



# FRLA APP

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## User Guide



# Download the App

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## On iOS, take the following steps:

1. Open the "App Store" app on your iPhone.
2. Click the "Search" icon in the bottom right-hand corner of the screen.
3. Type in "FRLA" then click the blue "search" in the bottom right-hand corner of the screen.
4. Click the "GET" button to download the app.

## On Android, take the following steps:

1. Open the "Google Play Store" app on your Android device.
2. Type in "FRLA" in the search bar at the top of the screen.
3. Click the magnifying glass icon in the bottom right-hand corner of the screen.
4. Click the "Install" button to download the app.

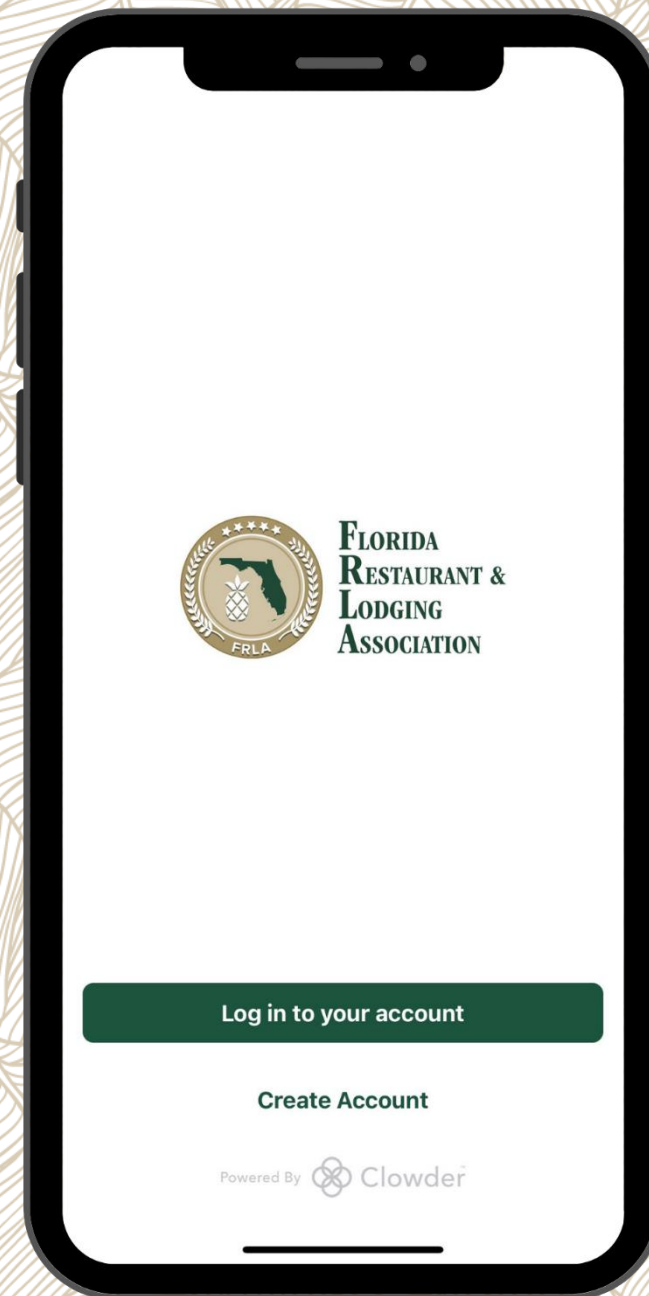






# Create Account

- You'll need to create a new account for the FRLA app.
- Click the **"Create Account"** button at the bottom of the screen.
- Type in an email address you'd like this account to be associated with and a password you'll remember. We recommend you write these down for safe keeping then click the **"Sign Up"** button.
- Next, fill in the information by clicking into any field to bring up your keyboard (*anything "Required" is designated on the right-hand side as such – all other fields are optional*).
- Once you've filled in your information, you'll click the **"Done"** button in the top right-hand corner of the screen.

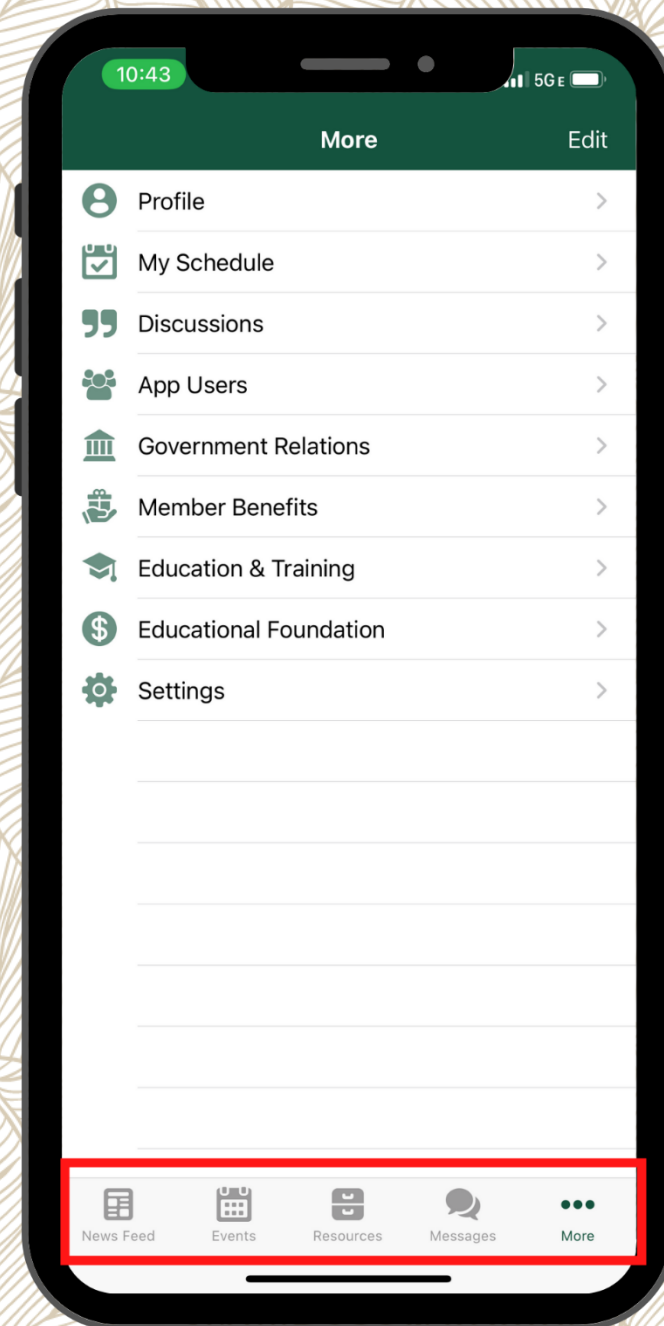






# Bottom Navigation Bar

- Keep in mind these screenshots are from an iOS device and will look slightly different on Android but will contain the same information.
- Select from News Feed, Events, Forums, Profile, and More.
- On iOS, click the “**More**” button at the bottom right to access additional features.
- On **Android**, click the **three lines** in the top left-hand corner of your screen to access additional features.

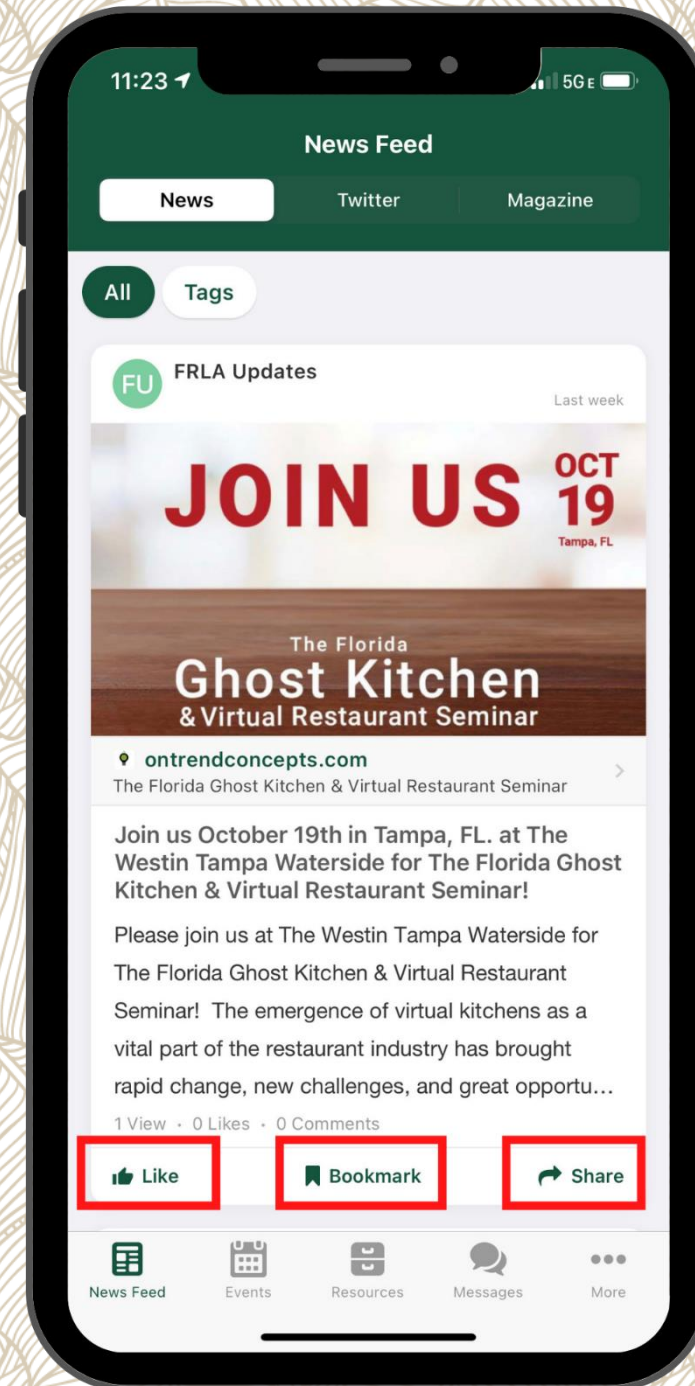






# News Feed

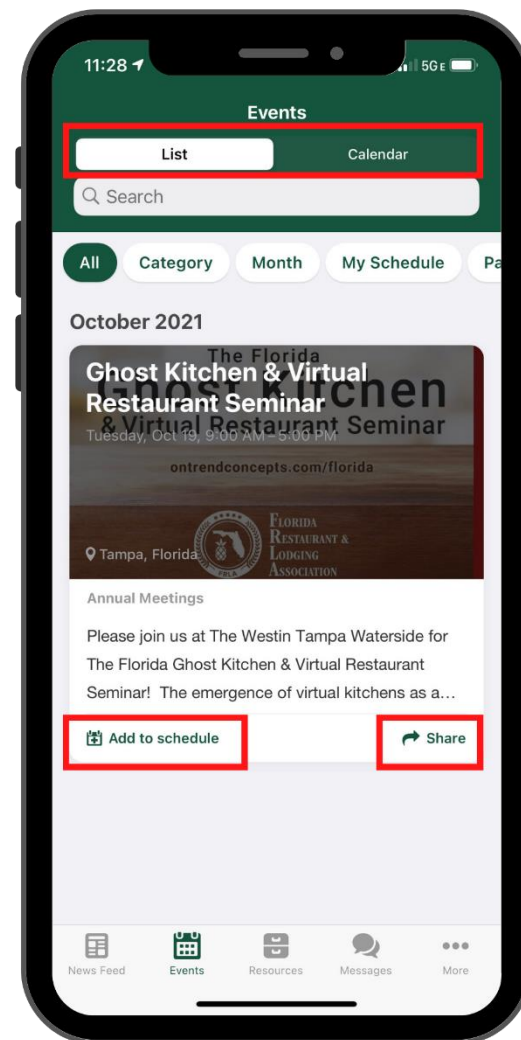
- You can interact with content in the News Feed by liking, commenting on, saving and sharing.
- Like by clicking the **“Like” / thumbs up icon** underneath the post.
- Save content to your profile by clicking the **“Bookmark” icon**.
- Share by clicking the **“Share” / arrow icon**.
- **Please note:** The ability to comment and reply will be on a post-by-post basis.
- Comment by first clicking on the post then clicking **“Your text here...”** at the bottom.
- Reply to other members’ comments by clicking **Reply** at the bottom right.





# Events

- View all upcoming events in a **“List”** or **“Calendar”** view by selecting either option at the top of the tab.
- Share events by clicking the **“Share”** / **arrow icon** then selecting recipients within the app from the list that appears. You can search for recipients in the top **search bar**.
- Add an event to the My Schedule feature by clicking the **“Add to Schedule”** / **calendar icon** underneath an event to the left.
- Click on the event for more information. This will vary by event and may include the following:
- Inside the event’s **“Agenda”** seen in the tab at the top of the screen is all sessions listed for that event.
- By clicking on a session, you’ll access relevant **files** that can be exported using your phone’s share/save preferences, **speaker details**, interactive **Q&A** functionality, **surveys** and **ratings** to provide your feedback.

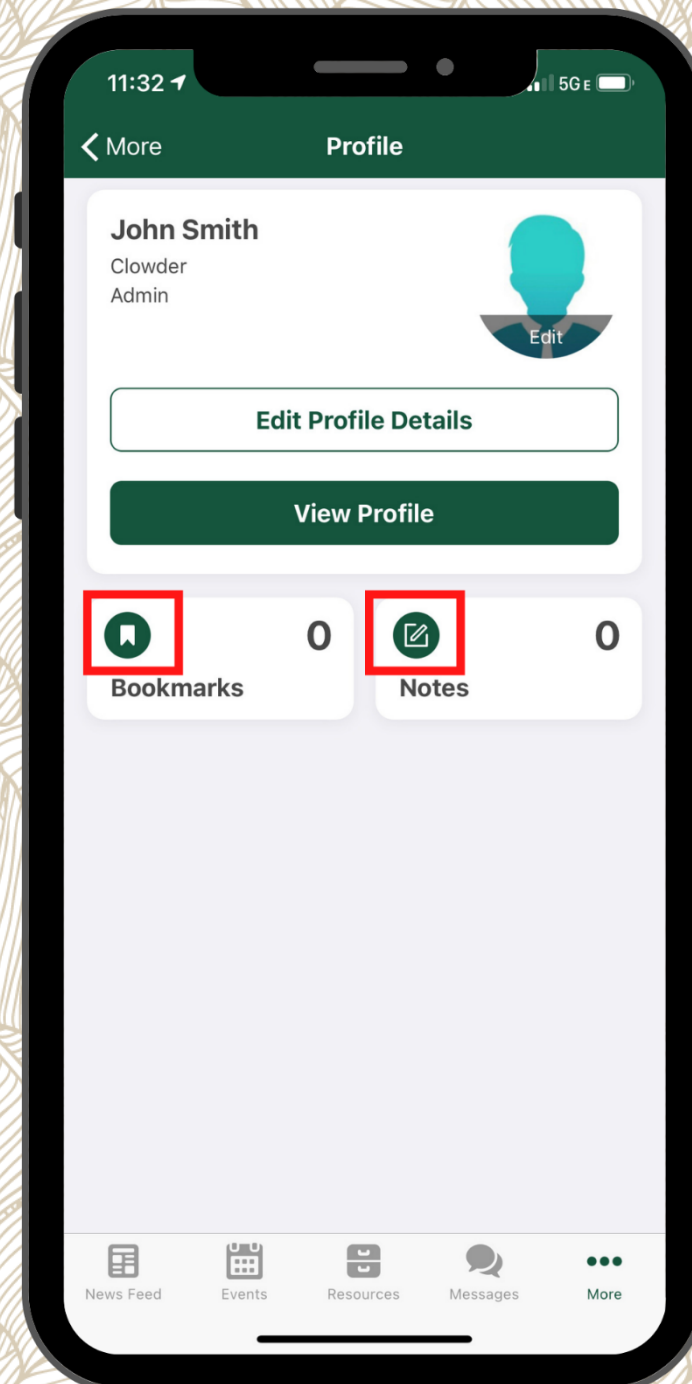






# Profile

- Click the **“Edit Profile Details”** button to edit existing or add new information (you can add a Profile Photo here).
- Click the **“View Profile”** button to see what appears on your app profile for other app user’s to see.
- Saved content from the News Feed will appear under the **“Bookmarks”** button of your profile so you’re able to go back and read or share posts at a later time.
- You can create notes about other members on their profiles that will then save to your profile under the **“Notes”** button (this is only seen by you).

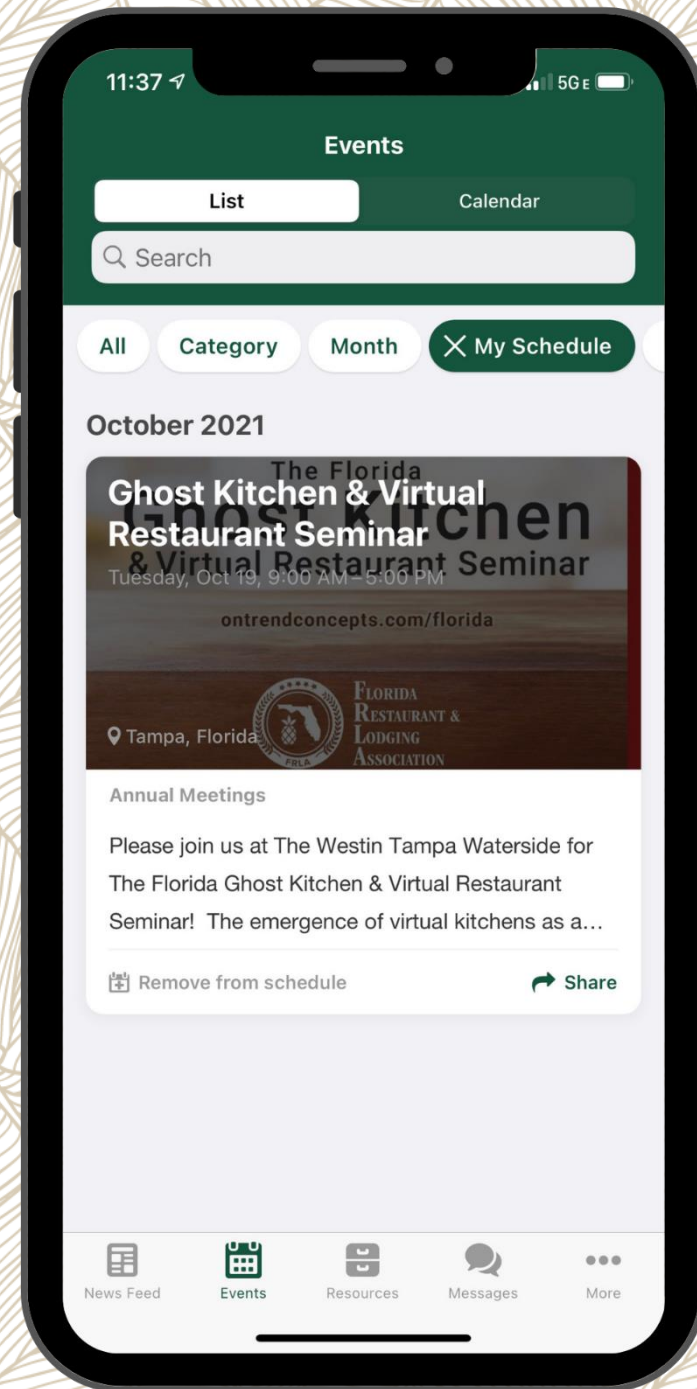






# My Schedule

- All events you've added to your schedule will appear under the "My Schedule" feature. When you click on an event, any sessions you've added to your schedule will then appear.
- This allows you to create a personalized agenda of events and/or sessions. Easily view upcoming events and/or sessions you are hoping to attend.

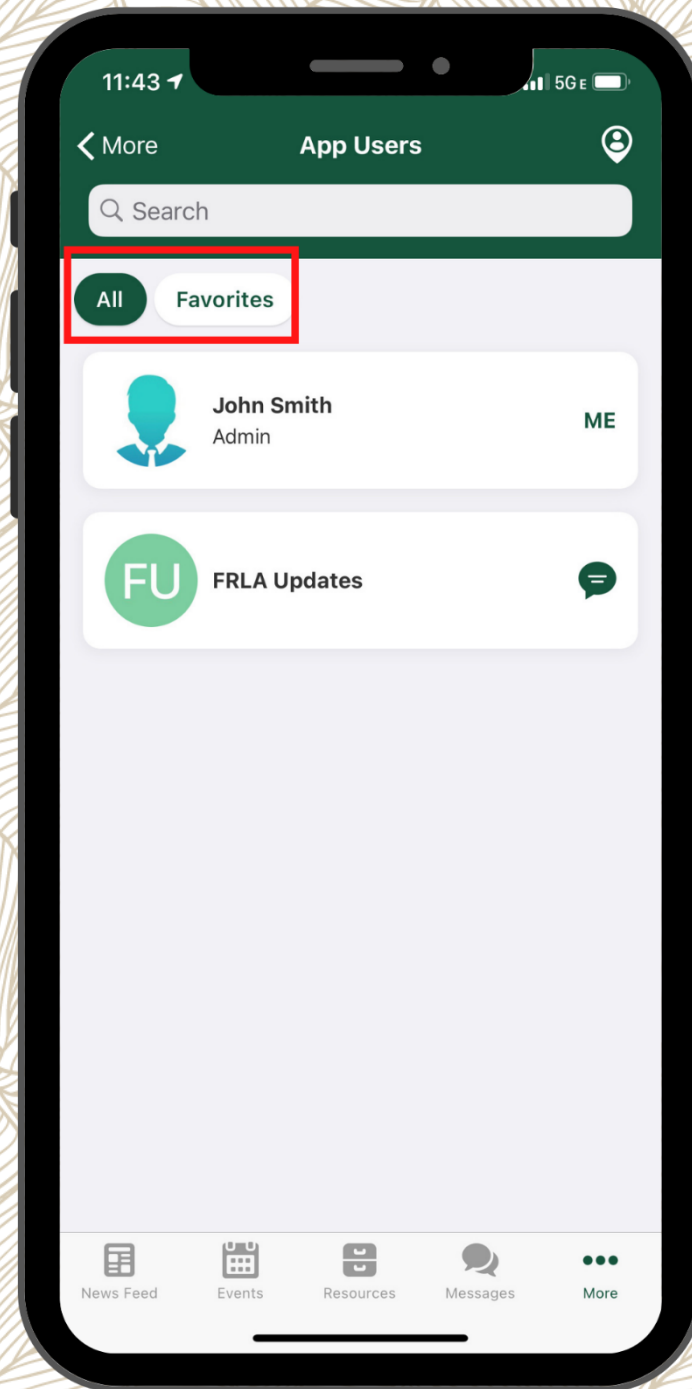






# App Users

- Easily view all app users here. Use the Search feature at the top to quickly find who you're looking for.
- Add members you communicate with frequently to your **Favorites** and toggle over to select them.
- Click the **Speech Bubble** to the right of a member to start a direct chat with them.

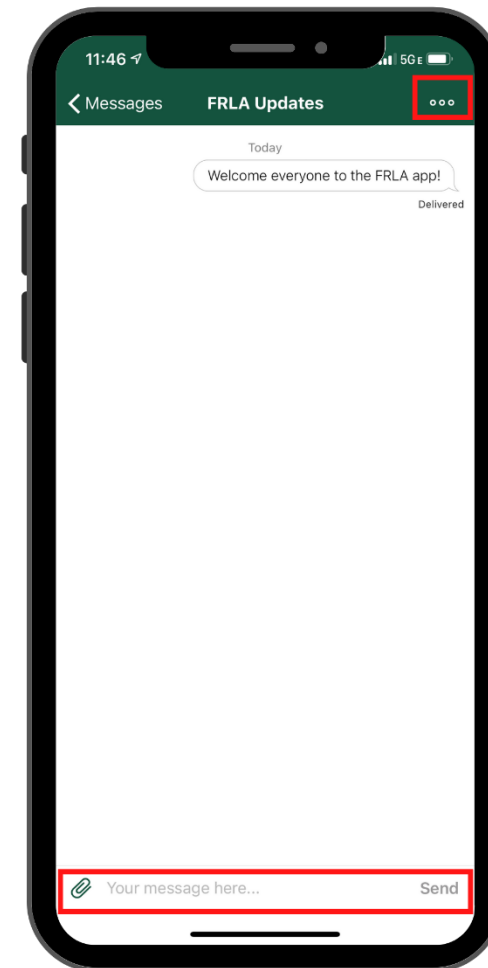
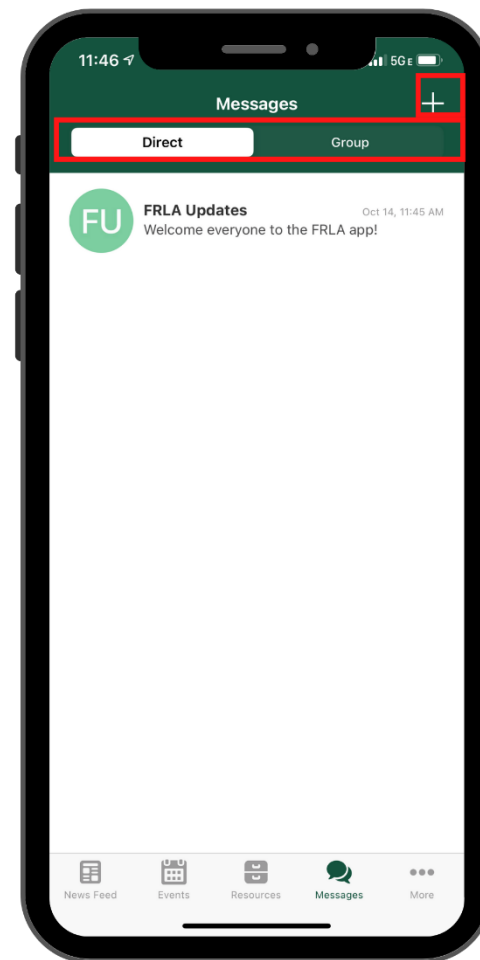






# Messages

- View your sent and received messages in the **“Direct”** and **“Group”** options at the top of the tab. “Direct” is messaging between you and one other member while “Group” refers to messaging between you and multiple other members.
- Create a new direct or group message by clicking the **“+” icon** in the top right corner.
- Within messages, you can attach photos or files by clicking the bottom left **paperclip icon** as well as visit other members’ profiles, add additional members to the chat, leave the chat and clear the chat history by clicking the top right **menu icon**.



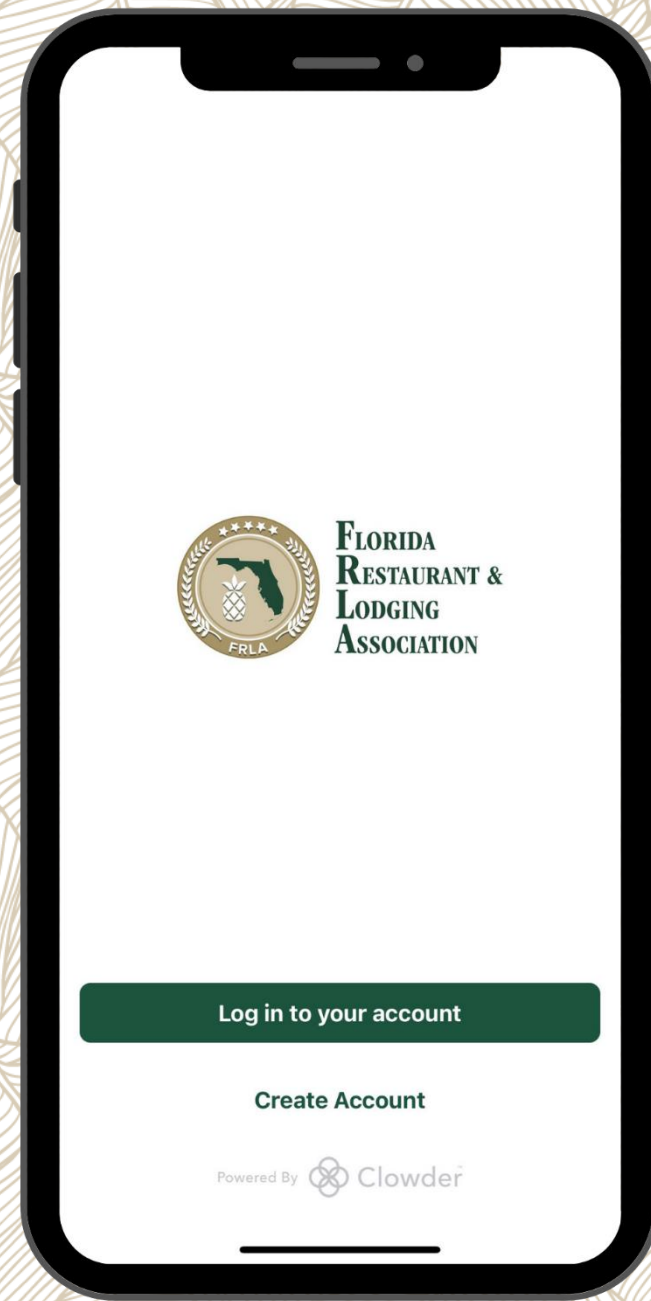




# My Groups

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- If you are seeing the **“My Groups”** button at the top of the features in your app, you are likely a part of a committee, council or board that has signed onto the app. You’ll automatically see content from **“All”** of the groups you are a part of.
- Click the **“My Groups”** button to select to see content from specific groups.
- This functionality will work across the following features: News Feed, Events, Forums, Resources and App Users.
- Click the **“X”** after selecting groups at any time to view content from **“All”** of the groups you are a part of.







# QUESTIONS?

Email: [app@frla.org](mailto:app@frla.org)

