ACA App Guide

ACA Mobile App
The mobile app enhances ACA events by allowing easy access to session- and event-specific details.

To download ACA’s mobile app, go to the Google Play or Apple App Store and search for ‘ACA App’. If you have already downloaded the app, please be sure to update to the latest version to access conference materials.

Main Menu
Use this highlighted icon to make the menu on the left hand side open and close.

Profile
Click on ‘Login’ to log into the app using your username and password from www.counseling.org.

If you are not an ACA member, simply enter the email address you registered with and hit “Forgot Password” and you will receive an email that allows you to set a password.

Once logged in, use the edit icon to update your profile or the logout icon to log out of your profile.

*Note: You must be logged in to access session handouts, sync your schedule to multiple devices and access to Attendees.

Access to the Event Portal
1. Once you have logged into ACA’s app, select the ‘Events’ module. This will list past and upcoming events.

2. Select the event you would like to view under ‘Upcoming’ events to view conference information and materials.

3. Navigate through the icons at the bottom of the page and select ‘Sessions’ to view the conference schedule.
   a. Sessions: click here to view a list of conference sessions
   b. Tracks: click here to see a list of all the conference tracks
   c. Exhibitors: click here to view a list of conference exhibitors and their booth information
   d. Attendees: click here to message other attendees
   e. More: Find information about Highlighted Events, Maps and more!
 Speakers: click here to view a list of conference speakers, read their bios and view their sessions (on smaller devices, Speakers is available in the More section)

**Sessions: ‘All Sessions’**
Once you select ‘Sessions’ under the selected event, you will be able to view the list of available sessions under ‘All Sessions’. Here, you can search for sessions by date and add sessions to your personal schedule.

1. To add a session to ‘My Sessions’, click on the gray box, which will create a check inside the box.
2. View sessions from other days by clicking through to other days one day at a time:
   - or by using the ‘jump to’ option under:
3. The PDF icon indicates a handout is available for access.
   *Note: Not all sessions have handouts.*

**Sessions: ‘My Sessions’**
Select ‘My Sessions’ to view a list of sessions added to your schedule. Here you will be able to email your notes, add your schedule to your calendar, view session details and access handouts.

1. Click on this icon to find the following options:
   - Forward your notes via email option.
   - Add sessions to your device calendar.
   - Add to Online Scheduler to sync your ‘My Sessions’ list across multiple devices.
2. Click on any session listing to open the session details page.
3. On the session details page
   - Click on the paper clip to view session handouts.
   - Click in the ‘Enter session notes here’ section to type session notes.

**Floor Maps**
To view the available floor maps, click on ‘More’ in the lower right hand corner on the main event page and scrolling to the corresponding building and floor or by clicking on any exhibitor booth number or session location.
**Attendee**

Once you select 'Attendee' under the selected event, you will be able to view the list of available attendees to connect with under ‘All Attendees’ and start sending messages.

1. To connect with another attendee, tap on their name and click:

2. Manage your sent and received Connect Requests through Connect in the main app menu.

3. View your messages by clicking on ‘Messages’.

4. View additional contact information for Connect users in their profile.

*Note: Not all Attendees have chosen to use Connect and/or display their contact information.*

For help with the app, please email aca_appsupport@dataimpactsol.com.