

CAFFA Mobile Meeting App Guide

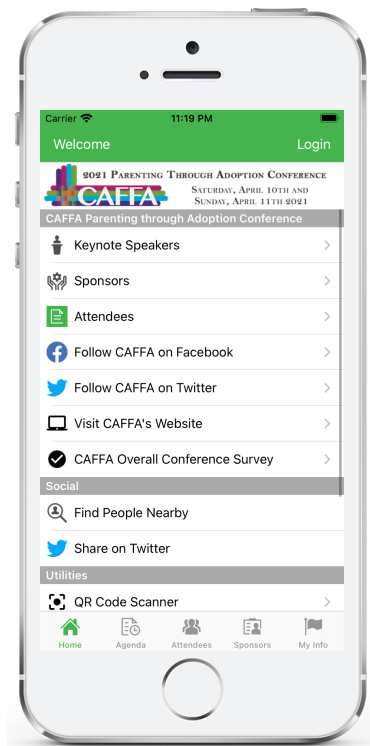
The **CAFFA Mobile Meeting App from AgendaPop** is an easy and convenient way to navigate the virtual meeting on your Apple (iOS) and Android smartphones and tablets. It contains all of the event information that you'll need to make the most out of your experience.

We encourage you to download and install the app prior to the meeting!

2. Login

Username: Your **email address**
Password (if prompted): **caffa**

Please change your password in Settings for your security.



1. Download the native app from the App Store or the Google Play store.

For iOS and Android devices, search the stores for “**AgendaPop**” — then download and install. Tap the AgendaPop icon on your device to open and type **CAFFA** as the Organizer Code. Login using your email address.



For an HTML5 web version (to use on a laptop, Windows phone, or Blackberry), direct your browser to:

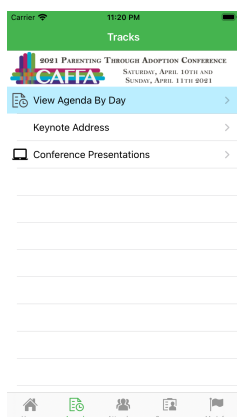
mobile.agendapop.com/s/caffa/

Optional: Use a QR Reader to scan the code to download on iOS or Android or html5.

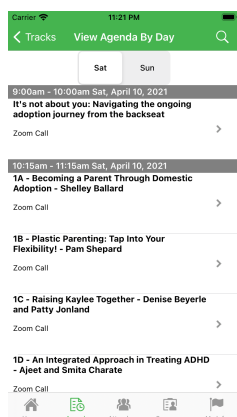


3. Key Features

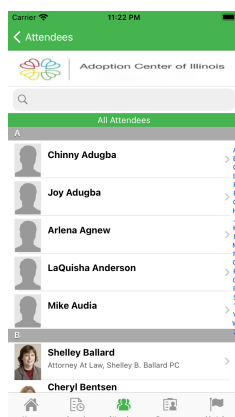
- Scroll the **Home Page** or the navigation buttons in the bottom menu to explore the meeting
- Navigate to sessions via the **Tracks** menu; tap “Agenda” on the home page or the Agenda icon on the bottom menu; select “View Today’s Agenda by Hour” at the top to scroll through the day’s entire program
- To **sign up for a committee meeting**, find and select the meeting in the agenda, then select “**Add to My Schedule.**”
- Take **Notes** on people and programs (View your notes on the “My Info” tab on the bottom menu bar)



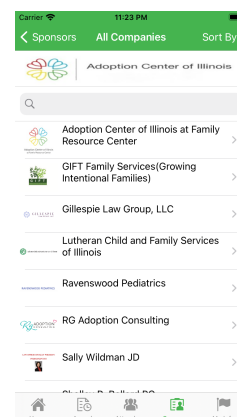
Navigate via Tracks



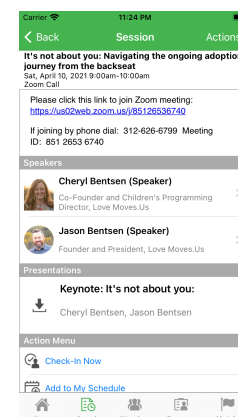
View Agenda by Day and Hour



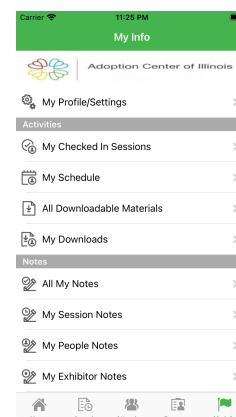
Attendees & Speakers



Sponsor Listings



Session Details



Create and Save Your Notes / Downloads



App questions?
Ask the meeting staff
or email: help@agendapop.com

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