



# Member App User Guide

# Event App Overview

## Mobile App

1. Depending on your phone type, navigate to the **Apple App Store** or **Google Play**.
2. Search '**MDAFP**'
3. Download app.
4. When launching the app for the first time, members will be required to log into the app with the email they registered with and create a password.

**Please note:** The community is Invite Only, meaning only MDAFP members will receive access to the app and online platform.

## Creating a Profile

Once you have logged into the mobile or web app, you can begin creating your profile. The information in your profile gives you a chance to showcase yourself to other MDAFP member and creates an opportunity to find common ground with people you may want to connect with.

**Title (120 characters max)** Lets people know what you do. Even though this field is optional, it is highly recommended!

**Company (120 characters max)** Lets people know where you work. Even though this field is optional, it is highly recommended!

**Profile Photo** Help other users put a face to your name and profile. Even though this is optional, it is highly recommended!

**Location** Lets others know where you are from!

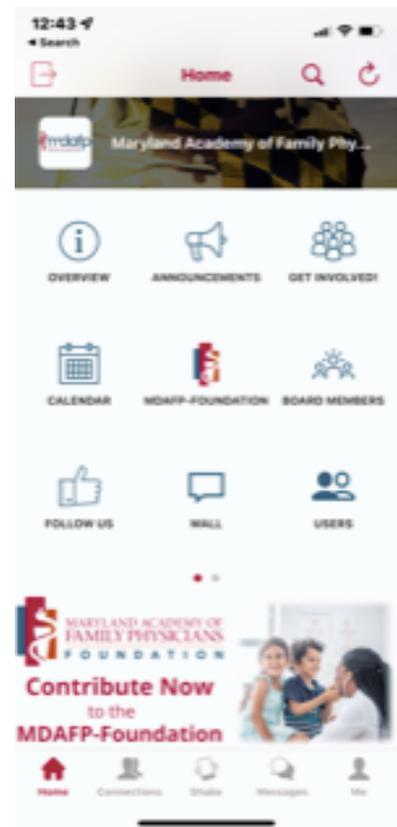
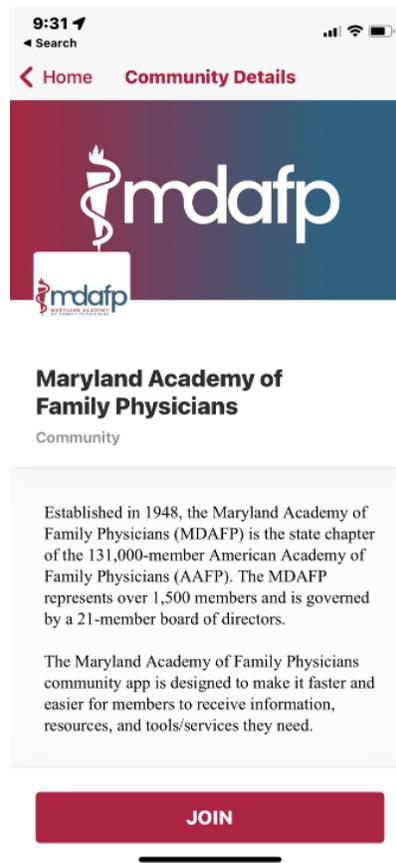
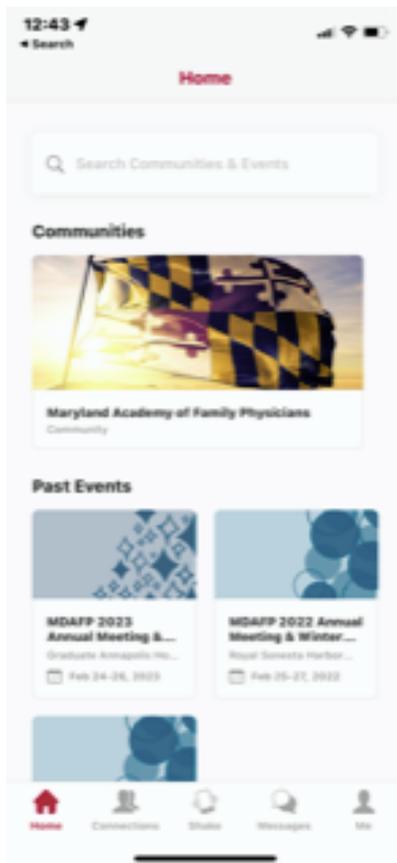
**Summary (250 characters max)** Summarize yourself, your interests, your goals, or a mixture of everything.

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## Returning Users

If you downloaded and used the app for the 2023 Annual Meeting & Winter Refresher, you will not need to create a profile. Once you have the app open you will follow these steps:

1. If you are in the event, you will need to click the exit button on the top left corner. Click **'Yes'** to switch event.
2. You will need to click on **'Maryland Academy of Family Physicians'** under Communities.
3. Then you can click **'JOIN'** and enjoy the app!
4. Once you are in the community, you can make any updates to your profile by clicking on **'Me'** at the bottom right of the screen.



# Event App FAQs

## How do I reset my password?

1. Enter your email address in the log-on page of either the mobile or event app.
2. Tap the "Forgot Your Password?" link.
3. Enter the email address associated with your account and tap Reset Password button. You will be sent an email with instructions on how to reset your password.
4. Request accepted message with pop up. Click OK.
5. Follow the link in the email to reset your password and return to the mobile or web app to log into the event.

## I can't access the mobile or web app, what should I do?

If you are having trouble accessing the mobile or web app, please try these steps first:

1. If using the web app, be sure to use Google Chrome or Mozilla Firefox for best performance.
2. Check your internet & Wi-Fi connections. A weak connection can impact the mobile or web app performance.

## Who should I contact for other questions?

Please reach out to [madeline@mdafp.org](mailto:madeline@mdafp.org) so we can assist you.

Still having trouble? Please go to the [App Help Center](#) which includes walk-through articles and pictures.