



USE THE APD MEETING WEB APP

Access the meeting agenda, faculty bios, speaker materials, note taking, evaluation submission, and receipt of your CME Certificate...all at your fingertips on the APP!

How do you find the APD Web App? Simple...it's just a website!

You don't have to go to the app store to get the conference app! The web app is a mobile HTML5 web app which means you can access it from your web browser (chrome, IE, Firefox, Safari) on your phone, tablet, or PC! **Enter the URL directly into the address bar in the web browser. Do NOT search for the link through google. Simply visit this website:**

<http://app.resultsathand.com/apd>

iPad and iPhone users can **Add the App to your home screen for fast and easy access.** You can save the app to your home screen by visiting the conference app website above from your device and selecting from the menu at the bottom of your screen. ***Android Users...**Learn how to add the app to your home screen at: <http://bit.ly/NfirwM>

Sign-In to the App for exclusive attendee content

- Sign-in with the email address you used when you registered for this meeting.
- You'll then be prompted to **CREATE a passcode** that you will remember. **NOTE: You are NOT assigned a passcode, you make this up yourself.**
- Once logged in, you're ready to use the app! **Click on the icons** for the **"Agenda", "Speaker Disclosures", etc.**
- Take notes via the **"My Notes"** icon. Hint: **SAVE** your notes often.
- You can update your login passcode, contact information and sharing settings in Edit Profile.
- If you have trouble seeing any of the latest updates click the refresh button in the upper right hand corner of the screen. If you used a 'results at hand' app at another activity, and are having any issues, log out and log back in to ensure you see APD2019 at the top. App Log out is located at the bottom of the **app side navigation.**

Access Faculty Handouts

- After signing in, from the APP home page, **click "Materials"**
- The next page will display a list of handouts that are currently available. **Click on the title you wish to view.** The PDF will open. At the top, you will see options to Email (to yourself) or Download the PDF.
- **NOTE: We will continue to upload handouts as we receive them from the speakers. CLICK REFRESH** to see new uploads. **BE ADVISED: some speakers have not given permission to distribute their slides.**

Complete Evaluations / Obtain CME Certificate

- After signing in, from the APP home page, **click "Evaluation"**.
- The next page will display a list of all sessions.
- The faculty would appreciate your feedback so **please also complete EACH session evaluation.**
- To obtain your CME, you must **complete the Overall Evaluation.** Be sure to answer all the questions. Again, your detailed feedback is greatly appreciated. Enter N/A if you have no comment. Click **"Save Evaluation"**
- The Evaluation page will appear again, showing the evaluations you have completed in RED. You should have a check mark next to Overall Evaluation. **Above it now, there is a button to request your certificate. Click this button to customize your certificate, then choose the option to Email, View or Download the certificate.**
- The CME certificates will remain accessible in this form for one month after the meeting.

Need App Support or Have Questions?

- Check out the FAQ on the main menu of the app, fill out the **support form** under Help on the home menu, see us at the registration desk or email katie@theassociationcompany.com.