



CONGRESS APP USER GUIDE

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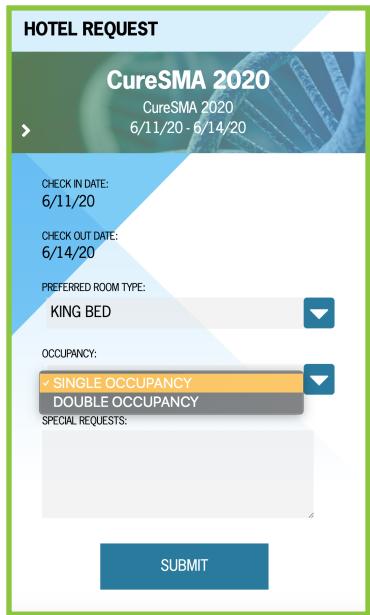
CONGRESS

Register

To register for your selected congress - first choose the congress from the Congress Landing page. Selecting “register” on the following page will lead the user to that Congress’ website where you can finish the registration process.

General Info

The General Information section of the Congress tab will lead the user to the Congress’ “About” page on their own website.



The image shows a screenshot of a hotel reservation form titled "HOTEL REQUEST". At the top, it displays "CureSMA 2020" and the dates "6/11/20 - 6/14/20". The form includes fields for "CHECK IN DATE" (6/11/20), "CHECK OUT DATE" (6/14/20), "PREFERRED ROOM TYPE" (KING BED), "OCCUPANCY" (SINGLE OCCUPANCY selected), and a "SPECIAL REQUESTS" section. A "SUBMIT" button is at the bottom.

Hotel Reservation

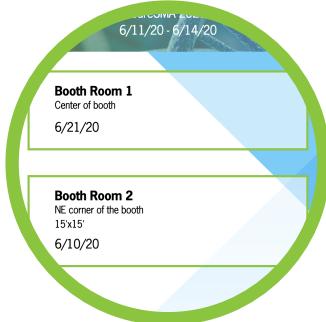
To view or request a hotel select “Hotel Reservation” within the Congress event. This page will list your hotel reservation details and if your request is pending or has been confirmed. If the user has not made a request this will be noted. In order to request a hotel room select “Request Hotel”.

The request form will list specified check-in and check-out dates for that congress. The user may choose a preferred room type and occupancy. Special Requests may also be made on this page.

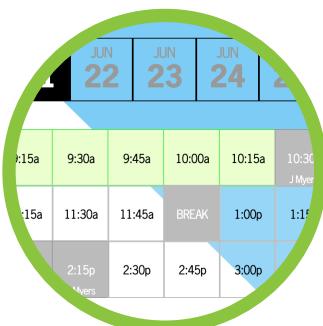
A hotel room is not confirmed until approved by an admin. An email will be sent with a confirmation number. Please note that all requests are subject to availability and cannot be guaranteed.

Hospitality Calendar

A hospitality room can be booked through the “Hospitality Calendar” option under a specified congress. Within this section a list of available rooms will list dimensions if available.



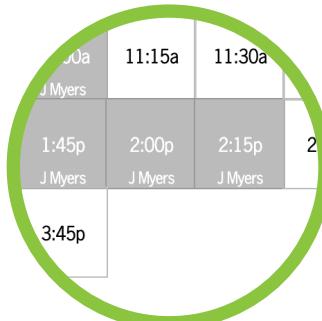
Choose Room



Select Time

After selecting a room the user will need to provide a day and time(s) for the reservation. Each time slot is equal to 15 minutes. Multiple blocks may be selected in sequence, however, multiple reservations may not be made within the same hospitality room request. A new request will need to be made to reserve a new block of time.

More details can be viewed by selecting the arrow button to the left of the event or by clicking the event title. By clicking an event, the user will be taken to a new page where they may view the event details as well as adding any insights.



Time Slot
Unavailable

AGENDA

CureSMA 2020
CureSMA 2020
6/11/20 - 6/14/20

ALL **ASSIGNED**

JUL 05	JUL 06	JUL 07	JUL 08	JUL 09
---------------	---------------	---------------	---------------	---------------

2:50p - 3:10p **Networking Break**

1:00p - 1:55p **Pattern recognition approach to Patie...**
Teaching Course

Type: **Speaker Presentation**
Category: **Muscle**
Location: **Berg**
Chairperson(s): **Richard Barohn (USA),Mazen Di...**
Presenter(s): **Richard Barohn (USA)**
Session Name: **Clinical: from pattern recognit...**
Assignment: **Justin Myers**
Priority: **Undefined**

1:55p - 2:50p **Laboratory approach to muscle disor...**
Teaching Course

11:05a - 12:00p **Diseases involving impairment and lo...**
Teaching Course

Insights

To learn more about an event, expand the window by selecting the arrow on the left. Close it by clicking the arrow again. Details may also be viewed by clicking the event title. A new page will open to display more information as well as any insights.

Agenda

The agenda shows all events for a given day. A user may specify “All” events or to view only their “Assigned” events. Scroll through the congress dates to view the events for that day. Days that are grayed out are not available as part of the chosen congress.

Speaker Presentation
7/06/19
Pattern recognition approach to Patients with a Suspect Myopathy

Teaching Course
1:00p - 1:55p

Presenter(s): **Richard Barohn (USA)**
Location: **Berg**
Chairperson(s): **Richard Barohn (USA),Mazen Dimachkie (USA)**
Session Name: **Clinical: from pattern recognition towards clinical diagnosis**
Assignment(s): **Justin Myers**
Priority: **Undefined**

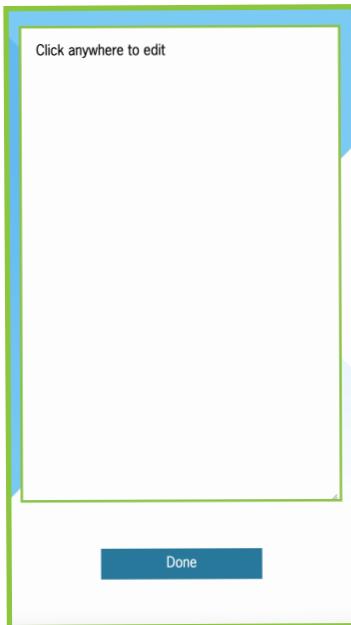
INSIGHTS

General Notes (click to edit)
Click anywhere to edit

POSTS

Insights

The insights section allows a user to add any thoughts or comments that pertain to an event that they or others may find helpful. An insight can be added in two ways: General Notes and Posts



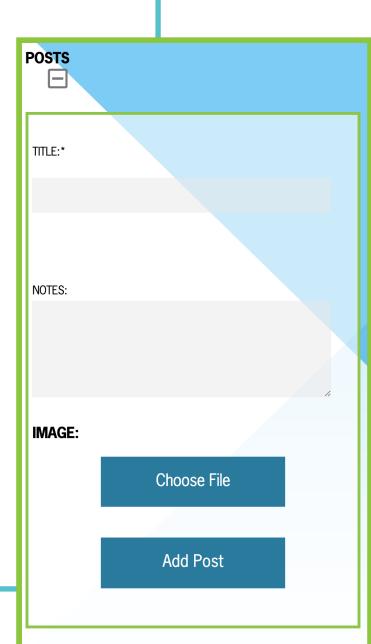
General Notes

To add General Notes, click anywhere within the box to be taken to a notepad feature where a user can type freely.

Post

To add a post, select the “plus” icon. A new form will open to add text and/or an image. Click the “minus” icon to cancel post.

Once a new post has been added to your events, you may edit or delete a post by selecting the edit or trashcan icon.



POSTS

TITLE:*

NOTES:

IMAGE:

Choose File

Add Post



MESSAGES

Private Message

Direct message a user by selecting them from your contacts list. A notification bubble on the right side will display how many unread messages you have from that user. To write a message, click the “plus” icon.

Group Message

A user may choose from a premade group to reach multiple contacts at a time or create a custom group by selecting the “plus” button. Select a user by clicking their name. Selected users will be check-marked. Click a user again to remove them from the selected users. Don’t forget to assign a name to the new group.

SUPPORT

Settings

Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel

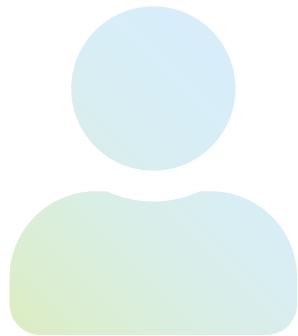
Contact Support

Dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ulla

View Manual

You're doing it. Yay!

USER ACCOUNT



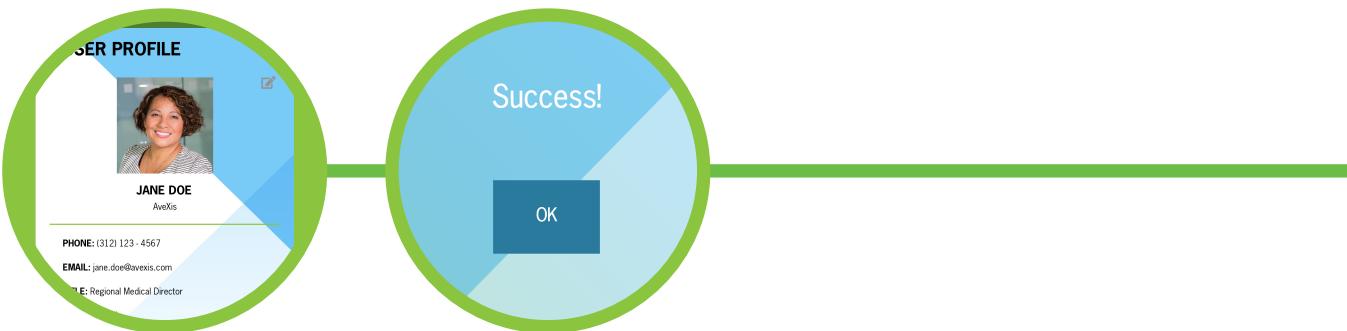
Log In/Log Out

The name of the user that is currently logged in will be visible in the upper right corner of the app. The app will remember log-in info for the following 30 days. After that time a user will be asked to sign in again.

To log out, simply select the signout option on the homepage.

Profile

To view your information and see what your profile will look like to others visit “My Account” from the home screen. While on this page, select the edit icon to update your user photo and other information. Passwords can also be changed on this screen. All changes are not final until receiving the “Success!” message.





RESERVATIONS

Lorem Ipsum

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Lorem Ipsum

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magna aliquam erat volutpat. Ut wisi enim



Book A Flight

You may book a flight using the app. Selecting “Book A flight” from the homescreen or from the “Hotel Reservation” page in Congresses will redirect to the *Canyon Creek Travel* website. All flight arrangements will be handled by Canyon Creek.

If you have any questions or require assistance regarding booking a flight please reach out to Canyon Creek Travel at 1(800)952-1998.

ADMIN

The Admin Section is only made available to a user who has been given Administrative privileges.

Add Congress

Under this section an Admin may add a new congress by selecting Add Congress from the Admin menu. All required fields must be filled out in order to complete the process.

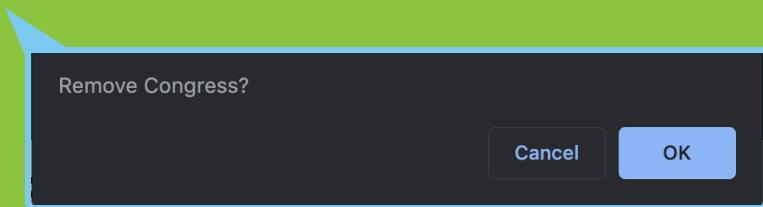
The screenshot shows a form titled 'ADD CONGRESS'. It contains several input fields: 'CONGRESS FULL NAME:' (with a red asterisk), 'CONGRESS ABBR' (with a red asterisk and a tooltip 'Please fill out this field.'), 'CONGRESS URL:', 'CONGRESS REGISTRATION URL:', 'CONGRESS START DATE:' (with a red asterisk and a calendar icon), 'CONGRESS START TIME:' (with dropdown menus for hour, minute, AM/PM, and a calendar icon), 'CONGRESS END DATE:' (with a red asterisk and a calendar icon), 'CONGRESS END TIME:' (with dropdown menus for hour, minute, AM/PM, and a calendar icon), and 'CONGRESS VENUE NAME:'. The entire form is enclosed in a light blue header bar.

Modify Congress

Once a Congress has been added, an Admin may modify any details coinciding with that congress by selecting the congress from a list generated after selecting the "Modify Congress" option from the Admin menu. An admin may add, edit, or delete any detail including, hotels, hospitality rooms, agendas, and congress information.

Remove Congress

To remove a congress, select “Remove Congress” from the Admin menu. Choose the Congress to remove. At this time, a prompt will pop-up to confirm the deletion of a congress.



Edit/Add Hotel

Add a hotel by pressing the “plus” icon. Fill out the and submit form. Once a hotel has been added, it may be modified or deleted at any time. To edit a hotel, click the edit icon in the window coinciding with the hotel that needs to be updated.

A new page will open with the hotel form filled out with the details that were previously entered. Change the desired information and submit to commit edits. In order to delete a hotel, press the trash icon and confirm deletion when prompted.

Hospitality Rooms

Handling Hospitality rooms is similar to handling hotels.



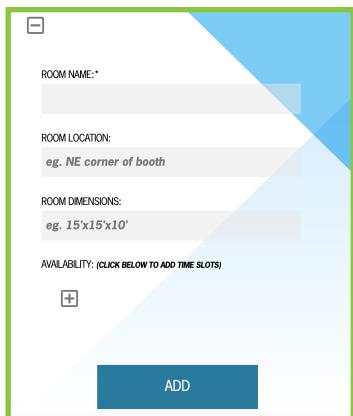
1

Add a hospitality room using the plus button.



2

Fill out the forms.

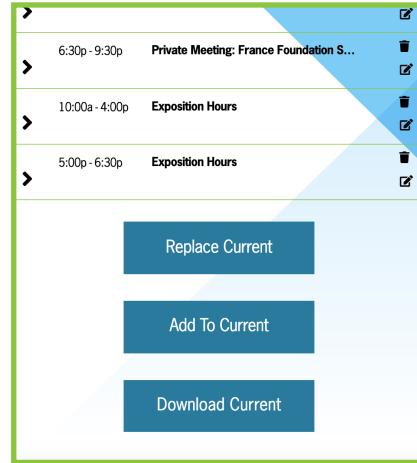


3

Add time slots that each room is available

Agenda

To upload an agenda click “choose file” and select the Excel file you wish to add. Once uploaded you can add, replace, or download the current agenda.



PULL INSIGHTS

FILTER:

ITEM TYPE: SESSION BREAK (selected), EXHIBIT, EXPOSITION HOURS, INTERNAL EVENT, POSTER SESSION, SPEAKER PRESENTATION, RECEPTION EVENT

FILTER: NONE

CureSMA 2020
6/11/20 - 6/14/20

INSIGHTS DOWNLOAD LINK:

CureSMA 2020 as of 4/16/20 4:50pm (EST)

Justin Myers insights:

----- 'A LONG TERM PROTECTIVE EFFICACY STUDY WITH RIMEPODIDE: A SODIUM PHOTON EXCHANGER INHIBITOR, IN GRMD DOGS'

General Insights:
These are general notes for this agenda item. These notes could include whatever general observations a user may have. The intention is to provide a space for the user to be able to type a continuous stream of consciousness while attending the event.

Here is another line of text.

Specific insight ('My first post'): My first note

----- 'IMPROVING RESULTS FROM A PHASE IB STUDY IN PATIENTS WITH DUCHENNE MUSCULAR DYSTROPHY'

General Insights:
Here is a line with a hard return.
Here is a line with a hard return.

Specific insight ('Another first post'): Another first note

----- 'Gambit Open/Welcome Reception'

General Insights:
Here is a line with a hard return.
Here is a line with a hard return.

Specific insight ('Observation on Demonstration'): Here is a note with a hard return.
Here is a note with a hard return.
Here is a note with a hard return.

----- Krischel Galime insights:

----- Xavier Fox insights:

----- 'Supplier Move-in for large booths'

General Insights:
Click anywhere to edit

Pull Insights

Insights (View page # for more info) can be pulled by an admin by selecting this option from the menu. Several filters may be applied to refine search. Next, select the congress to pull insights from. Each users' insights can be viewed and downloaded.

View Requests

An admin may review and confirm requests for hotel rooms and special requests for hospitality rooms by selecting “View Requests” from the admin menu.

Requests may be sorted by most recent or oldest date or alphabetically by congress name. A filter may also be applied to show only a certain congress.

The figure consists of three side-by-side screenshots of a web-based application for managing requests:

- REQUESTS:** This screen shows a list of requests. It includes a "SORT/FILTER" section with dropdown menus for "DATE" (set to "OLD > NEW") and "CONGRESS" (with checkboxes for "CURESMA 2020" and "AAN 2020", the latter of which is checked). Below this is a large "Apply" button. The list displays three items:
 - Lynn Wills: CureSMA 2020, Hotel, 6/11/20 - 6/14/20
 - Kevin Gardner: CureSMA 2020, Hotel, 6/11/20 - 6/14/20
 - Justin Myers: Hospitality Room
- REVIEW HOSPITALITY ROOM REQUEST:** This screen shows a detailed view of a request for Justin Myers. At the top, it says "AAN 2020" and "American Academy of Neurology" with a date range "4/25/20 - 5/01/20". Below this, it says "Requester : JUSTIN MYERS". A box contains the details of the request:

AAN 2020
AAN Room #1
Planning Committee Meeting
4/25/20 (2:45p - 3:30p)
Request Pending

Below the box, there's a "Request:" section with the message "Can we get coffee service for this?", a "Comments back to user:" text area, and a "CONFIRM" button.
- Requester : LYNN WILLS:** This screen shows the details for Lynn Wills. It includes fields for "Check In Date:" (6/11/20), "Check Out Date:" (6/14/20), "Room Type:" (KING BED), "Occupancy:" (SINGLE OCCUPANCY), and a "Special Request:" field containing "DISNEY'S YACHT CLUB RESORT". It also has a "Confirmation #::" field, a "Comments back to user:" text area, and a "CONFIRM" button.

To confirm a request, click the corresponding request. This will lead to a page displaying all details of the request. Any information can be changed and a hotel can be specified. A message can also be sent along with the confirmation.

The screenshot shows the 'ADD USER' form. At the top right, it says 'Logged in as: Krischel Galima'. The form has fields for FIRST NAME, LAST NAME, PHONE, EMAIL, and TITLE, each with a placeholder text area. Below these are dropdown menus for USER TYPE (set to 'BASIC USER') and ROLE (set to 'COMMERCIAL'). At the bottom left is a checkbox labeled 'CC me on notification: .

ADD USER	
FIRST NAME:	(Placeholder text area)
LAST NAME:	(Placeholder text area)
PHONE:	(Placeholder text area)
EMAIL:	(Placeholder text area)
TITLE:	(Placeholder text area)
USER TYPE:*	BASIC USER
ROLE:*	COMMERCIAL
CC me on notification:	<input type="checkbox"/>

Add User

Select “Add User” from the Admin menu. An email must be provided and user type and role must be selected. A user can finish the registration process at a later time. In order to receive a confirmation email that a user has been created select “CC me on a notification.”

How do change my password?

To register for your selected congress - first choose the congress from the Congress Landing page. Selecting “register” on the following page will lead the to that Congress’ website where you can finish the registration process.

What if I forgot my password?

To register for your selected congress - first choose the congress from the Congress Landing page. Selecting “register” on the following page will lead the to that Congress’ website where you can finish the registration process.

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What if I forgot my password?

To register for your selected congress - first choose the congress from the Congress Landing page. Selecting “register” on the following page will lead the to that Congress’ website where you can finish the registration process.

ICON CHEATSHEET



Expand



Close



Selected



Scroll



Cancel



Add



Dropdown Menu



Edit



Delete



Choose Date



Email



Direct Message



Settings



Home