

Techno Guide – Using The Association “365” Mobile App



The Association has partnered with TripBuilder Media to develop a mobile app as an added benefit for members. The primary is called “365” by TripBuilder Media, meaning, it is available 365 days a year... and members will want to visit and engage 365 days a year!

Additional “mini” apps will be developed from time to time to support major Association events. For example, our first “mini” app is called “Unity Reception” and has been deployed to support the Association events at the 2018 Convention in Las Vegas.

This techno guide will provide additional information for the functions available within the 365 mobile app.

IMPORTANT NOTE: *Many buttons take the user to various areas of the association website. The mobile app login is NOT synchronized with the association website login; therefore, members will have to log in to the association website the first time any function requiring website access is used. This is required only once; the association website access will be retained across all functions thereafter until you log-out of the application. (Even if you close the application and re-enter, the access is retained. Only when the LogOut feature is used is it dropped.)*

TIPS:

1. Many of the functions are pages or files from the Association website. While the website is mobile responsive when viewed through a traditional browser (such as Safari or Chrome), the mobile app limits the responsive features. For the best experience, you may need to rotate your device to landscape mode.
2. The mobile app provides the Association to put out alerts and notices instantly. To be sure you receive these, set your device to accept notifications. If you have them activated, you will receive sound/vibration as you would with other apps on your device. If you have them de-activated, you can still see them within the app when you log in. More details are in the notes that follow.
3. Be sure you are logged in as a MEMBER within the app. If you do not see the MEMBERS button, then you are not logged in as a member. All members are provided with an account within the mobile app. See the **Installing and Logging in to the Association “365” Mobile App Techno Guide** on the Association website for instructions on logging in to your account.

The following pages provide additional details about the functions of the mobile app when logged in as a MEMBER..



SYNCING the app:

From time to time you may see a red “Sync” notice in the upper-righthand side of the app. This means we have added or updated some information within the app, for example:

- New member added
- New Hot Topic added
- Other content within certain functions, such as the Challenge or FAQs

When you see this notice, simply tap the Sync icon and the app will automatically refresh the information.



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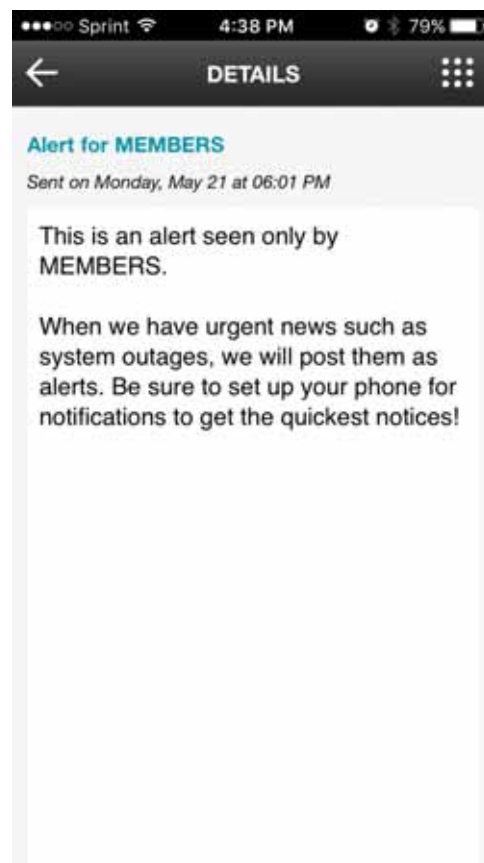
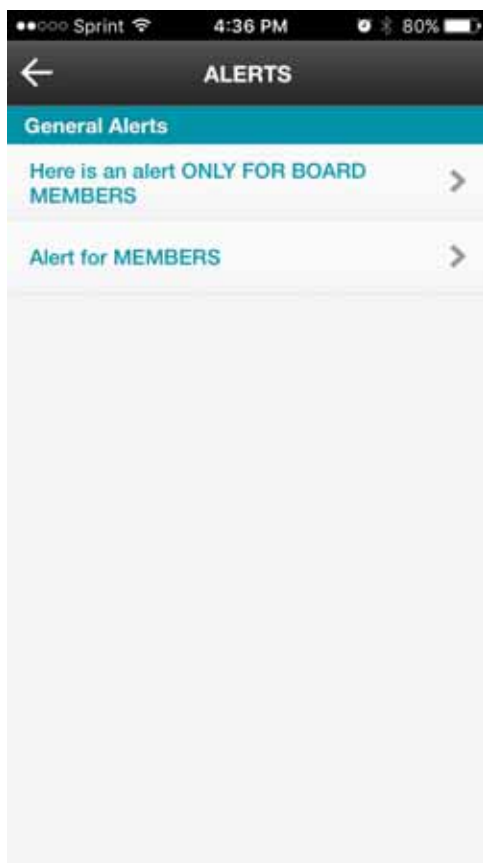
Alerts:

From time to time the Association may send out urgent notices, for example:

- System outage (e.g., DirecTV workflow down, CMS outage)
- UPS issues (e.g., weather or other delays)
- Meeting reminder

When you are in the app, you will see the alerts icon at the top of the screen. It is a triangle with an exclamation point in it. Unread alerts are indicated by a number in a red circle.

Tap the triangle to read the alerts, and click on one to read it.











Depending on how you have your device configured, you may also see an indicator of missed alerts from your home screen.



National TUPSSO Franchise Owners Association

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Button Icon	Button Name	Button Function
	Primary Website	<p>This button presents the association home page:</p> <p>tupsssofoa.org</p> <p>All functions of the home page are available from within the mobile app, but may be limited by your device.</p>
	Print Cloud Website	<p>This button presents the association print cloud home page:</p> <p>printcloud.tupsssofoa.org</p> <p>All functions of the print cloud home page are available from within the mobile app, but may be limited by your device.</p>
	FotoZoomer Website	<p>This button presents the association fotozoomer home page:</p> <p>fotozoomer.tupsssofoa.org</p> <p>All functions of the FotoZoomer home page are available from within the mobile app, but may be limited by your device. Also, this page is limited to members who have purchased/leased one or more of the FotoZoomer software or hardware solutions.</p>
	The Voice eNews Magazine	<p>This button presents the association The Voice page:</p> <p>tupsssofoa.org/archives/category/the_voice/</p> <p>All versions of The Voice are available for display and when selected are displayed right within the mobile app.</p>
	The Source Communications Network	<p>This button presents the forums' landing page</p> <p>http://tupsssofoa.org/enetwork/</p> <p>All functions of the forums are available within the mobile app. You can post new topics and respond on existing threads just like on the website.</p>
	Learning Academy	<p>This button shows a list of the 3 primary Learning Academy (Learning Academy, Print Cloud Learning Academy, and FotoZoomer Learning Academy). Once you click on the Learning Academy you want, the Association website landing page for that academy is displayed right within the mobile app. You can view the recorded webinars, watch videos, and even view handouts right within the mobile app.</p>
	TechnoCasts (Podcasts)	<p>This button presents the association technocasts page:</p> <p>tupsssofoa.org/learning_academy/category/technocast</p> <p>All the posted technocasts are available. You can listen to them within the mobile app or you can click to open Sound Cloud app.</p>
	NTUPSSO Challenge	<p>This button will have games and surveys... similar to the UPSGO games played at our regional meetings.</p>



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	Vendor Directory	<p>This button presents the association Vendor Directory page</p> <p>tupsssofoa.org/vendor_partners/category/vendor_directory</p> <p>Many of the vendors have links to their sites for association contacts and deals. You can click these links to review the information. Some links may open in a Safari or Chrome browser..</p>
	Unity Reception	<p>This button launches the Unity Reception mobile app. See Using the Association “Unity Event” Mobile App Techno Guide on the Association website.</p>
	Calendar	<p>This button launches the Association calendar. You can click on events to see more details.</p>
	Social Feed	<p>This button displays the Association social media feeds, currently a Twitter feed. Additional feeds may be added if the Association adds additional platforms.</p>
	Members	<p>This button opens the Members function. Here you can see and search a list of active users, see their bios that they have entered, add notes, send email, add to personal address book, and even connect with other members right from within the app.</p>
	Contact Us	<p>This button opens a screen where you can send a message to the Association to ask questions or provide feedback.</p>
	My NTUPSSO	<p>This button opens your personal lists functionality. Your list of contacts is here, along with notes you have created from within any of the other button functions. Also, if you have added any events to your calendar they will appear here.</p>
	About	<p>This button displays general information about the app, the Association, and TripBuilder media</p>
	Membership Information	<p>This button presents the association Membership page</p> <p>tupsssofoa.org/about/category/membership_information</p> <p>Mostly intended for non-members, this area provides information about benefits and procedure for joining the Association..</p>



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	Join	This button opens a function where non-members can join the Association.
	FAQ	This button opens the FAQ functionality. How-tos, tips, and other information presented in Question-and-Answer format. Searchable for ease of use.
	Settings	This button opens a settings area where you can set your preference for whether to receive “push” notifications from the app.
	Hot Topics	This button opens the “Hot Topics” functionality. Here we will have more information on alerts, and urgent discussions. Some topics will be open for discussion, but most will be read-only for information.
	Logout	This button logs you out of the mobile app.

