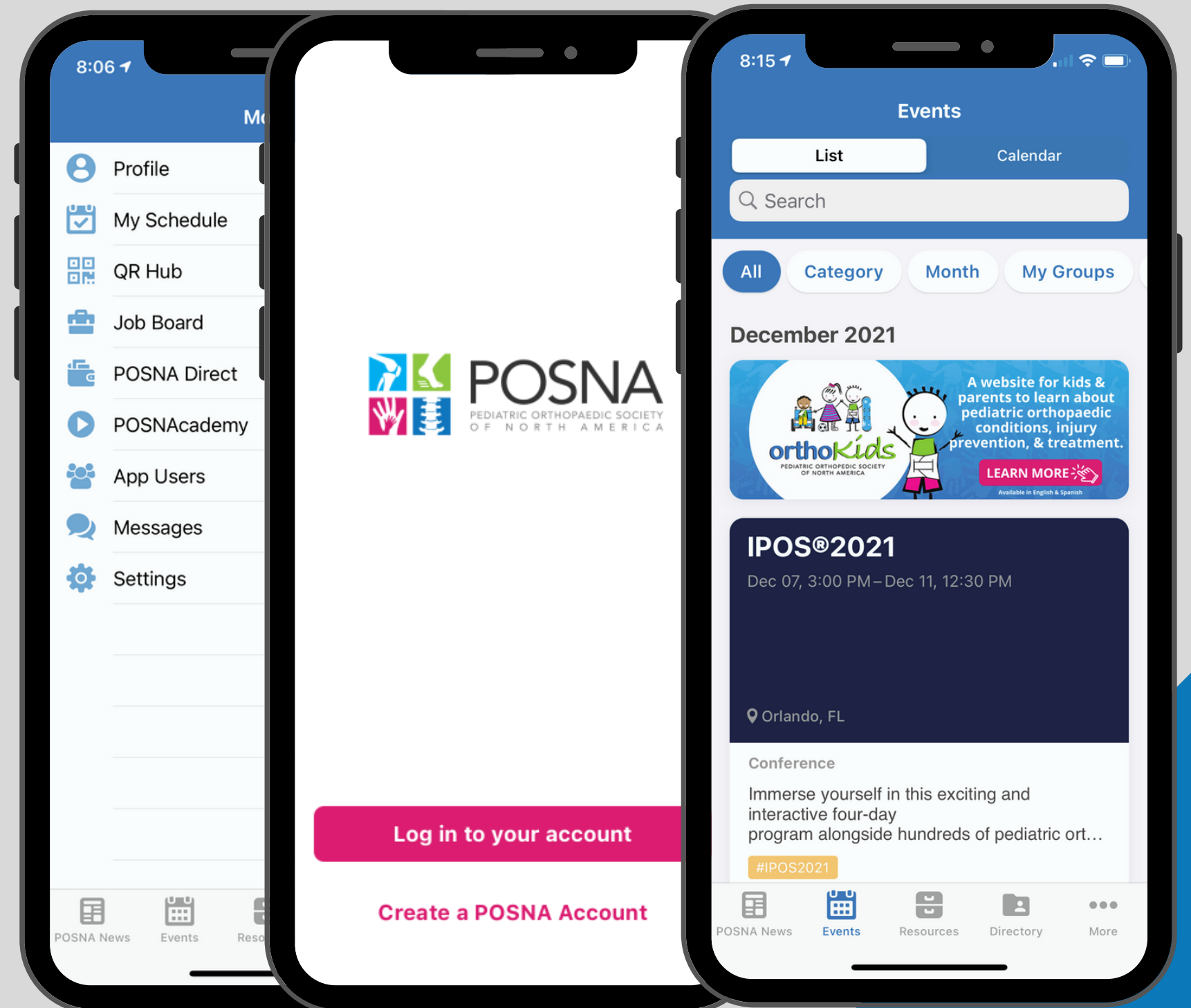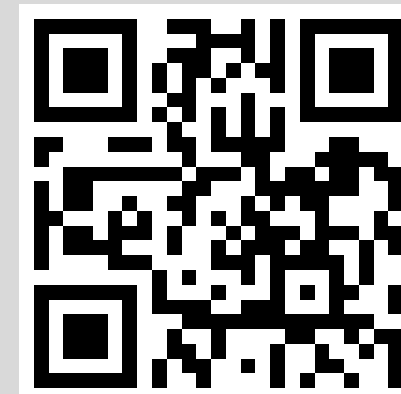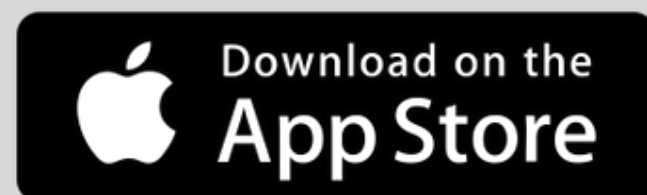# POSNA APP USER GUIDE

HOW TO DOWNLOAD

1. Search "POSNA" in the App Store or on Google Play and download for FREE!
2. Open the POSNA app and login with your membership login

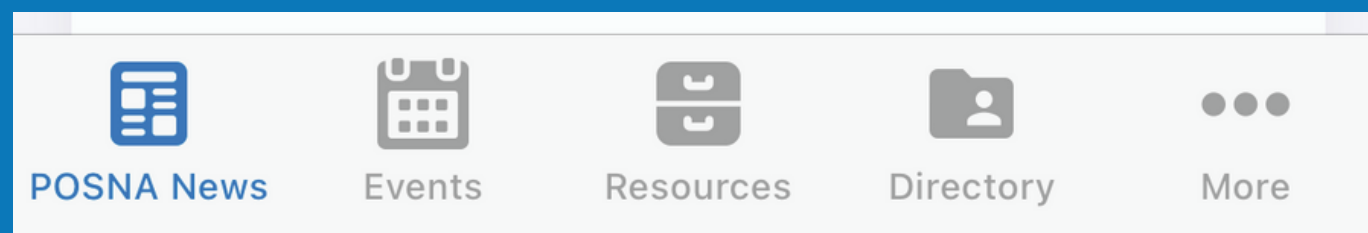*New to POSNA? Click "Create a POSNA Account"*

Scan to download!

Download on the **App Store**
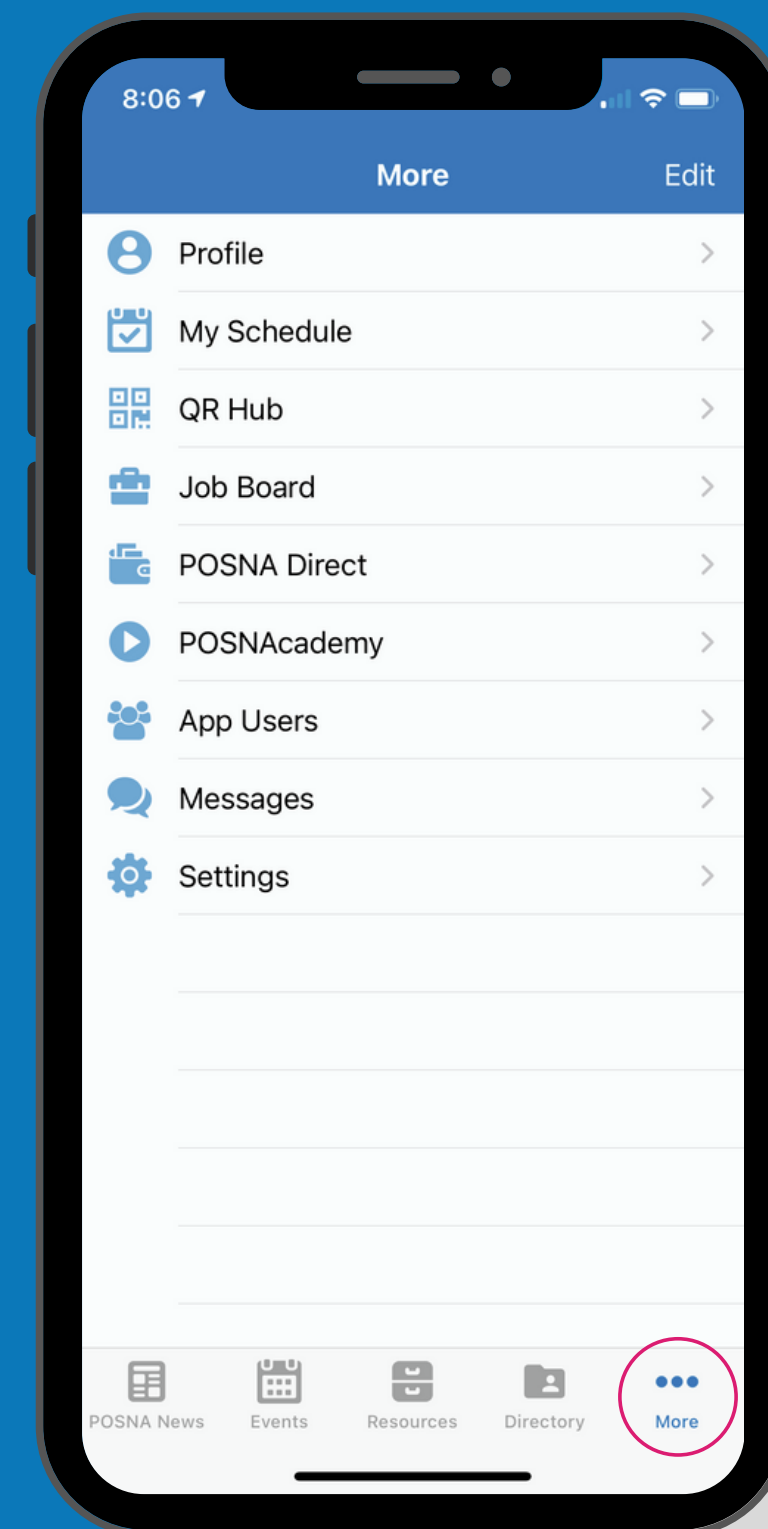
GET IT ON **Google Play**

BOTTOM NAVIGATION BAR

- Each time you open the POSNA app you will be directed to the POSNA News section as default

- Navigate to the bottom bar and select from POSNA News, Events, Resources, Directory, and More
- Click "More" to access additional options *(pictured right)*

Please note the images shown are from an iPhone. Android users have the same functionality but with a different view.

NEWS & TWITTER FEED

The POSNA News feed is where we share the most recent POSNA news. You can interact with content by liking, commenting, sharing, or saving a post.

- **Like** by clicking the "Like"/thumbs up icon underneath the post
- **Comment** by first clicking on the post then clicking "Your text here..." at the bottom
- **Save** content to your profile by clicking the "Bookmark"/flag icon
- **Share** by clicking the "Share"/arrow icon
- **Reply** to other members/comments by clicking "Reply" at the bottom right. Filter by keyword. Click on the tag in a post or use the "tags" button at the top of the feed
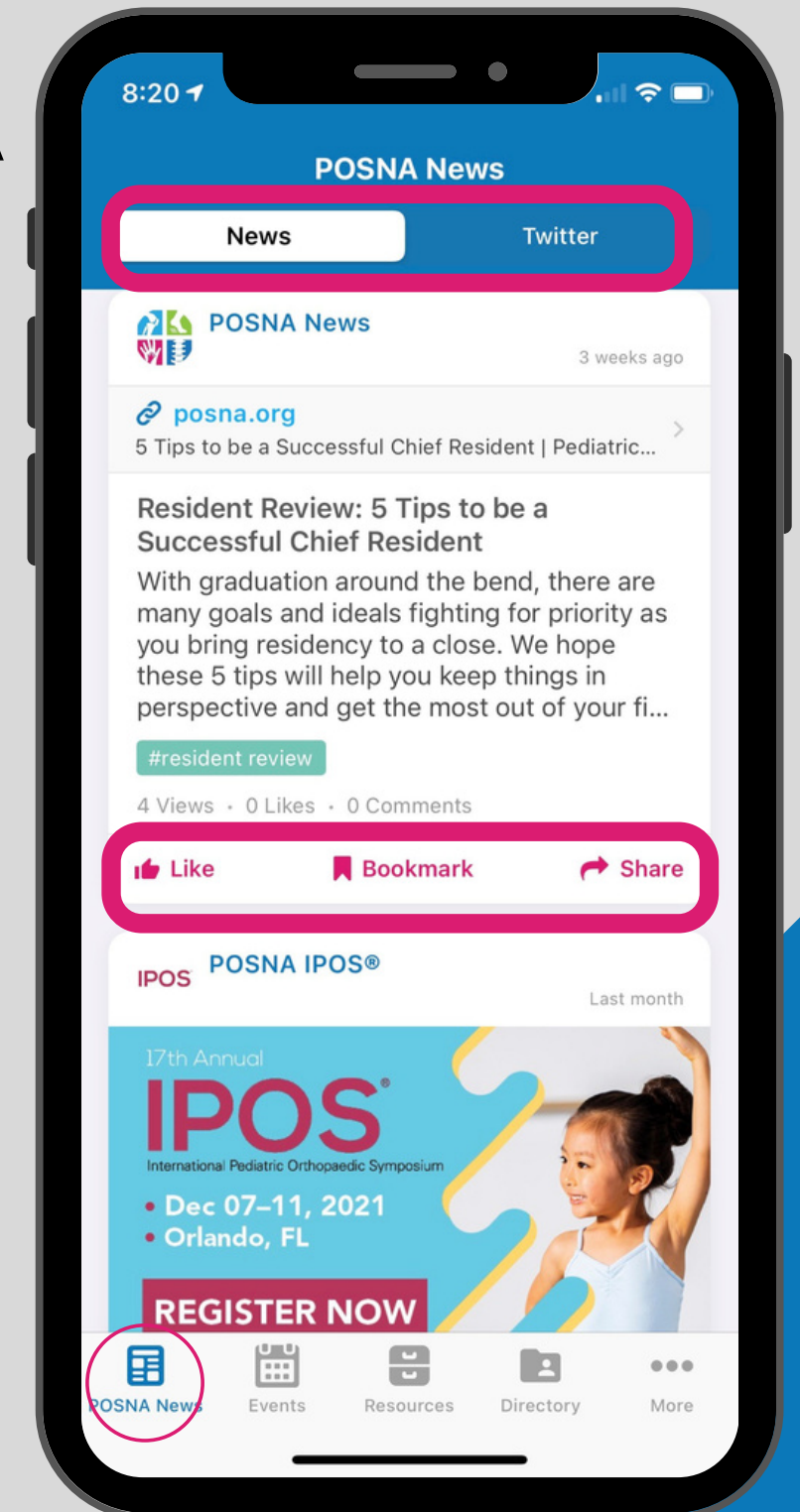
Click the Twitter tab (top right) to view the POSNA Twitter feed

APP USERS

Locate the "App Users" tab by first selecting the bottom right "More" option on the navigation bar

- View all POSNA app users. Use the search feature at the top to quickly find who you are looking for
- Click the speech icon to the right of the member to start a direct chat with them
- Add a member to your "Favorites" list by first selecting the member then clicking the "Favorite"/star icon
- Add a note about a specific member by first selecting the member then click the "Add Note"/notepad icon

Please contact the POSNA office (posna@posna.org) if you do not wish to be visible to others.
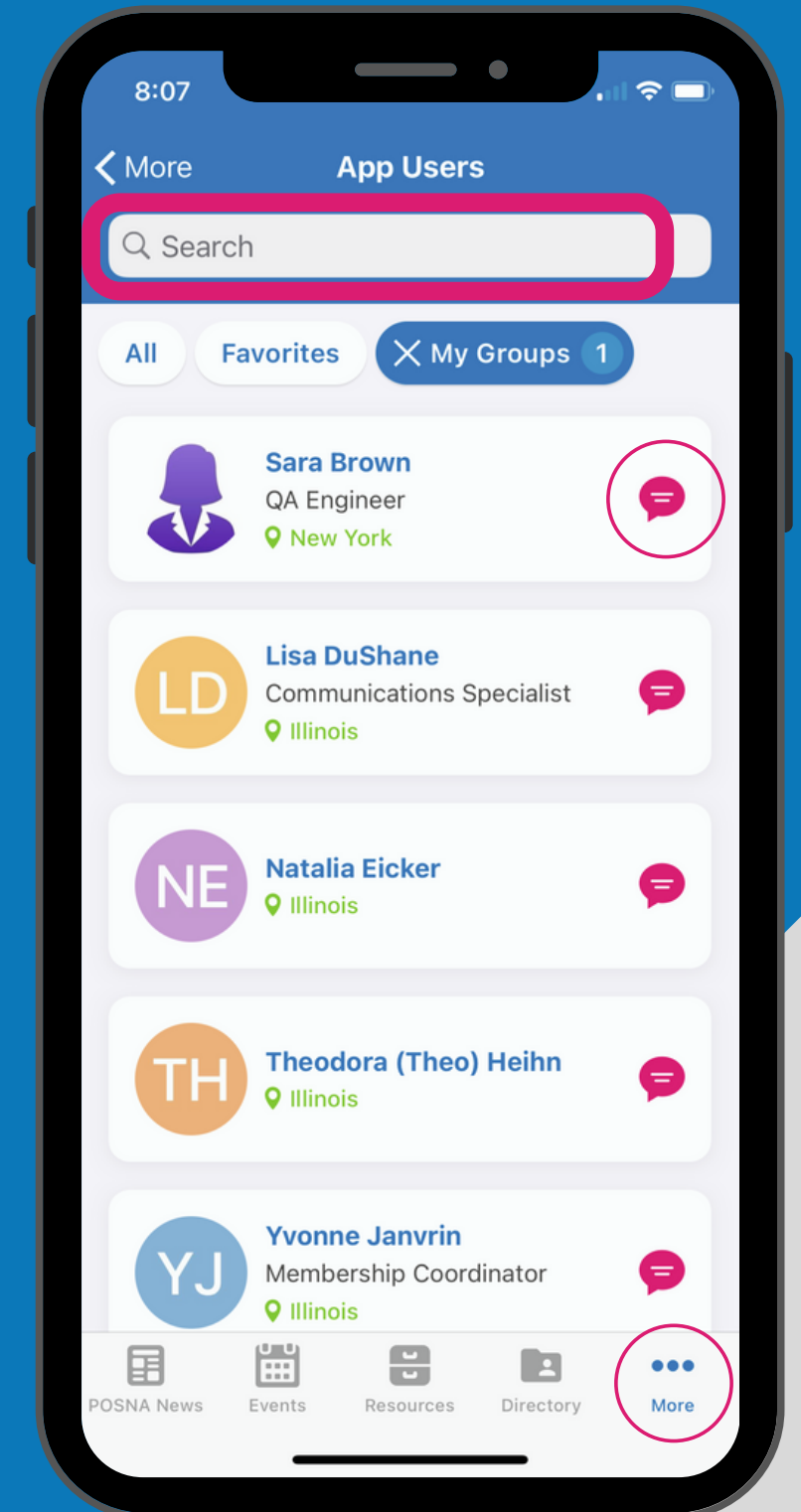
MESSAGING

Locate the "Messages" tab by first selecting the bottom right "More" option on the navigation bar

- View your sent and received messages in the "Direct" and "Group" options at the top tab
- Create a new direct or group message by clicking the "+" icon in the top right corner and select the user(s) you want to chat with
- Inside of messages, you have the ability to attach photos or files by clicking the bottom left paperclip icon, as well as visit other members/profiles, add additional members to the chat and clear the chat history by clicking the top-right menu icon

Please contact the POSNA office (posna@posna.org) if you do not wish to be visible to others.
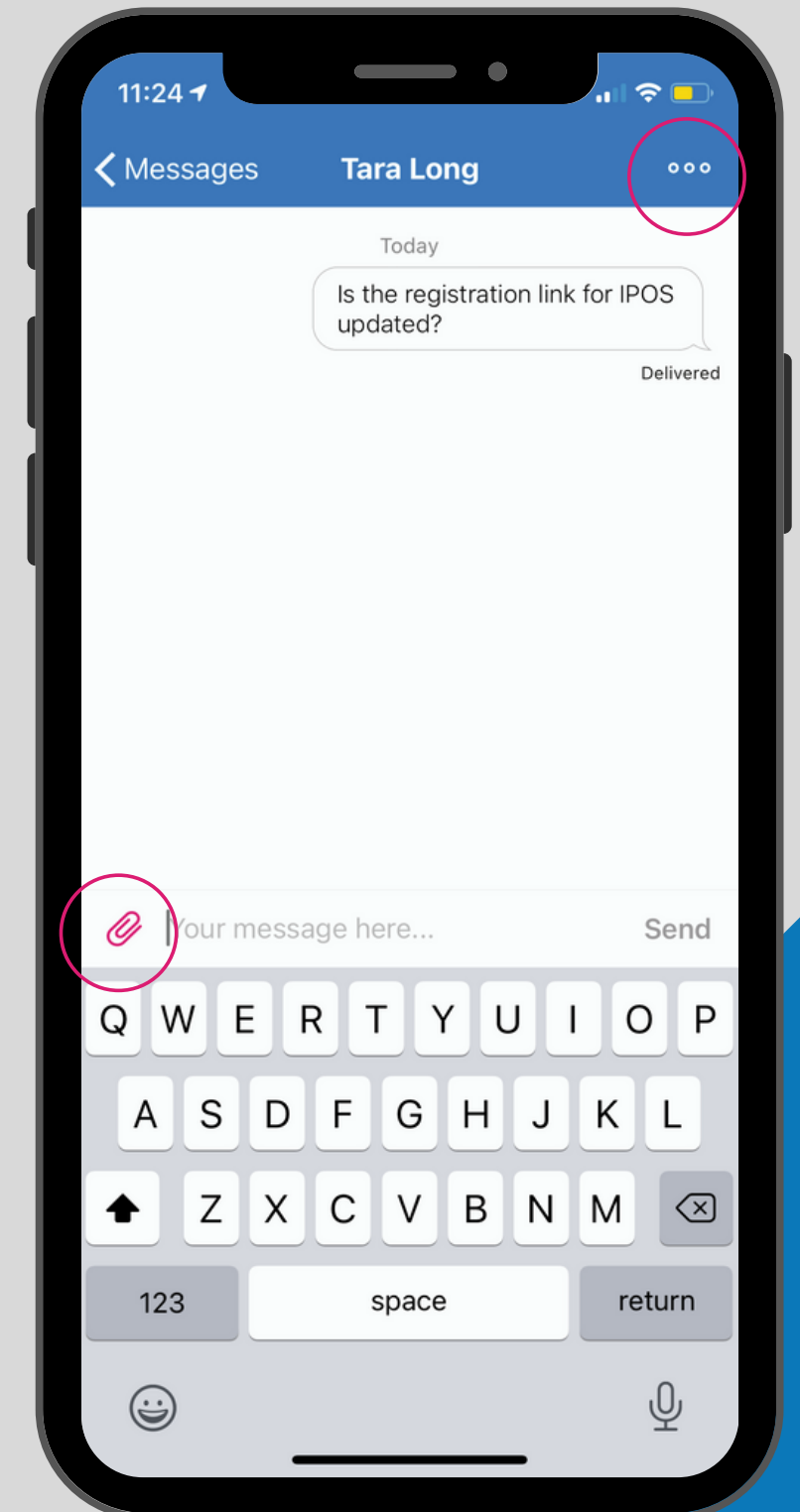
PROFILE

*Locate the "Profile" tab by first selecting the bottom right "More" option on the navigation bar*

- Saved content from the News Feed will appear under the "Bookmarks" tab of your profile so you're able to go back and read or share posts at a later time
- You can create notes about other members on their profiles that will then save to your profile under the "Notes" tab. This is only seen by you
- All events you've added to your schedule will appear under the "My Schedule" tab (located after clicking the "More" navigation). When you click on an event, any sessions you've added to your schedule will then appear
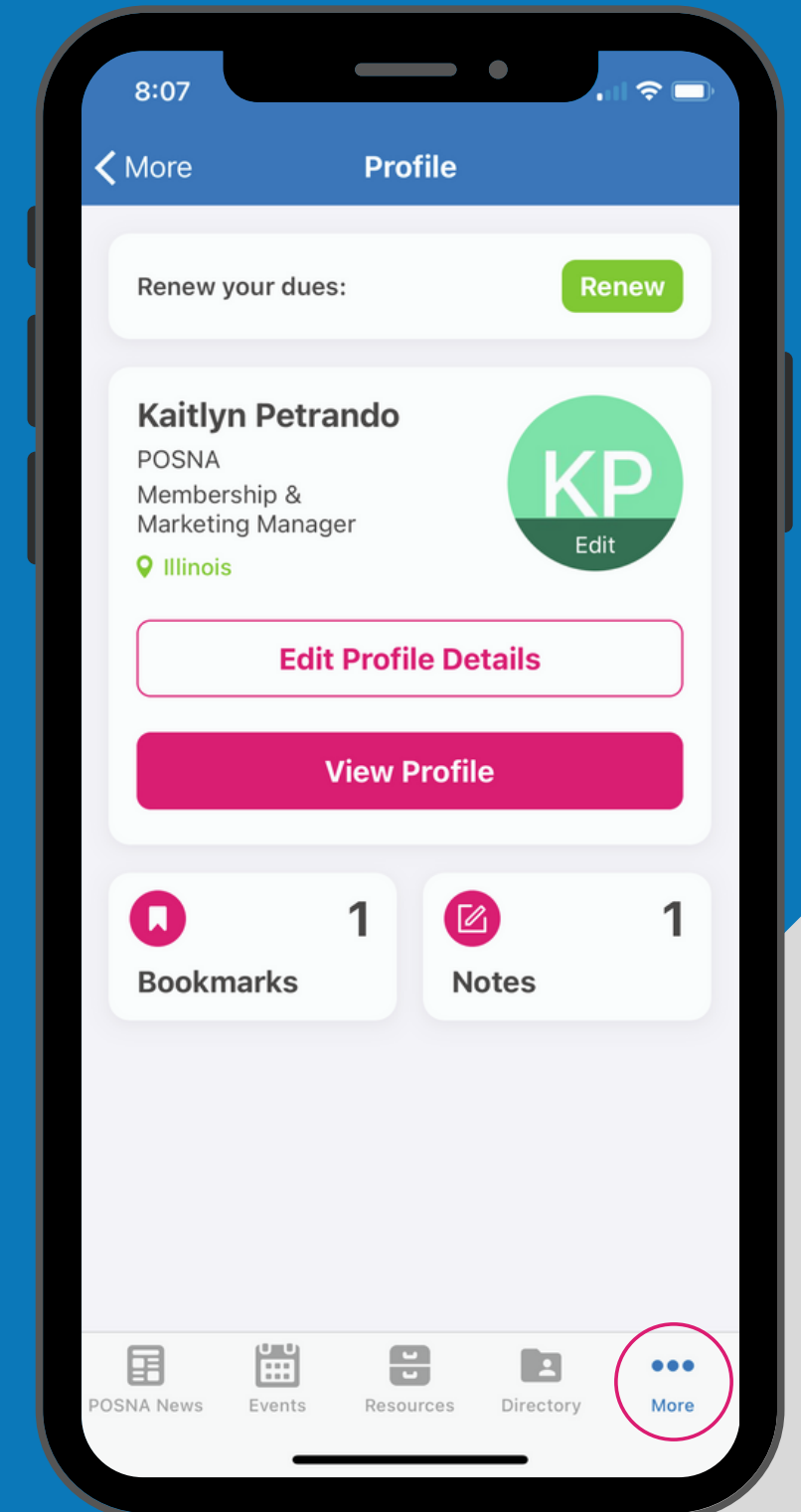
EVENTS

- View all upcoming (or past) events in a "List" or "Calendar" view by selecting either option at the top. You can filter events by All, Category, Month, My Groups, My Schedule, Past, or Tags
- Share events by clicking the "Share"/arrow icon then selecting recipients within the app from the list that appears
- Add an event to your schedule by clicking the "Add to Schedule"/calendar icon on the bottom left corner of an event
- Inside the event's "Agenda" is all sessions listed for the event. You can add individual sessions to your calendar to build out your schedule. Click the "+" icon on the right of the session
- All events you've added to your schedule will appear under the "My Schedule" tab (located after clicking the "More" navigation). When you click on an event, any sessions you've added to your schedule will then appear
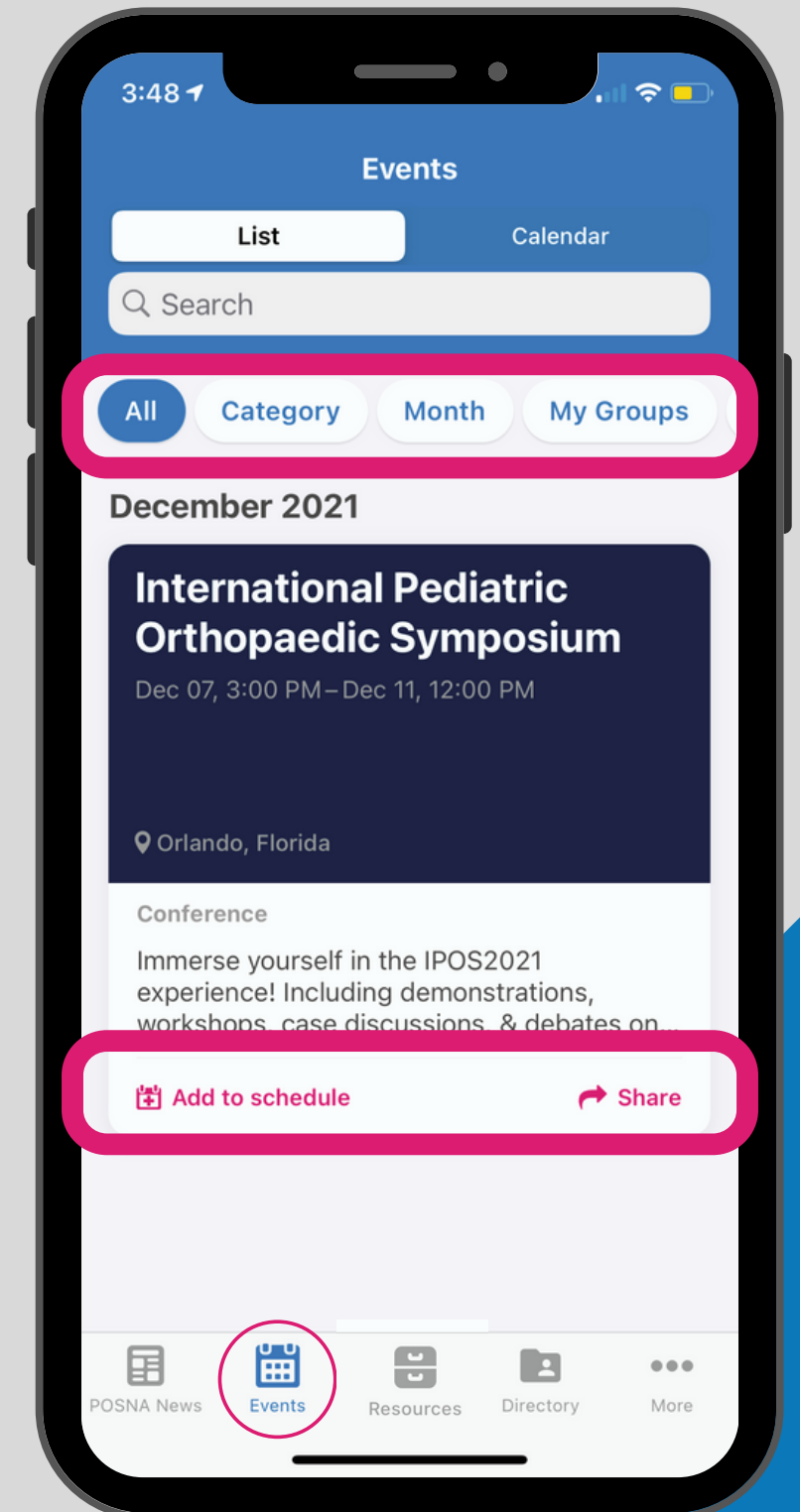
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