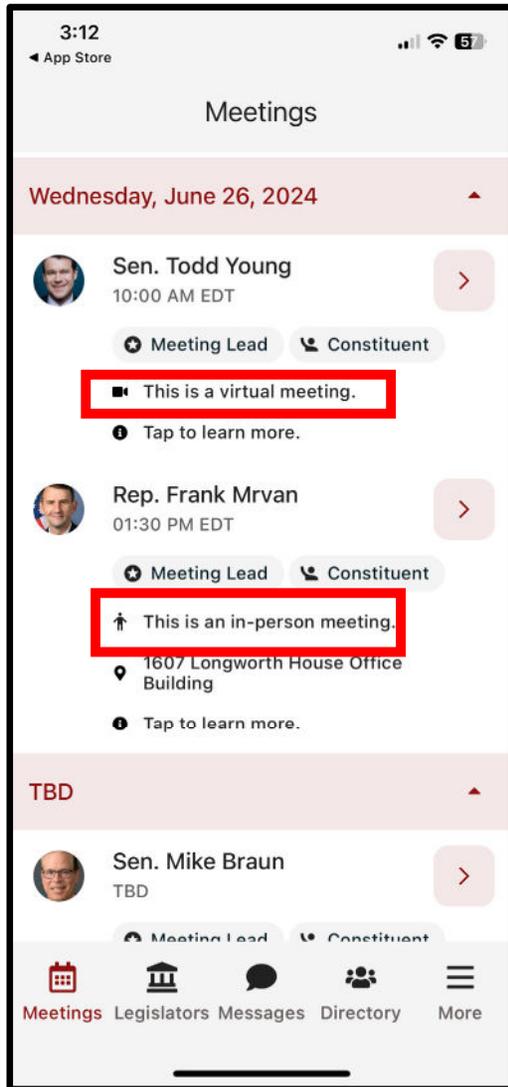
Main Schedule Page

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



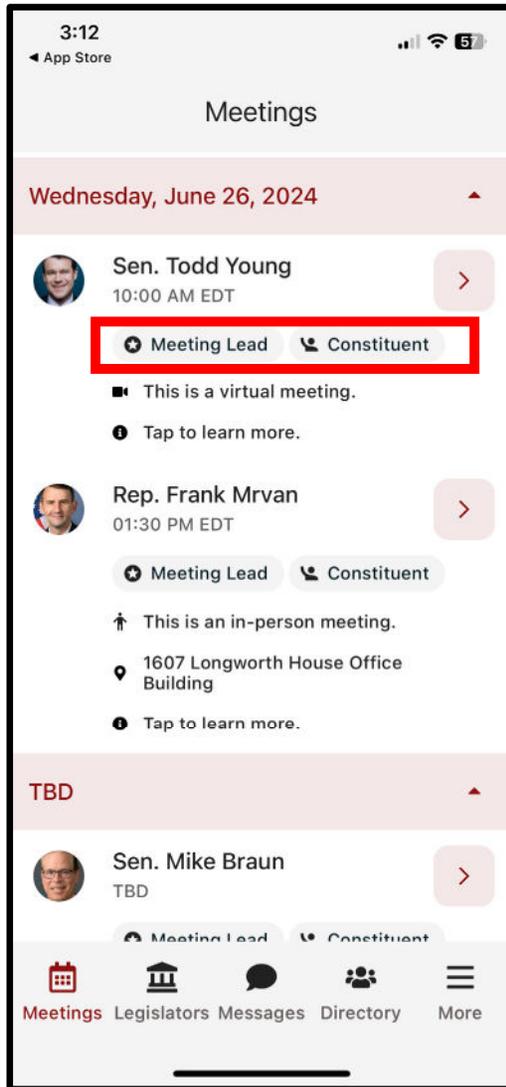
Main Schedule Page

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



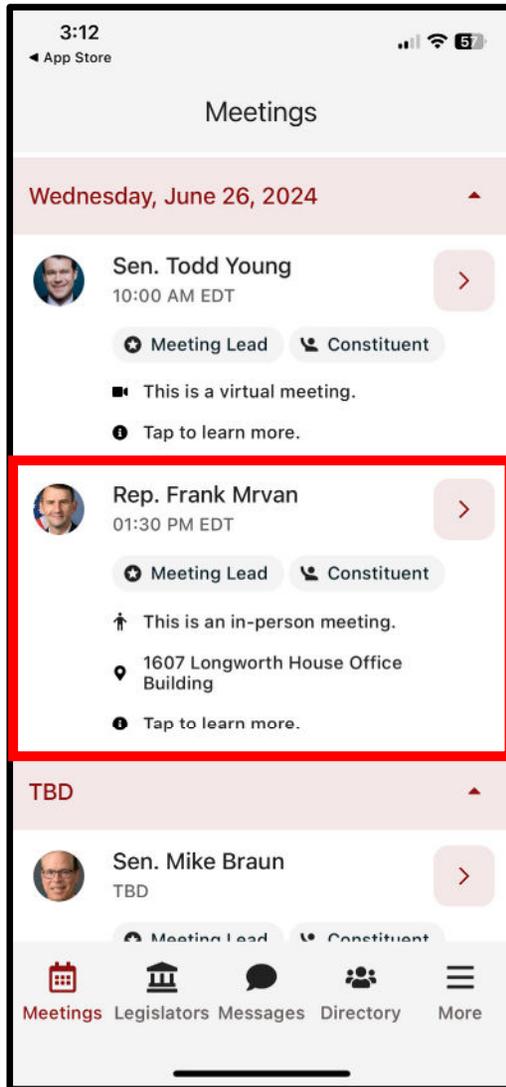
Main Schedule Page

- 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



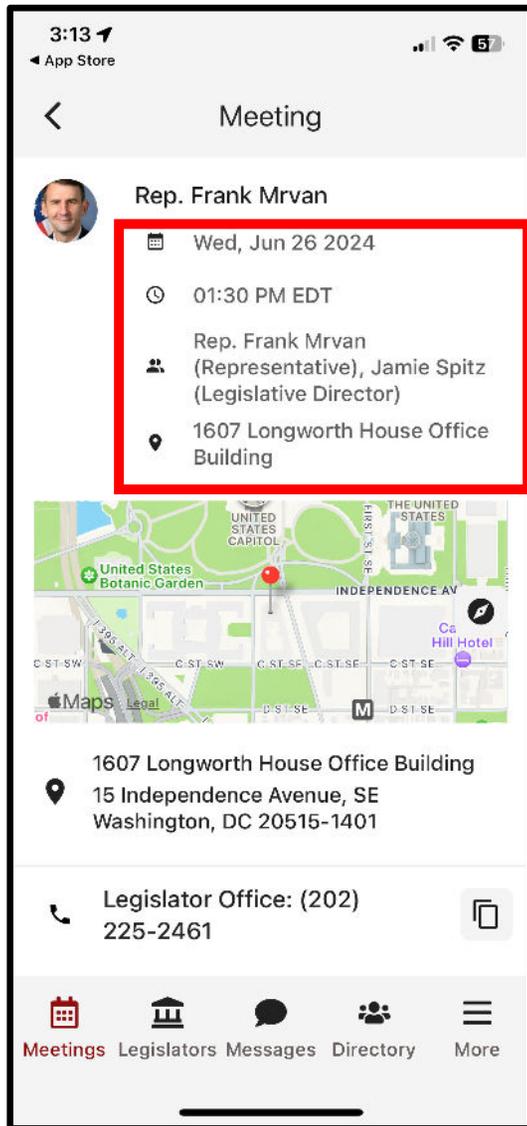
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- Indicates in person or virtual
- Badges indicating if you are a Constituent and/or Meeting Lead for that meeting

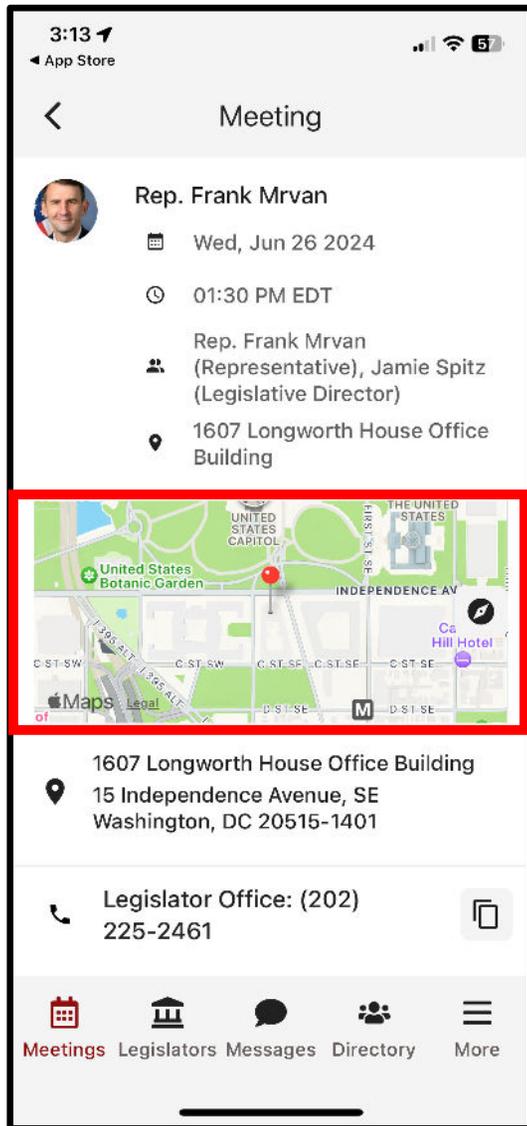


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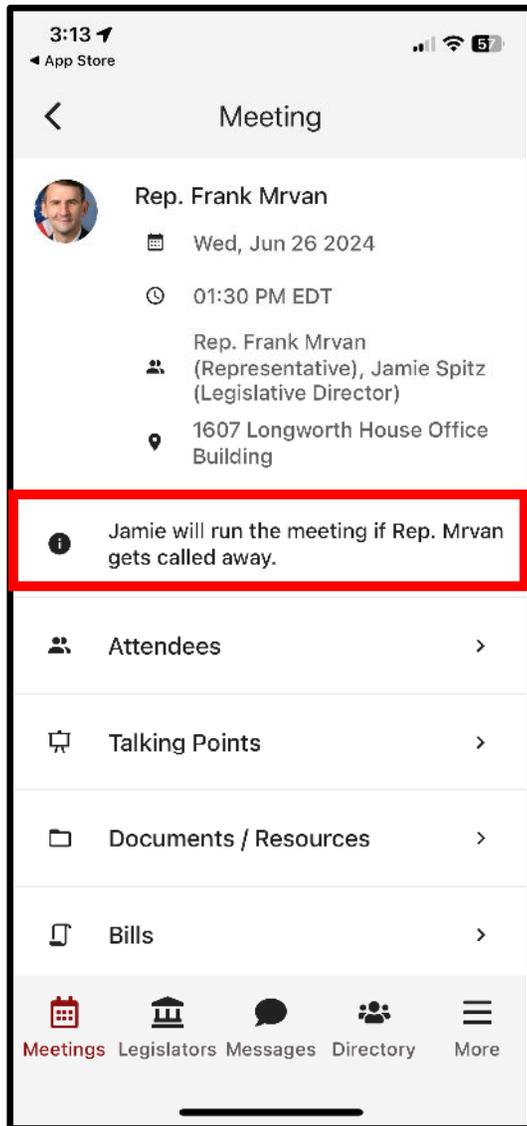
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- Badges indicating if you are a Constituent and/or Meeting Lead for that meeting
- Tap anywhere on the meeting to learn more



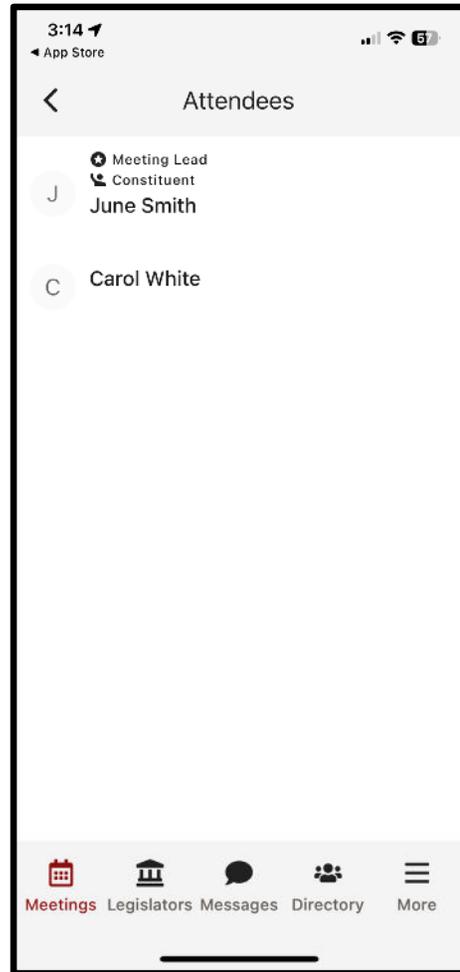
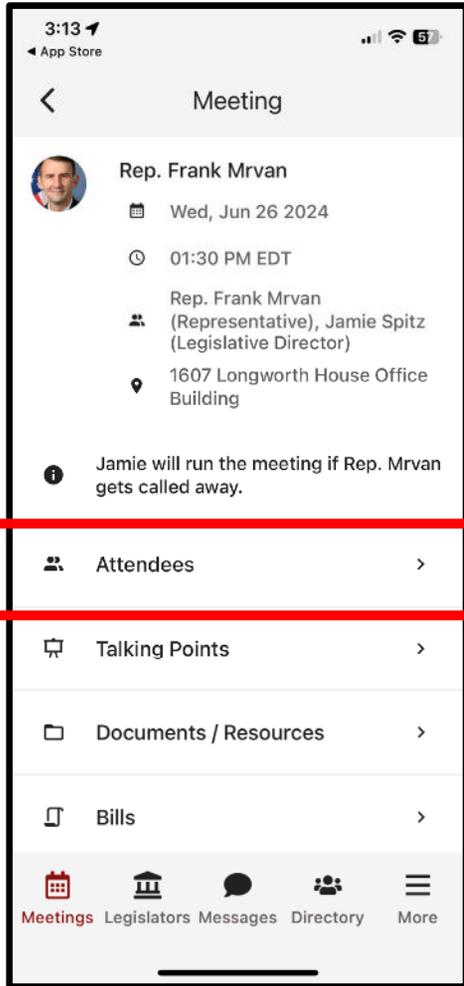
- Date/Time/Meeting With/Location



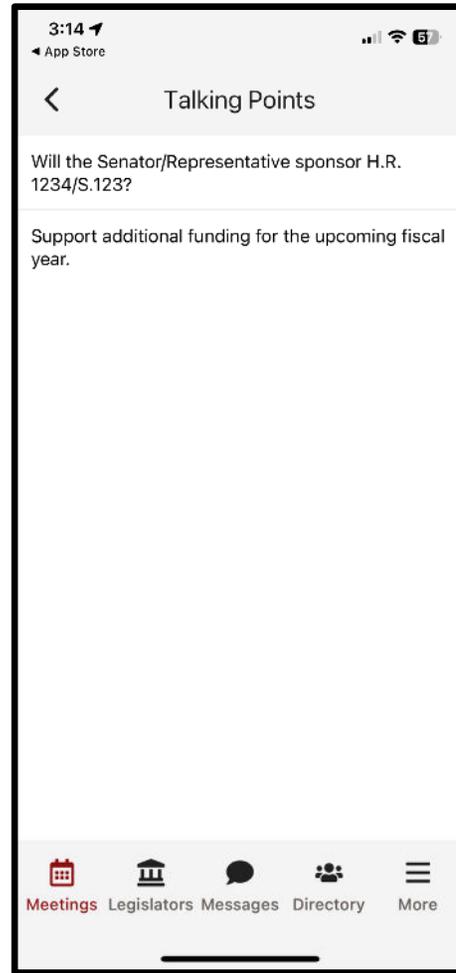
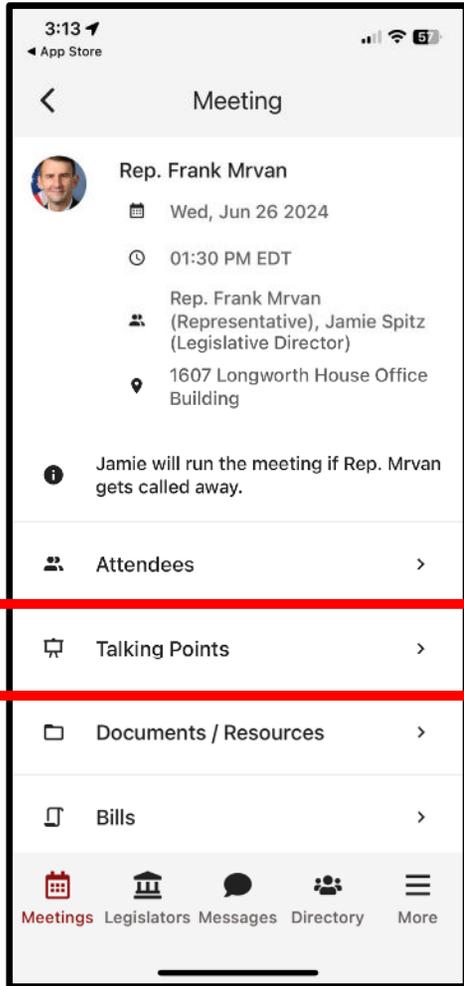
- Date/Time/Meeting With/Location
- Tap on the map to get walking directions to the building



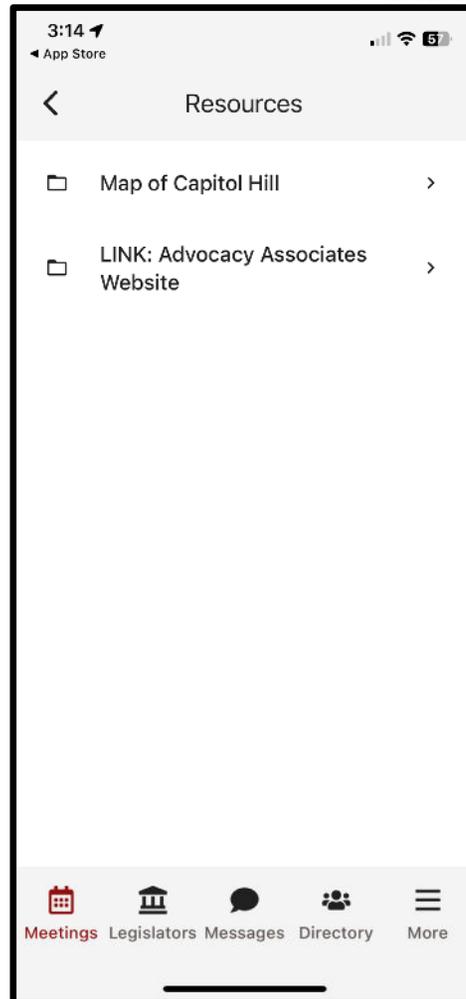
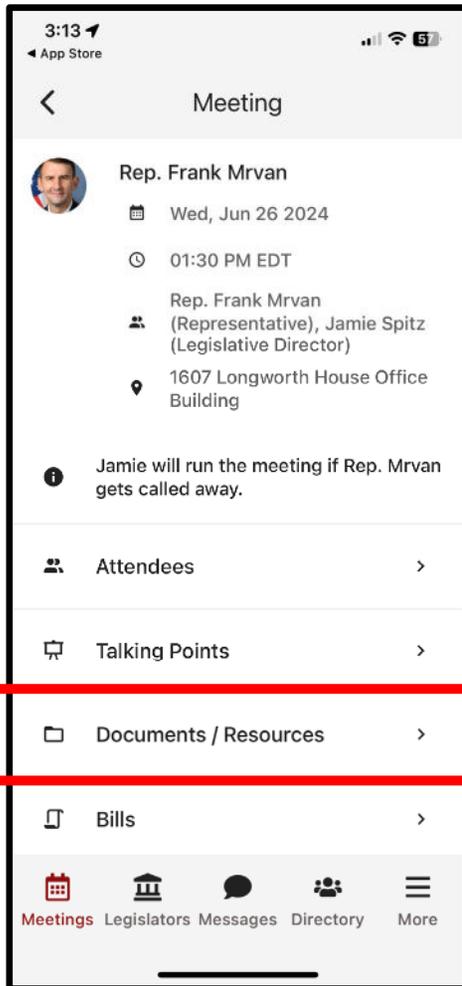
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- Tap on the map to get walking directions to the building
- Scroll down for any important information



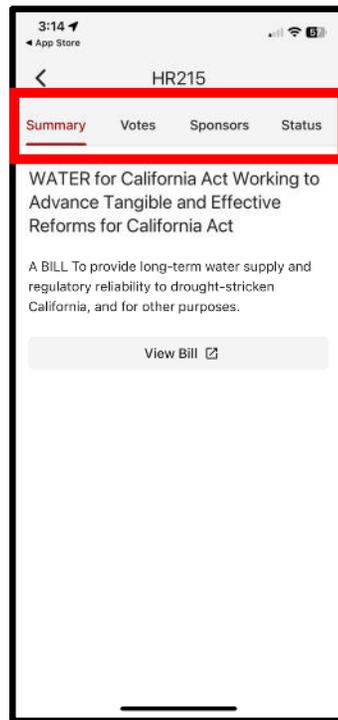
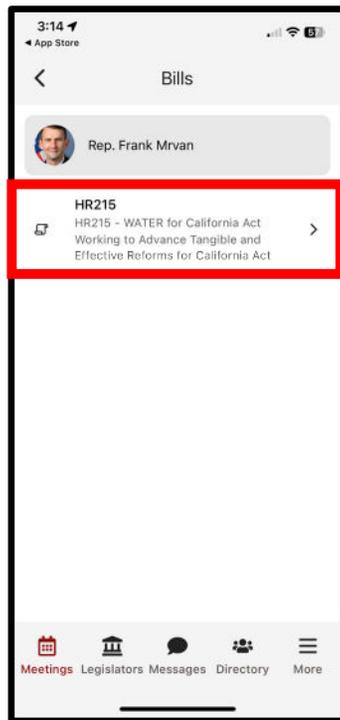
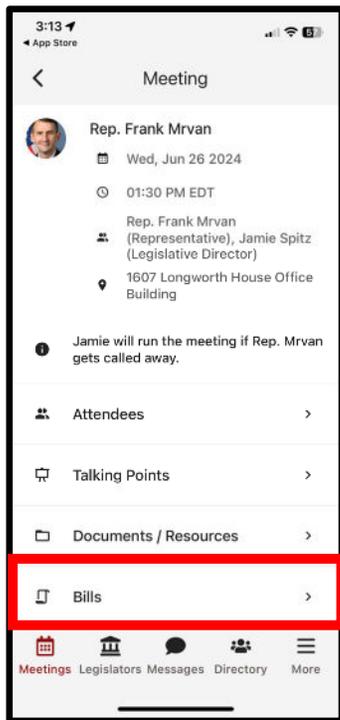
- Date/Time/Meeting With/Location
- Tap on the map to get walking directions to the building
- Scroll down for any important information
- Attendees in the meeting



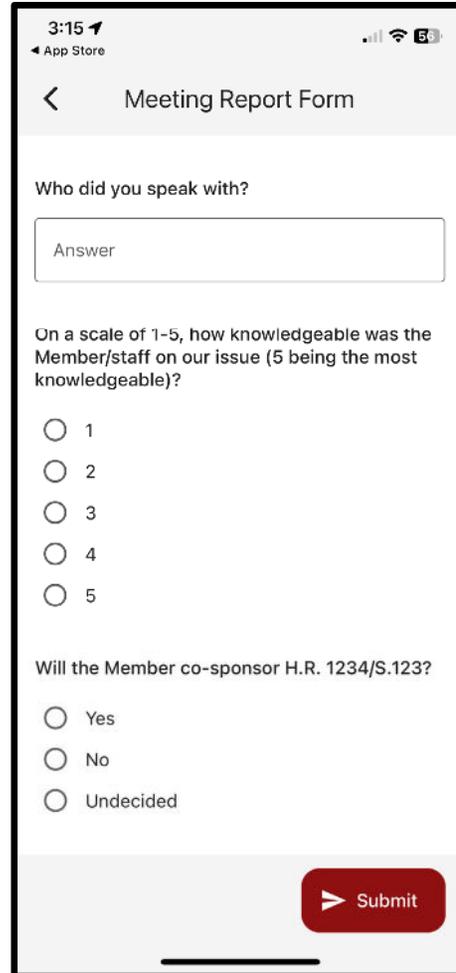
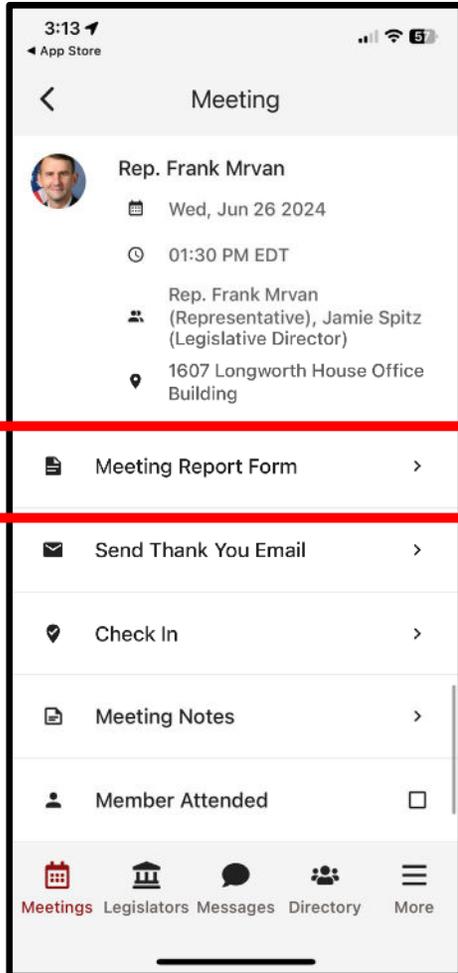
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- Tap on the map to get walking directions to the building
- Scroll down for any important information
- Attendees in the meeting
- Talking points



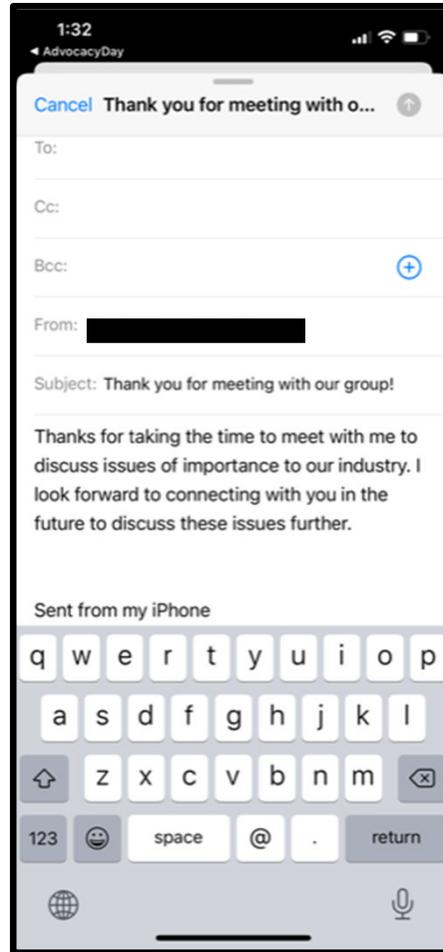
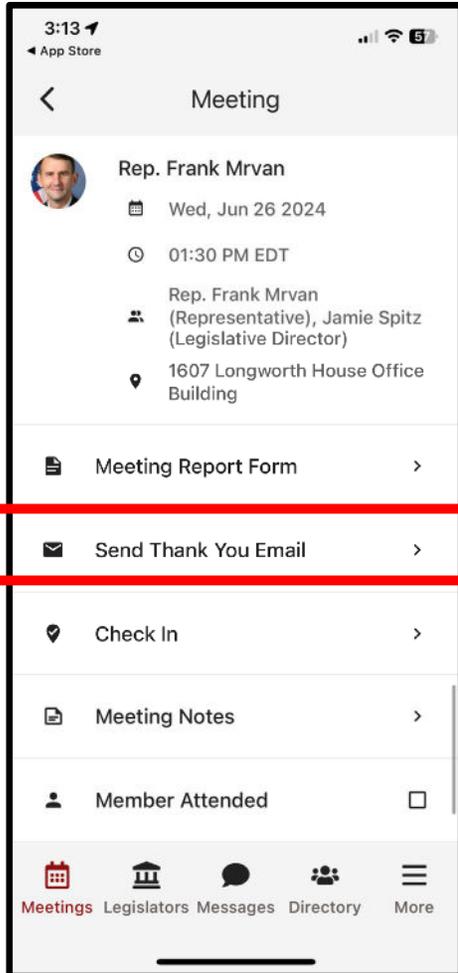
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- Tap on the map to get walking directions to the building
- Scroll down for any important information
- Attendees in the meeting
- Talking points
- Documents and resources



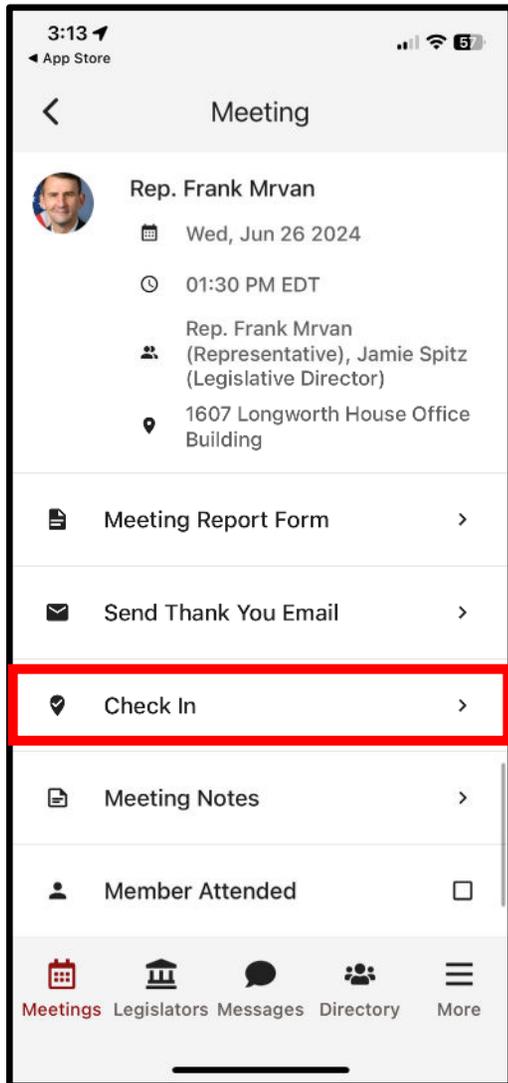
- Date/Time/Meeting With/Location
- Tap on the map to get walking directions to the building
- Scroll down for any important information
- Attendees in the meeting
- Talking points
- Documents and resources
- Bills



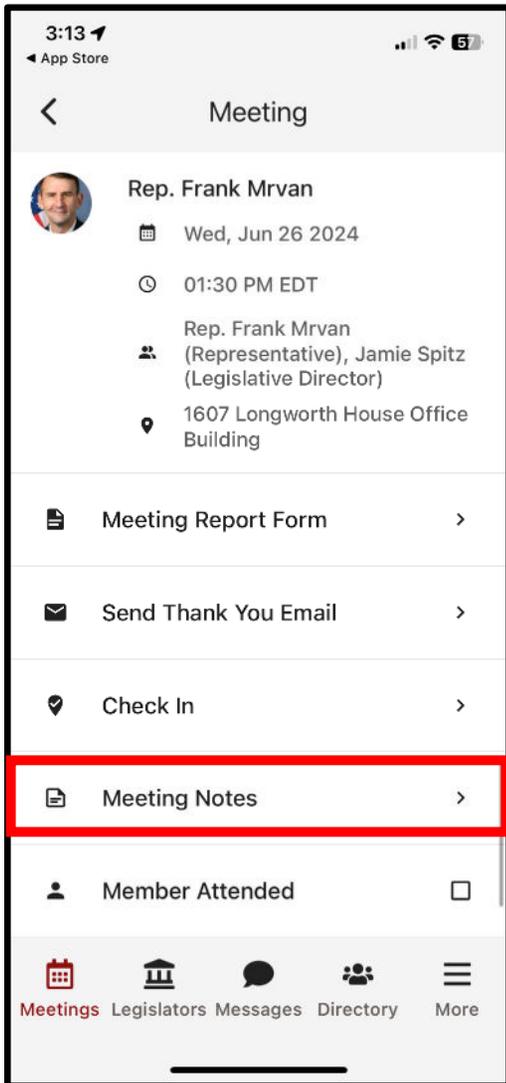
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- Tap on the map to get walking directions to the building
- Scroll down for any important information
- Attendees in the meeting
- Talking points
- Documents and resources
- Bills
- Meeting report form



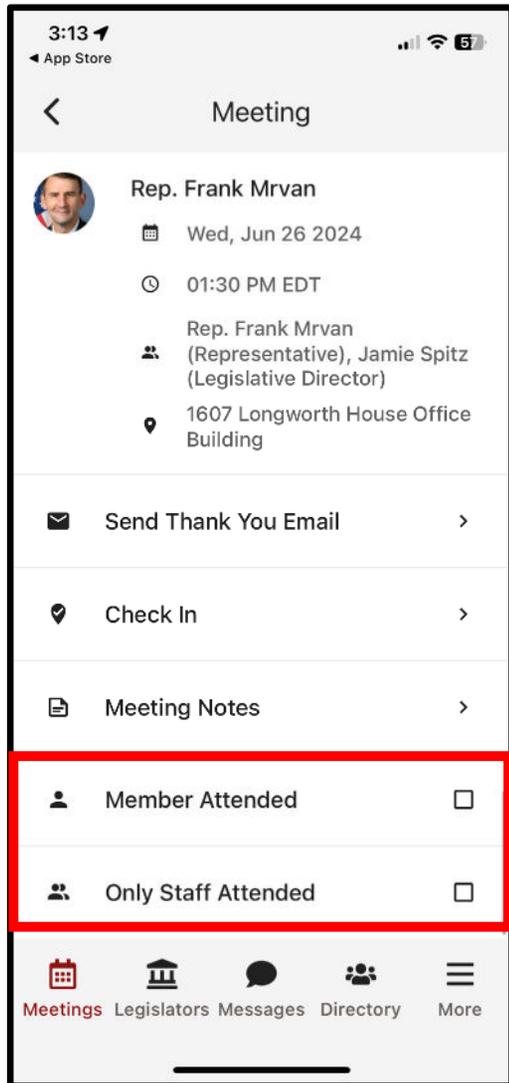
- Date/Time/Meeting With/Location
- Tap on the map to get walking directions to the building
- Scroll down for any important information
- Attendees in the meeting
- Talking points
- Documents and resources
- Bills
- Meeting report form
- Thank you email



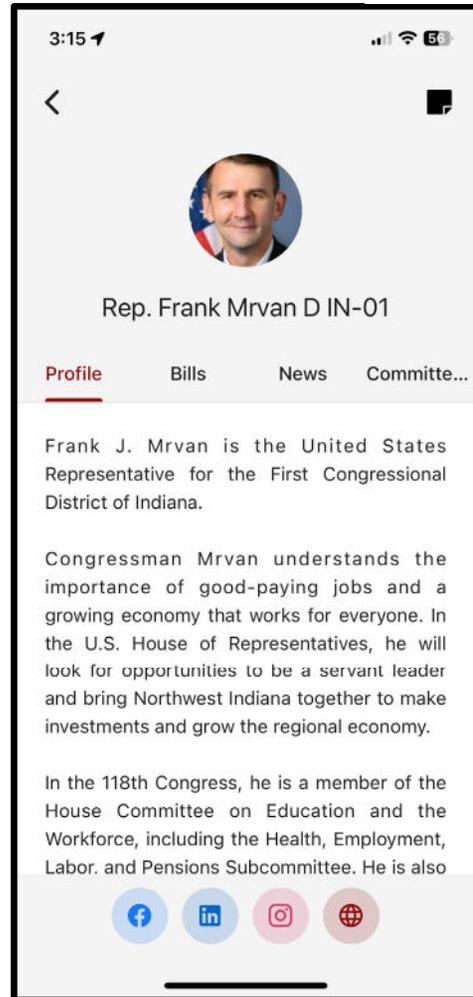
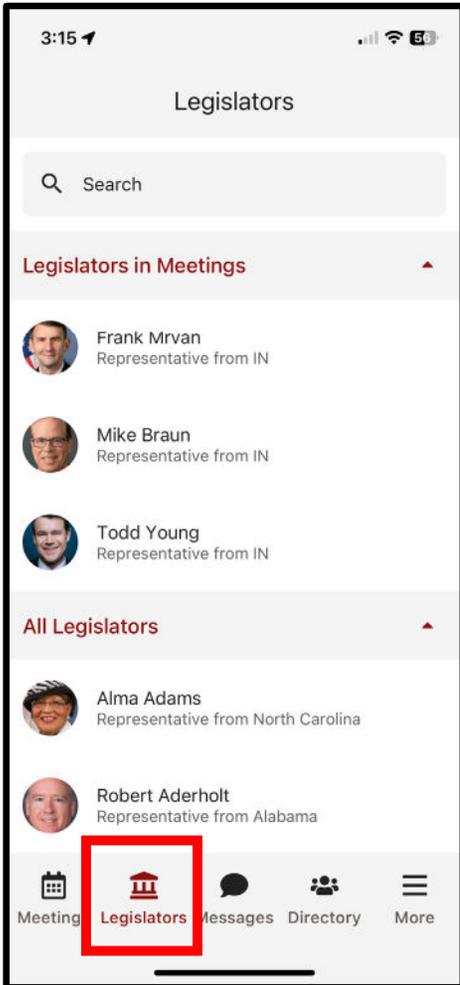
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- **Check in to report attendance**



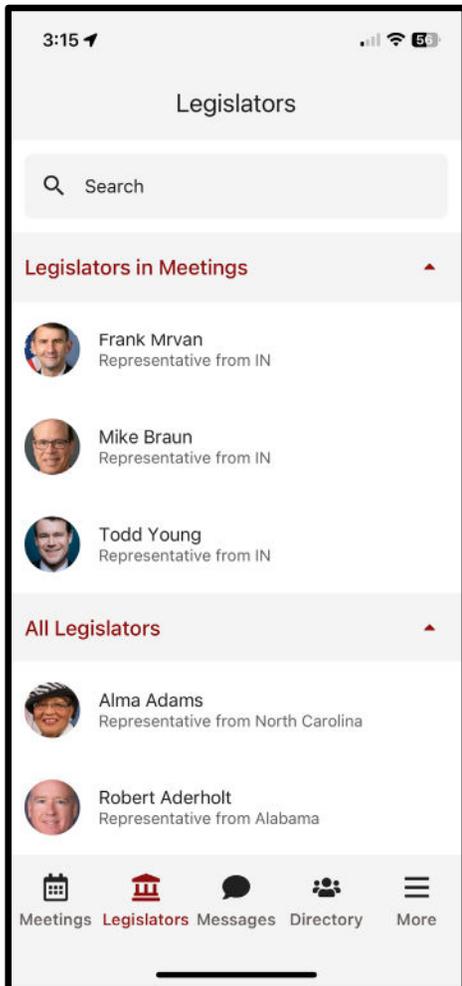
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- **Take meeting notes**



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- Thank you email
- Check in to report attendance
- Take meeting notes
- **Did the Member of Congress attend?**



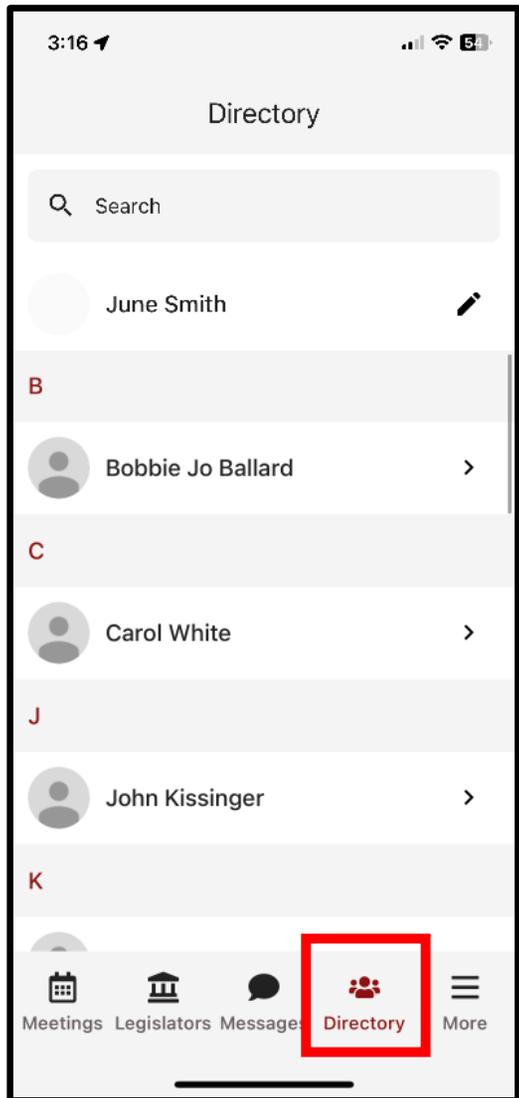
- Legislators tab, tap on each for a biography



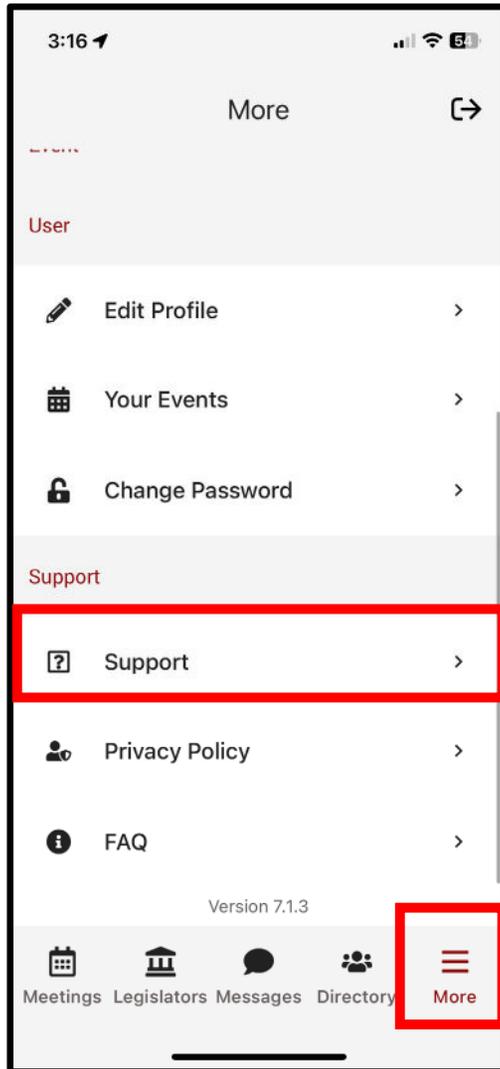
- Legislators tab, tap on each for a biography
- Relevant bills with voting record, recent news mentions, committee assignments



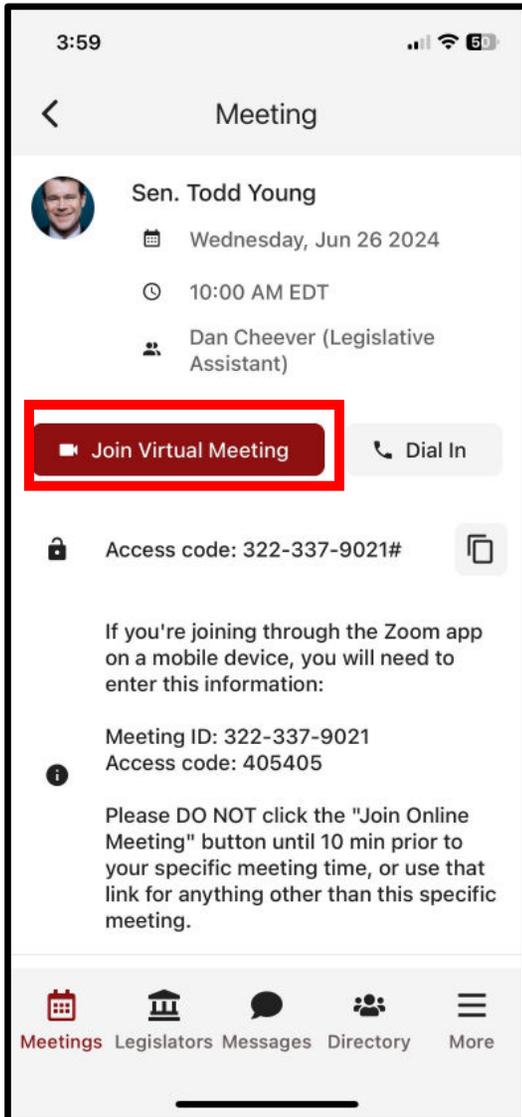
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- **Directory to look up attendees in your event. Tap to get more information**

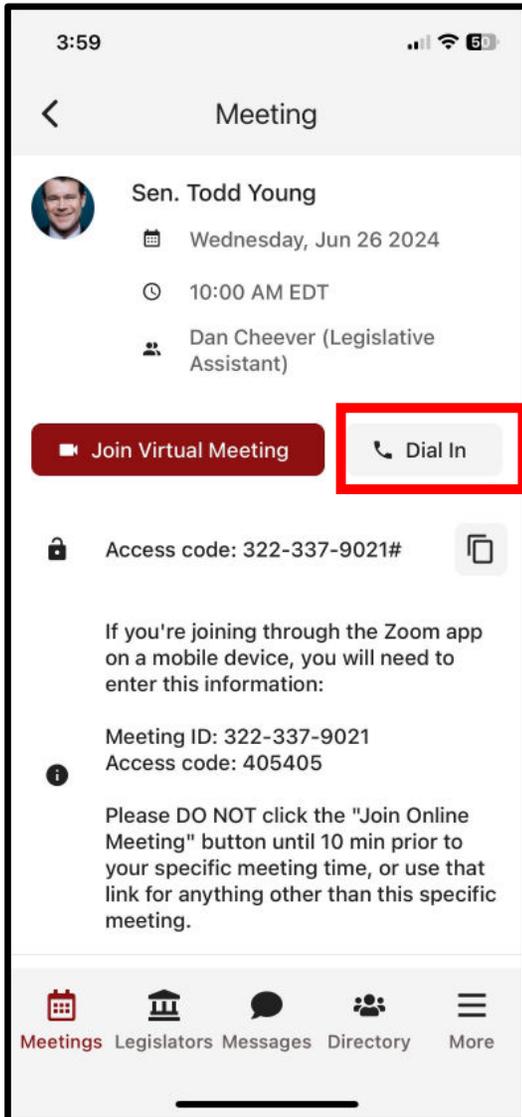


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- **More tab for additional resources, importantly all SUPPORT and FAQs**



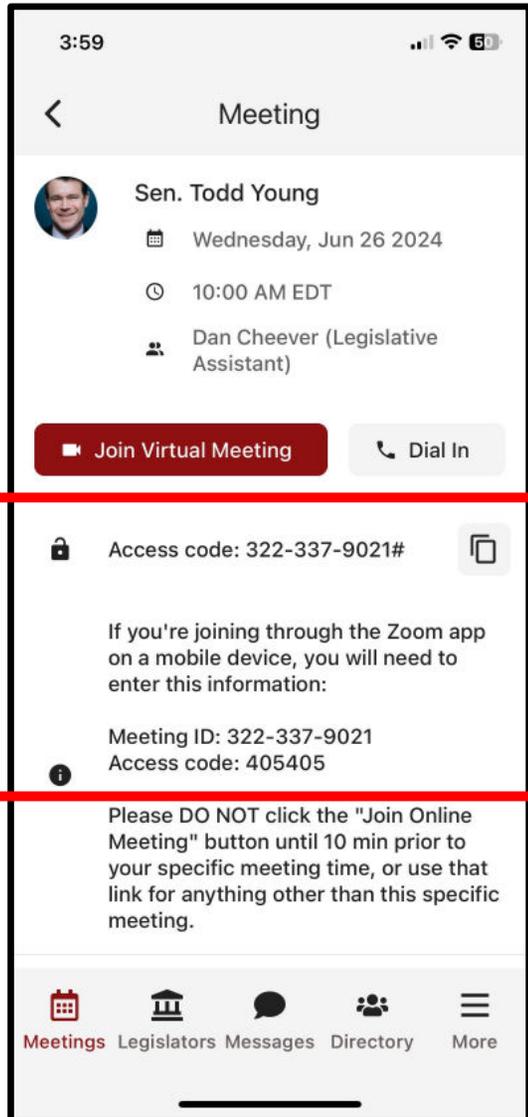
Virtual Meetings

- 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>
To: Margaret Lavender <zla+lavender@advocacyday.com>
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
 - 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

If you already have the AdvocacyDay App downloaded to your device, please make sure it is up-to-date before logging in.

As a web-based backup, you can also view your schedule for Okapi Hill Day here: 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

Thank you,
Advocacy Associates

The screenshot shows a web dashboard for a virtual meeting. The header includes a logo for "Test Organization" and a user profile for "June Smith". The main content area features a profile for "Sen. Todd Young" with a "Join Virtual Meeting" button. Below this, there is a "Dial In" section with the number "1-253-215-8782" and an "Access Code" of "322-337-9021#". A note provides instructions for mobile device users, including the Meeting ID "322-337-9021" and Access code "405405". A "Thank You Email" button is also visible. The right sidebar contains sections for "Documents & Resources" (including "Map of Capitol Hill" and "LINK: Advocacy Associates Website"), "Talking points" (with "Will the Senator/Representative sponsor H.R. 1234/S.1237" and "Support additional funding for the upcoming fiscal year."), "Bills" (with "S1323 - SAFE Banking Act of 2023 Secure And Fair Enforcement Banking Act of 2023" and a "Not Currently a Sponsor" status), and "Attendees".



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