Evaluation 2015 App FAQ

About the App

AEA will be holding a coffee break webinar focused on the Evaluation 2015 mobile app on Tuesday, November 3 at 2:00 p.m. "Navigating the Evaluation 2015 Mobile App" will provide tips and tricks for using this year's mobile app. If you cannot join us, the webinar will be recorded and posted to the Evaluation 2015 website after the live event.

Why did AEA introduce a mobile app? AEA is going green! AEA, the Board of Directors, and staff want to offer attendees a greener, easy-to-use pocket guide to Evaluation 2015. The Evaluation 2015 mobile app was reviewed with input and advice from the Conference Advisory Group (made up of AEA Board Members and AEA members) who have experience with a number of AEA conferences. The AEA mobile app is easy-to-use and has all of the information you need to create your personal Evaluation 2015 experience in Chicago! Don't have a smart phone? There are a few options listed below that will allow you full access to the conference program without a smart phone device.

Download the App

Where can I find the App?
Search for "AEA" or "American Evaluation Association" in your Apple App Store or Google Play Store. If you are using an Apple device, you must also enter your iTunes password to download the App.

I don't have a smartphone. How do I access the conference program? If you don't have a smartphone, you may access the desktop version of the app by clicking here. This option will allow you to use the same AEA Evaluation 2015 mobile app functions from either your desktop or the browser of your mobile device**.**

What are the technology requirements for the App?
To download the Evaluation 2015 mobile app, you must have an Apple or Android device. The app is accessible to other devices, such as BlackBerrys and computers, through this http://evaluationconference.org/mobileapp. If you are an international attendee, we suggest you check your phone's data plan to see if the mobile app is compatible prior to coming to Chicago. If not, please plan to access the website in advance of the conference to build your Evaluation 2015 agenda.

Logging into the app

How do I login to the app? Your login for the app is the email address you used to register for the conference **(not necessarily your login email to the AEA website)** and your password is eval2015 (case sensitive)**.**

Please visit Zachary Grays at the volunteer/information desk or Lisa Schellenberg in the registration area for assistance with username lookup. They will be happy to assist you. Please note, that if you complete your registration and payment onsite, you will be able to log into the app approximately 1 hour later. You still, however, may download the app and utilize the unrestricted widgets including the conference program and speaker list.

Using the App

What can I use the Evaluation 2015 App for? The AEA mobile app is your gateway to Evaluation 2015! The app allows users to search the full conference program, search for presenters, view venue maps, access guides to visiting Chicago, and the invaluable ability to build your agenda to take on the go. The app is a greener alternative to, and easier to carry than, the hefty conference onsite printed guide. Plus the app has all the latest information and updates. The data for the printed guide was pulled from the system in late September. So the mobile app is your most up-to-date resource.

How do I search the program with the App? Open the **'AEA'** app on your smartphone/tablet and click **'Evaluation 2015'**. After confirming that you want to open the event, you will be taken to the main conference screen. You may search the program by clicking 'Schedule'. From here you can search by date, time, track, and session title.

How do I build my agenda in the App? Follow the above instructions for accessing and searching the app. Next, click the session you wish to attend and click the star at the bottom of the session. The highlighted star indicates that the session has been added to your agenda. Once you've finished building your agenda, return to the homepage and click 'My Event'. Here you can access your personal agenda. You will be prompted to login if you have not done so already. See above for login instructions.

If you repeat these steps for the speaker and exhibitor widgets you can view all favorites under the 'My Event' section.

Change your mind about a session? Simply click the session in your agenda and deselect the star at the bottom of the session.

What new features does the app have?
1) The evaluation 2015 has advanced search features. All speakers and all session abstracts are searchable within the app. The app also allows you to sort sessions by TIG and filter sessions by indicated keywords such as "Posters", "Papers", or "Evaluation Policy".

2) You can now build your agenda online and have it automatically sync to your mobile device. To build your schedule on your computer click here. To build your schedule in the app, enter the schedule widget and star the sessions you want to add to your agenda. Your agenda can be accessed under "My Event". You must be logged into the app to access this feature.

3) The app provides speaker contact information, if that speaker provided there information to AEA. This information can be accessed by searching for a speaker under the "Speaker" widget.

4) You can provide feedback on individual secessions. To do this, enter your session through the app. Select the survey icon located in the bottom right corner. Answer the questions and hit submit. All

survey responses are anonymous.

5) Room numbers and locations are easy to find within each session listed in the program schedule.

6) The venue maps are easier to use and have call outs that indicate where specific events are taking place.

What is the best way to search for a specific presenter?
Go to the speaker widget within the mobile app. Here you can scroll through all of the speakers or search for an individual's first or last name. Click on your desired speaker and select session. Here you will see all the sessions where your desired speaker is presenting.

How can I easily navigate the concurrent sessions? All concurrent sessions are listed within the schedule. You can sort the sessions by time or by TIG (track) by selecting your desired criteria from the top of the schedule. In addition, you can use the filter feature to search by keywords or use the search feature to search by your own keywords. The app searches all words and terms that are listed in the session description. Please note: concurrent sessions are not in alphabetical order or number order. This is not a function of the Evaluation 2015 App developer.

How can I keep the App from draining my battery? The AEA mobile app takes up space on your phone's hard drive. To avoid the mobile app from draining your battery, you can 1) close out all of your other apps that you are not using, 2) close out of the Evaluation 2015 App when you are not using it, or 3) uninstall old apps that are on your device to make room for the Evaluation 2015 App.

How can I access my agenda if I am in a bad wifi spot? To avoid any issues with poor wifi, we recommend that you build and save your agenda in an area with strong wifi and remain logged into the app for the duration of the conference. Once your agenda is built, you will not need wifi to access the information as long as you are logged in.

Why is my schedule defaulting to Monday? The App schedule will always default to Monday. This is a hard coded function of the App that we cannot change at this time.

How do I use the Activity Feed? The Activity Stream widget allows you to post messages, upload photos, favorite posting from other attendees, and share posts on your own social media channels.
How to use the Activity Stream:
- Click on the "Activity Steam" widget
- Select the Post icon in the top right corner
  - To post a photo—select the camera icon and choose a photo from your phone's photo gallery or take a photo through the app
  - To post a message—simply type your message into the app
- When you are satisfied with how your message or photo looks, press "post."

All approved posts will be visible in the Activity Stream for all attendees to see.

I need help with my App. Who can provide me with assistance? AEA will have a number of staff and volunteers on hand who will be happy to assist you with your questions about the app. AEA staff

members Zachary Grays (located at the volunteer/information desk) and Lisa Schellenberg (wearing an 'Ask Me about the App' Button) are available to answer any questions you have about the app. In addition, student volunteers will be floating around to answer any questions you have while in between sessions. Simply look for the 'Ask Me about the App' ribbons on a volunteer's badge and they will be happy to assist. For additional questions about the app prior to the event, contact info@eval.org.