



AdvocacyDay App and Logistics Overview



From: AdvocacyDay <advocacyday@advocacyassociates.com>
Date: November 4, 2024 at 11:10:00 AM EST
To: Kaytee Yakacki <>
Subject: Schedule for Sample Lobby Day

Hello Kaytee Yakacki,

You can access your meeting schedule for Sample Lobby Day on our free "AdvocacyDay" app, available in the App Store for Apple devices and in the Google Play Store for Android devices.

If you already have the AdvocacyDay App downloaded to your device, it is critical you have the most up-to-date version downloaded before logging in.

The directions to access are as follows:

- In your device's app store, search for "AdvocacyDay" (all one word) and download it.
- On the login screen, enter the following email address: [your email address](#)
- You will be emailed a 6-digit code to enter on the next screen.
- If you are a part of multiple organizations in our app, you will be prompted to choose your organization here. For Sample Lobby Day, please choose O. If you are only a part of one organization, you will be brought directly to your meeting schedule page.
- There is a Support button on the login screen if you have any issues, or you can contact support here: advocacyday.net/testorg/support

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If you are having trouble finding "AdvocacyDay" in your app store, please click on the appropriate link below:

Apple App Store: <https://apps.apple.com/us/app/advocacyday/id798728613>

Google Play Store:
https://play.google.com/store/apps/details?id=com.advocacyday.android&hl=en_US&gl=US

As a web-based backup, you can also view your schedule for Sample Lobby Day here: advocacyday.net/testorg. The login process is the same.

Thank you,
Advocacy Associates

Downloading the App

- You will receive an **automated email from Advocacy Associates** on a **to-be-determined date** by your organization
- Check your SPAM/JUNK folder if you think you did not receive the email
 - Verify with your organization on the date this email was/will be sent

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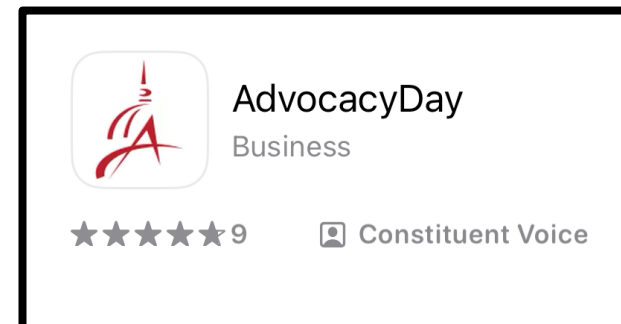
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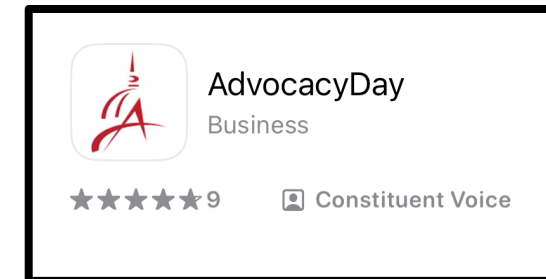
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- **Follow the instructions to download the app**
- **Contact us for any technical support**



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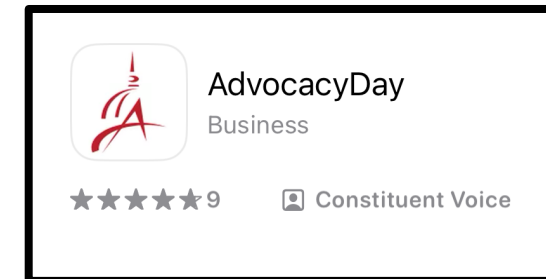
https://play.google.com/store/apps/details?id=com.advocacyday.android&hl=en_US&gl=US

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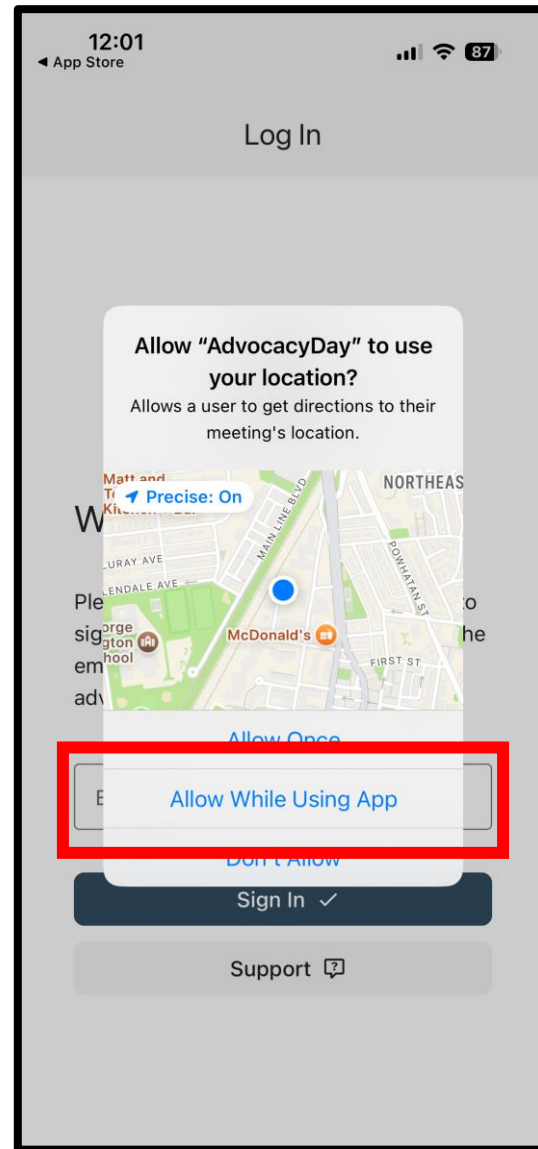
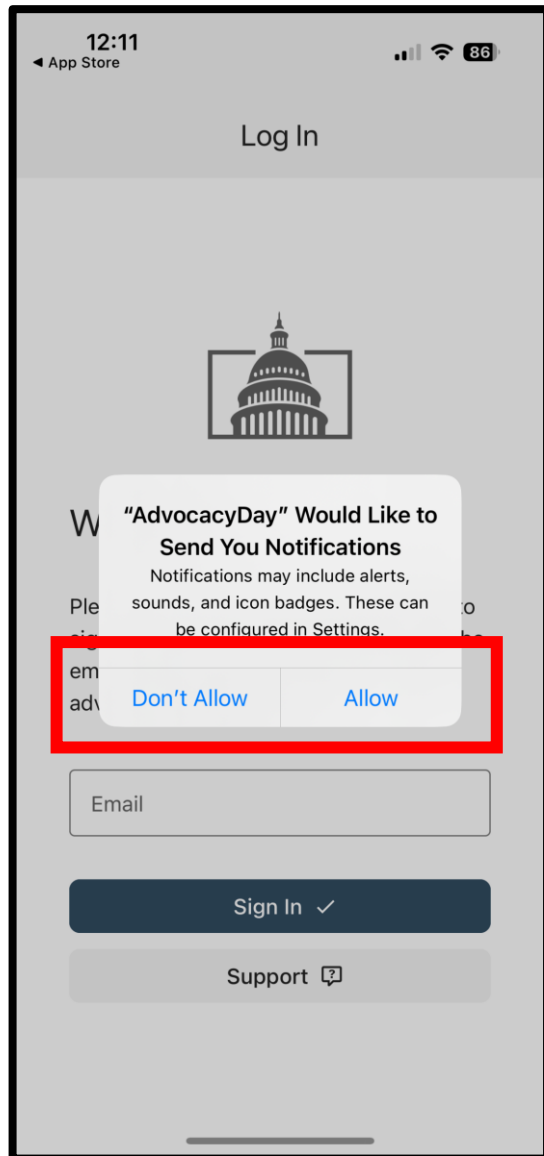
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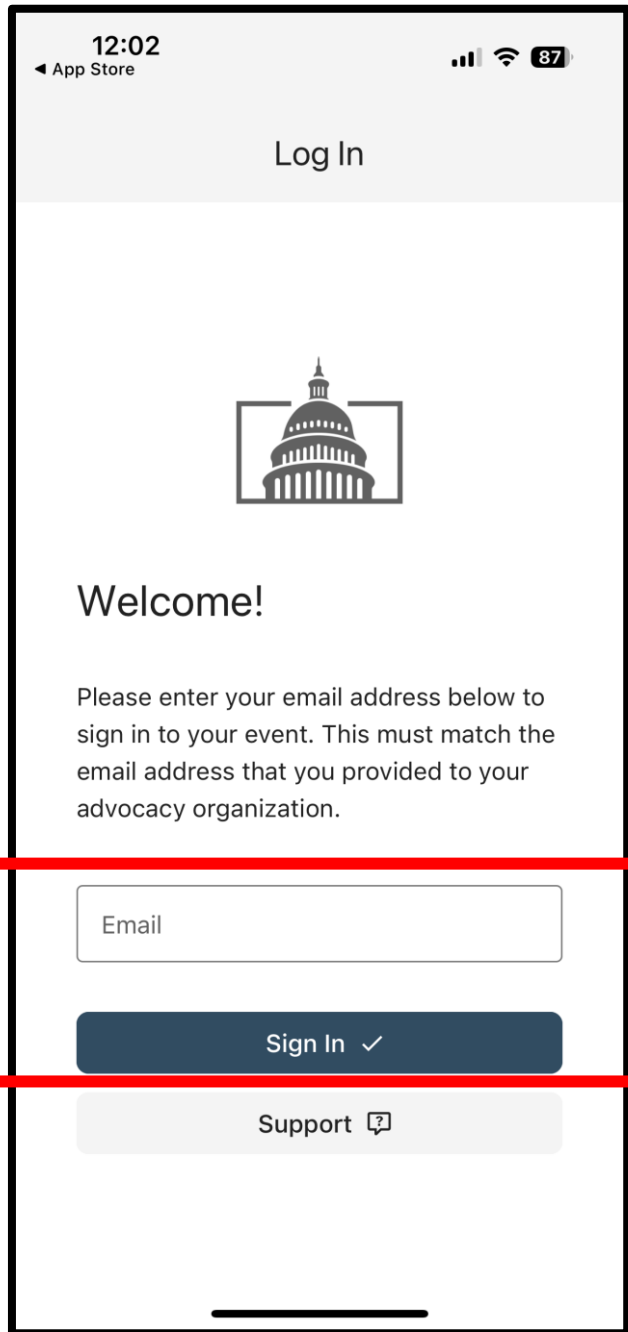


- **Contact us for any technical support**
- **Ensure you have the most up-to-date version**

When Opening the App

- Select **“Allow”** for notifications
- Select **“Allow While Using App”** for location setting





Logging In

- Enter your email address that you registered for the event with, then tap "Sign In"



Logging In

From: **AdvocacyDay**
<noreply@advocacyassociates.com>
Date: Thu, Oct 31, 2024 at 1:46 PM
Subject: Your access code is XXXXX
To: <youremailaddress>

Hello,

Your 6-digit AdvocacyDay access code is XXXXXX

It is valid for 15 minutes.

12:18 85

< Access Code

Enter Your Access Code

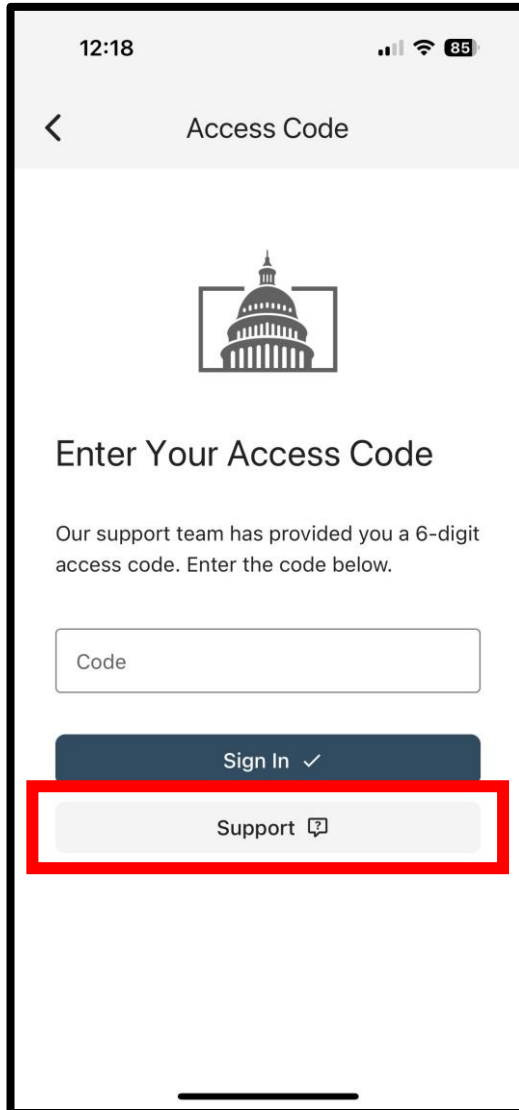
Our support team has provided you a 6-digit access code. Enter the code below.

Code

Sign In ✓

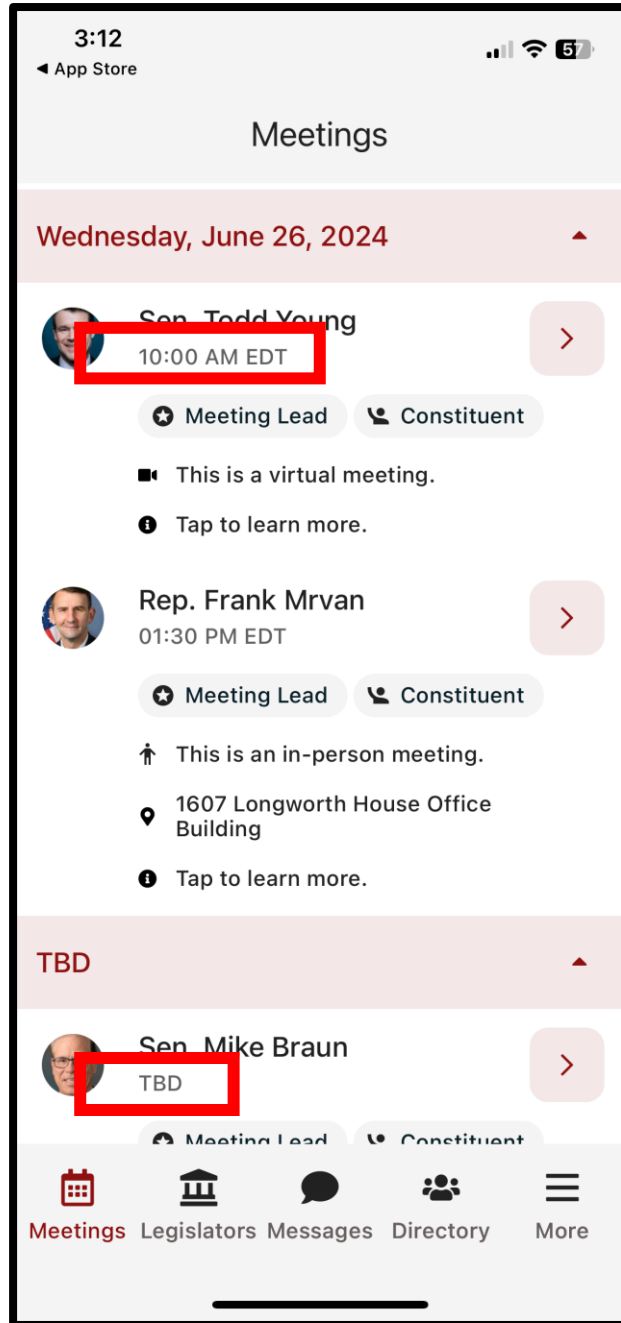
Support

- Enter your email address that you registered for the event with, then tap “Sign In”
- **Check your email** for a verification code. Input the code into the app and tap “Sign In”



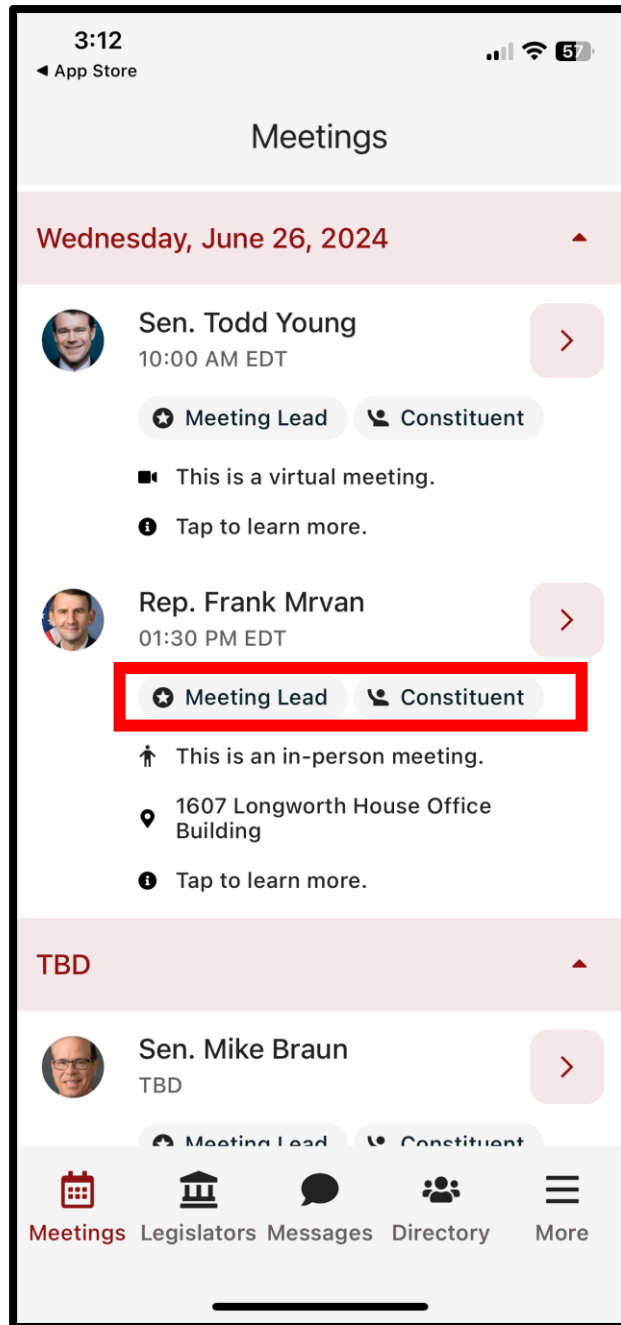
Logging In

- Enter your email address that you registered for the event with, then tap “Sign In”
- **Check your email** for a verification code. Input the code into the app and tap “Sign In”
- **If you don’t receive a code, or experience an error, tap “Support.”** Our team will be reaching out to you shortly



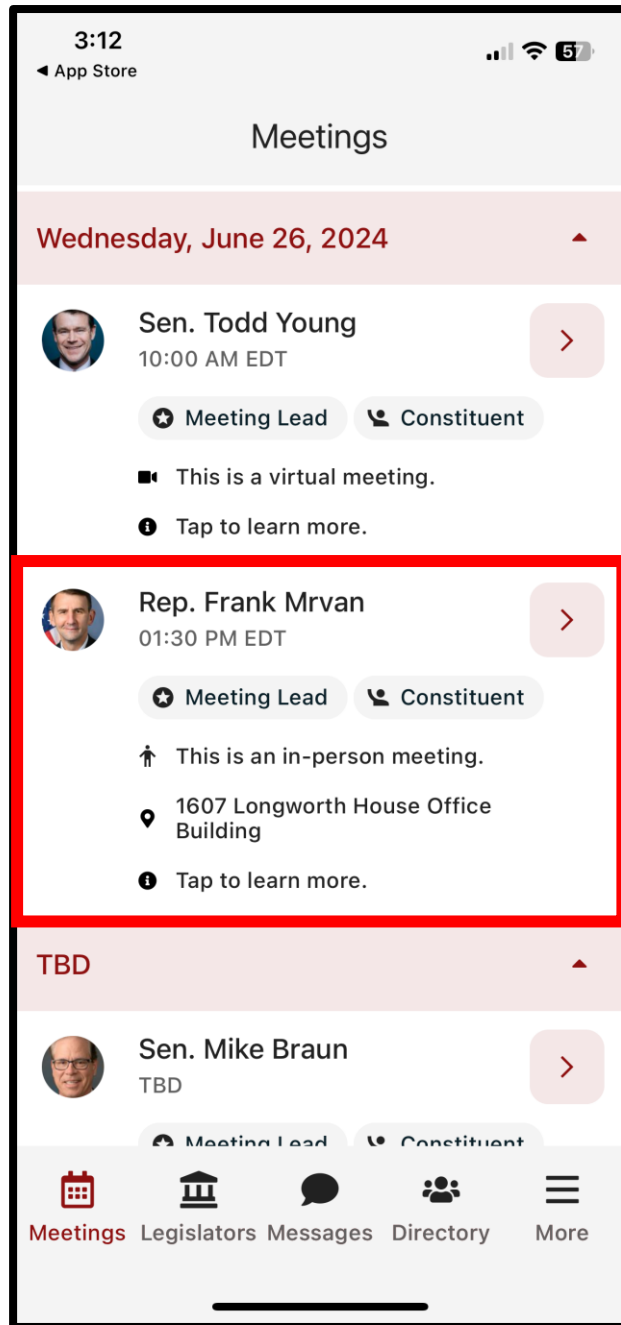
Main Schedule Page

- Confirmed meetings display with a time, pending meetings display as TBD



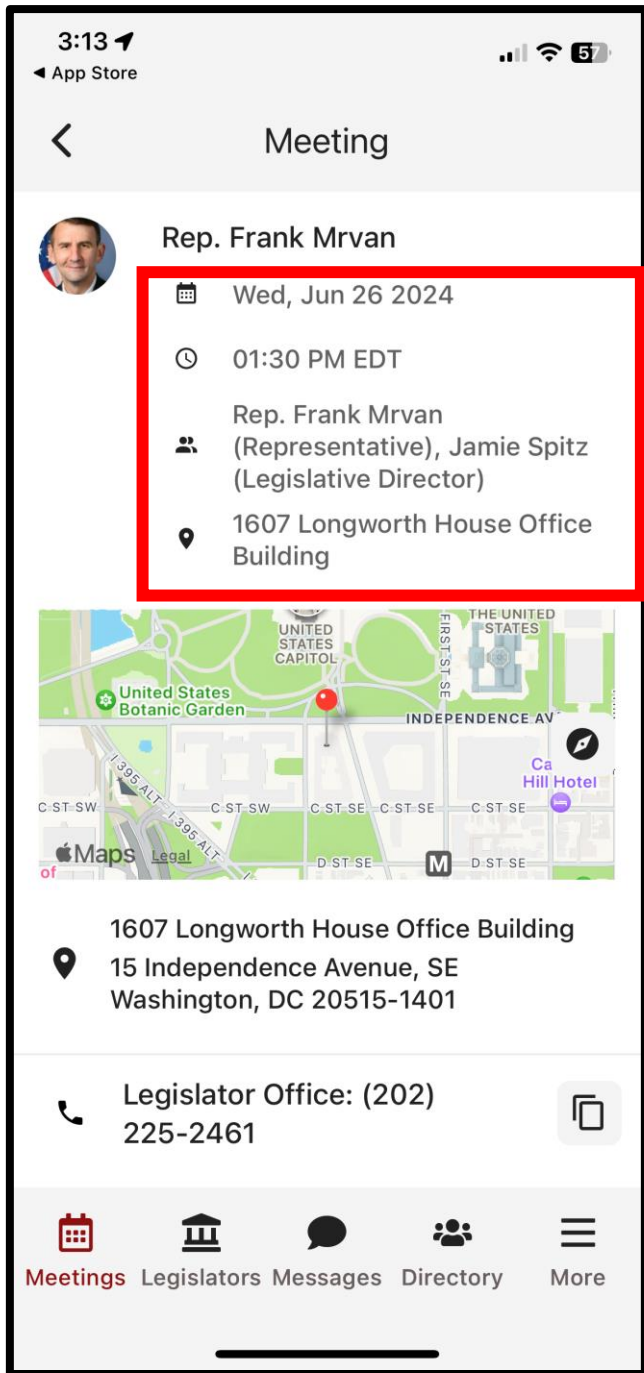
Main Schedule Page

- Confirmed meetings display with a time, pending meetings display as TBD
- Indicates in person or virtual
- Badges indicating if you are a Constituent and/or Meeting Lead for that meeting

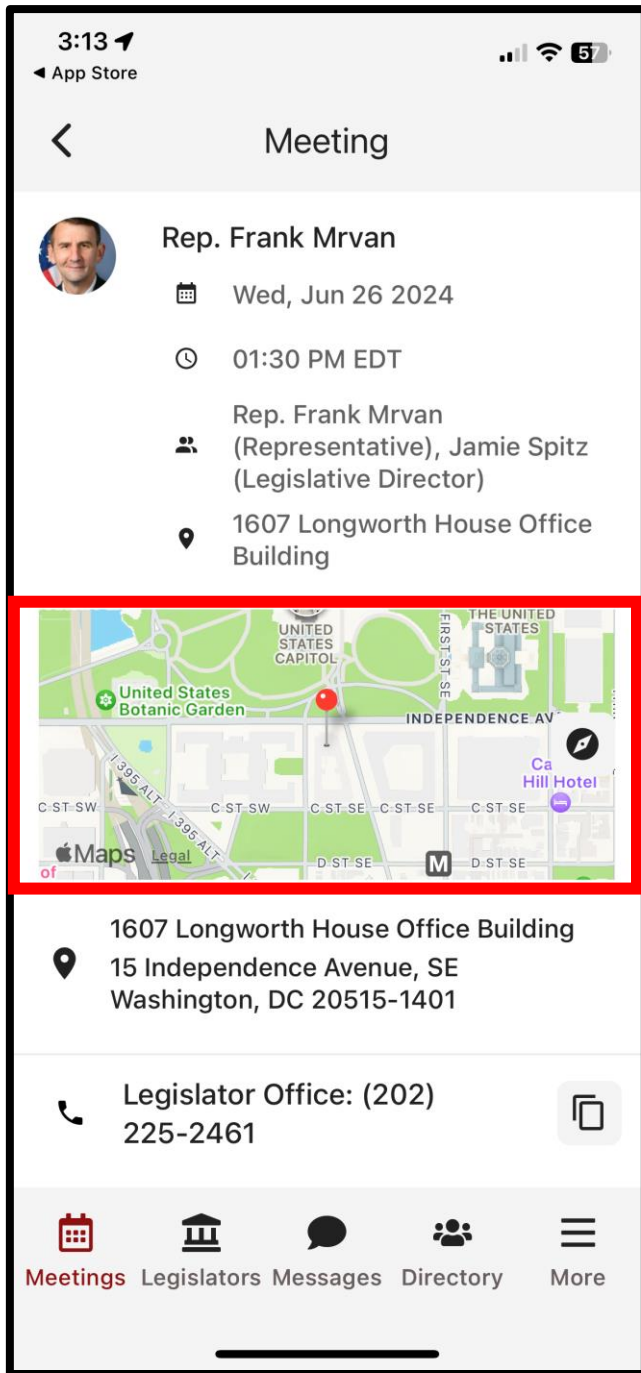


Main Schedule Page

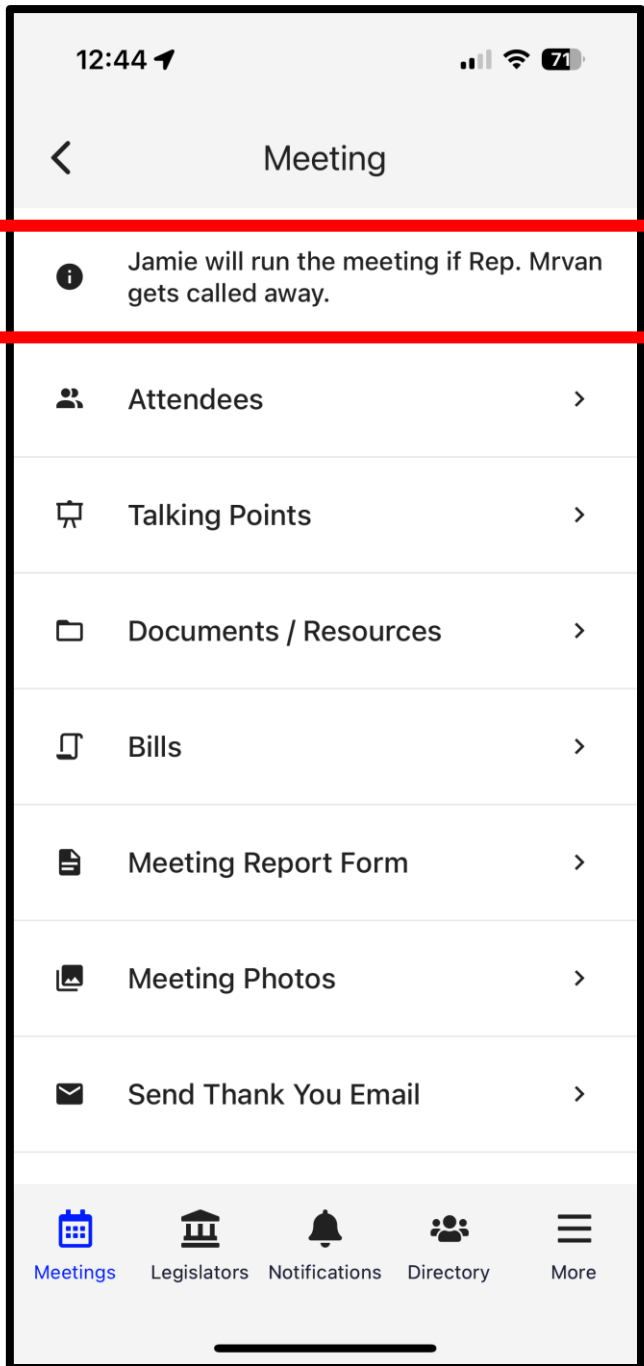
- Confirmed meetings display with a time, pending meetings display as TBD
- All times displayed in time zone you are located in
- Indicates in person or virtual
- Badges indicating if you are a Constituent and/or Meeting Lead for that meeting
- Tap anywhere on the meeting to learn more



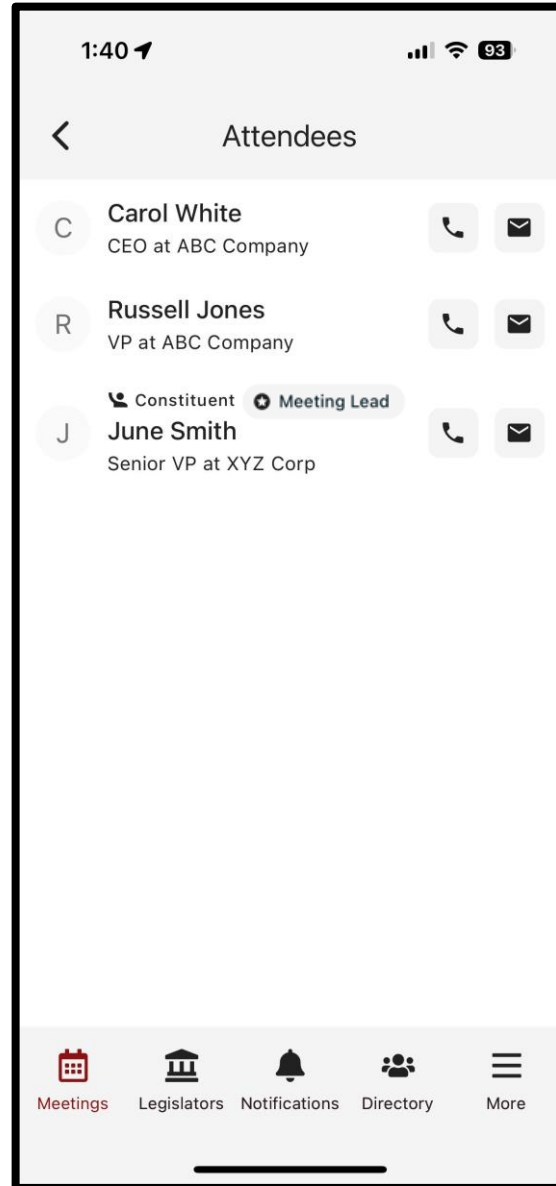
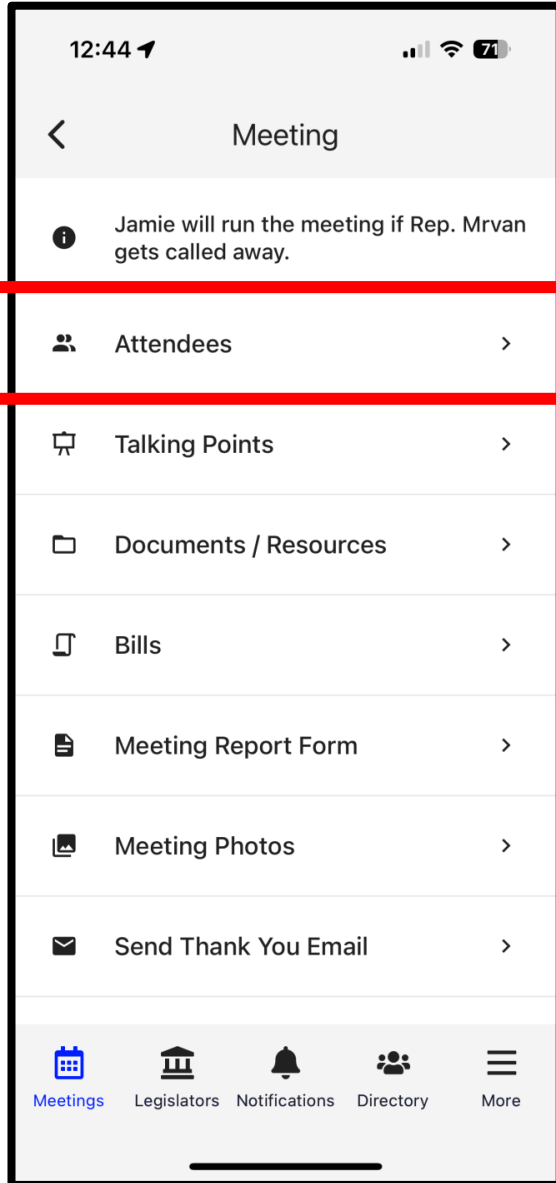
- Date/Time/Meeting With/Location



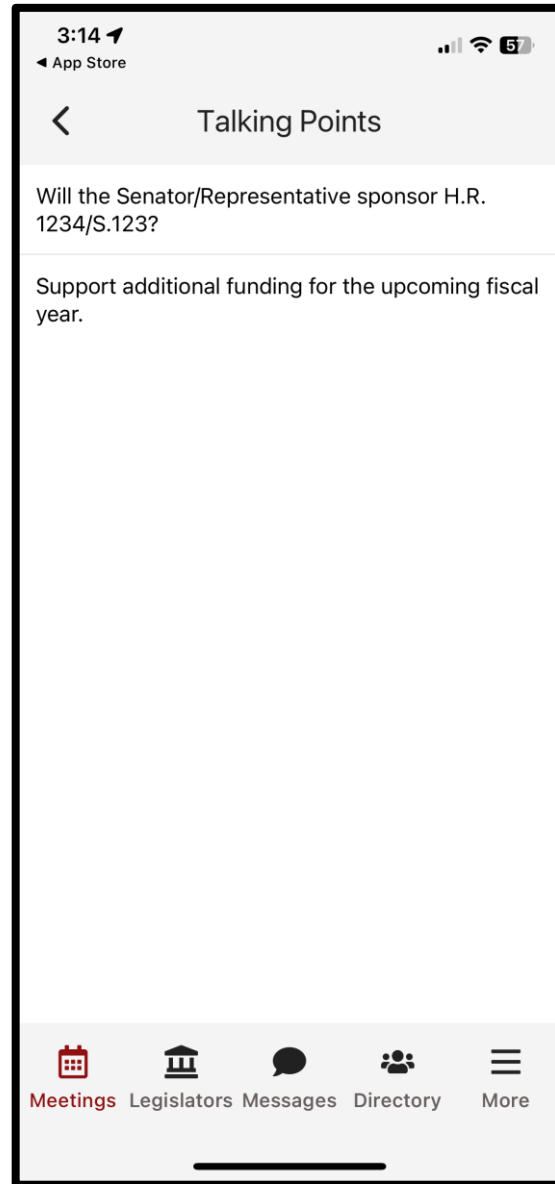
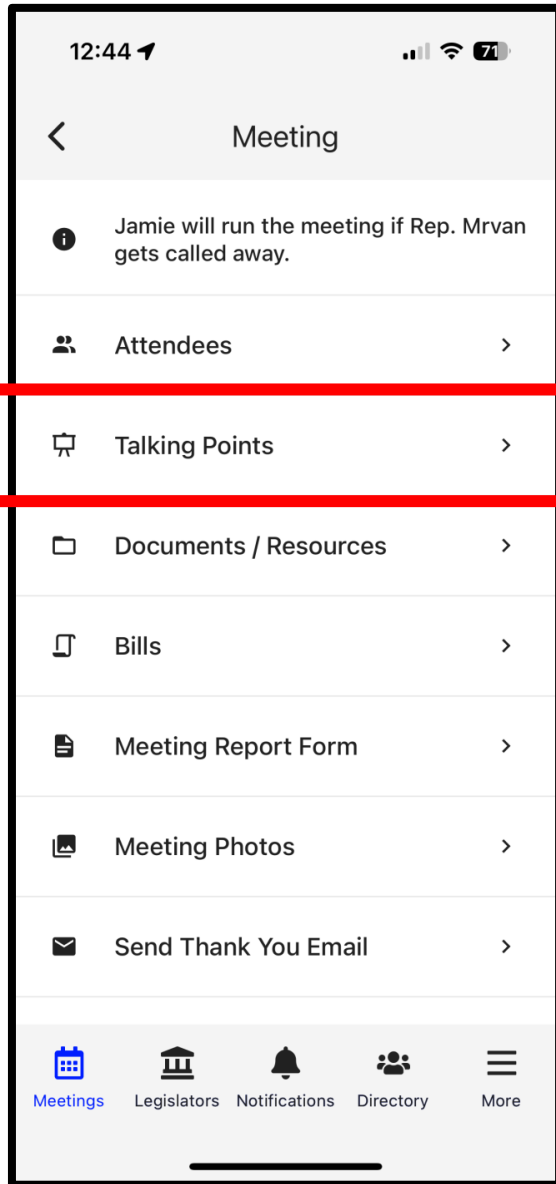
- Date/Time/Meeting With/Location
- Tap on the map to get walking directions to the building



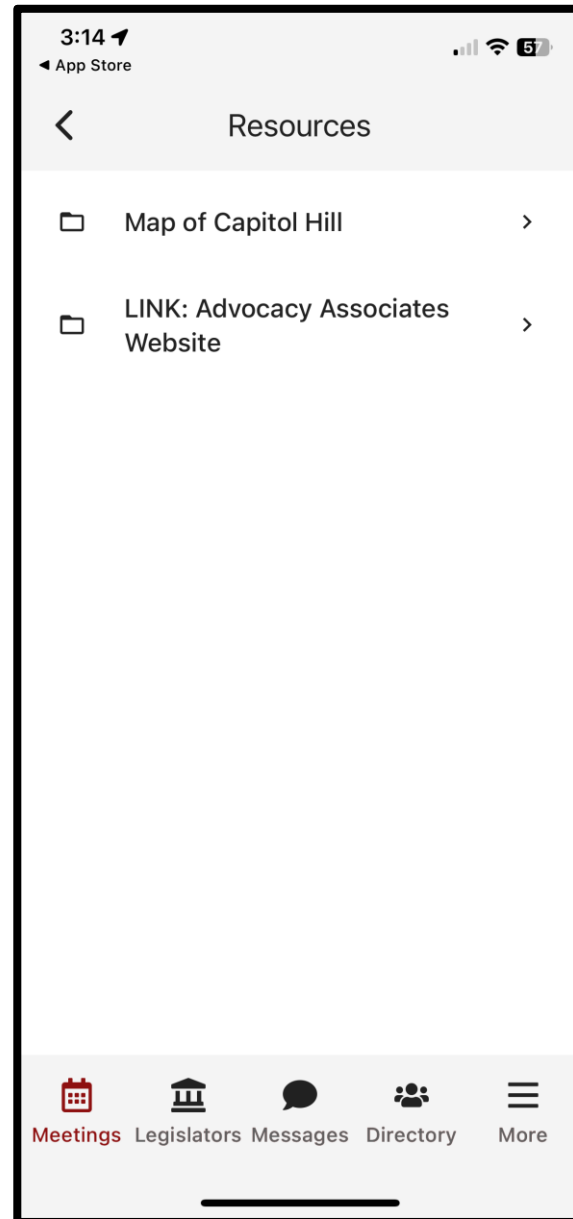
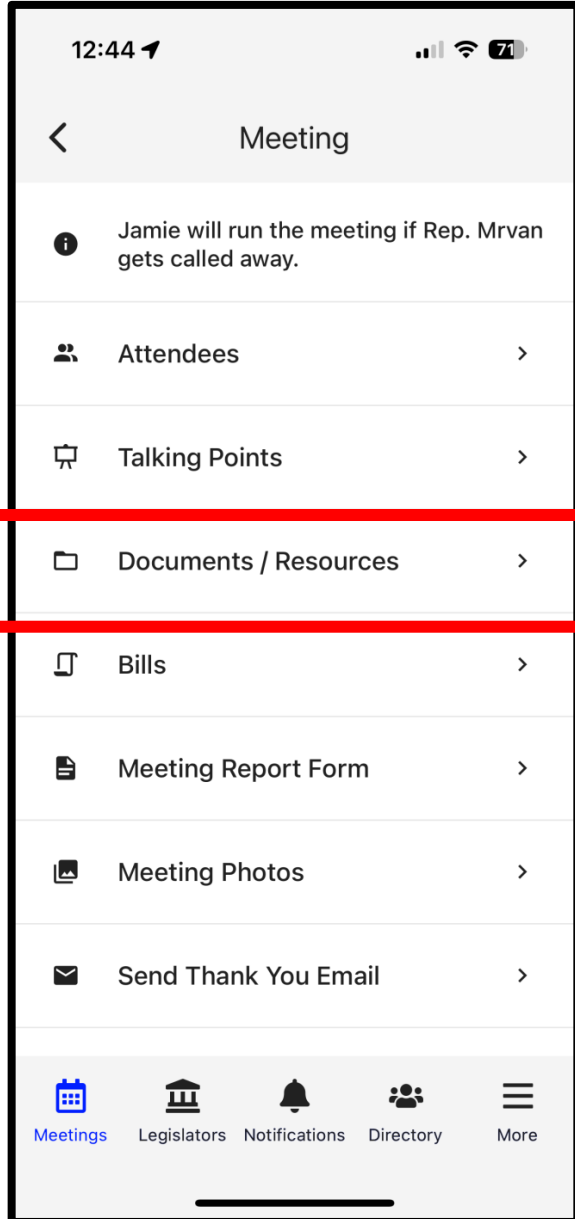
- Date/Time/Meeting With/Location
- Tap on the map to get walking directions to the building
- **Scroll down for any important information**



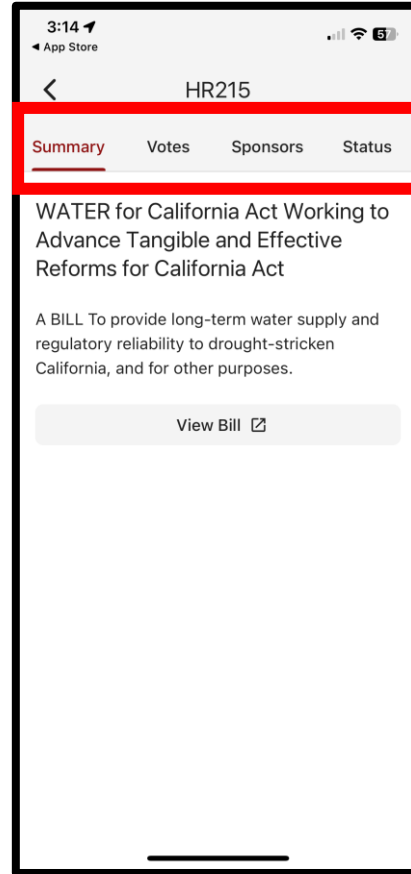
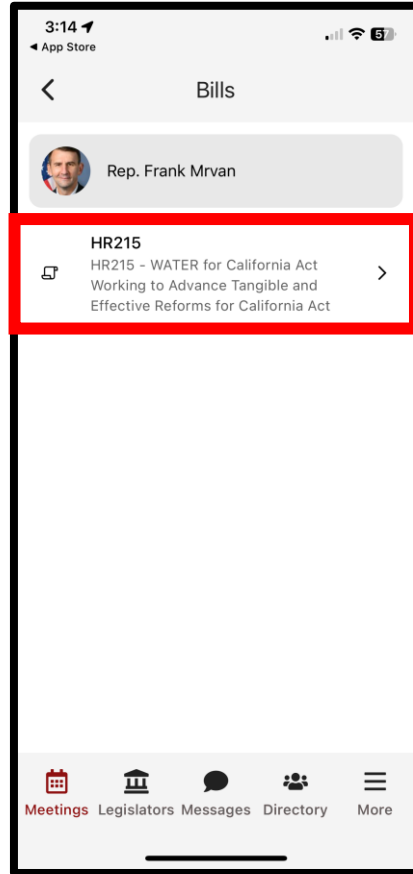
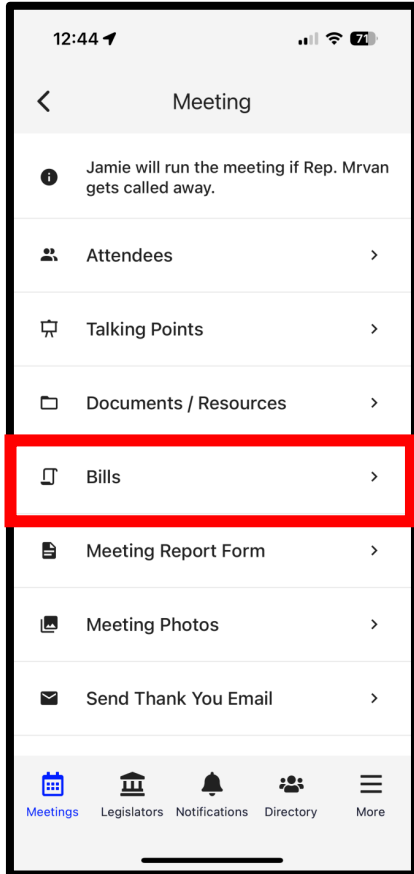
- Date/Time/Meeting With/Location
- Tap on the map to get walking directions to the building
- Scroll down for any important information
- Attendees in the meeting



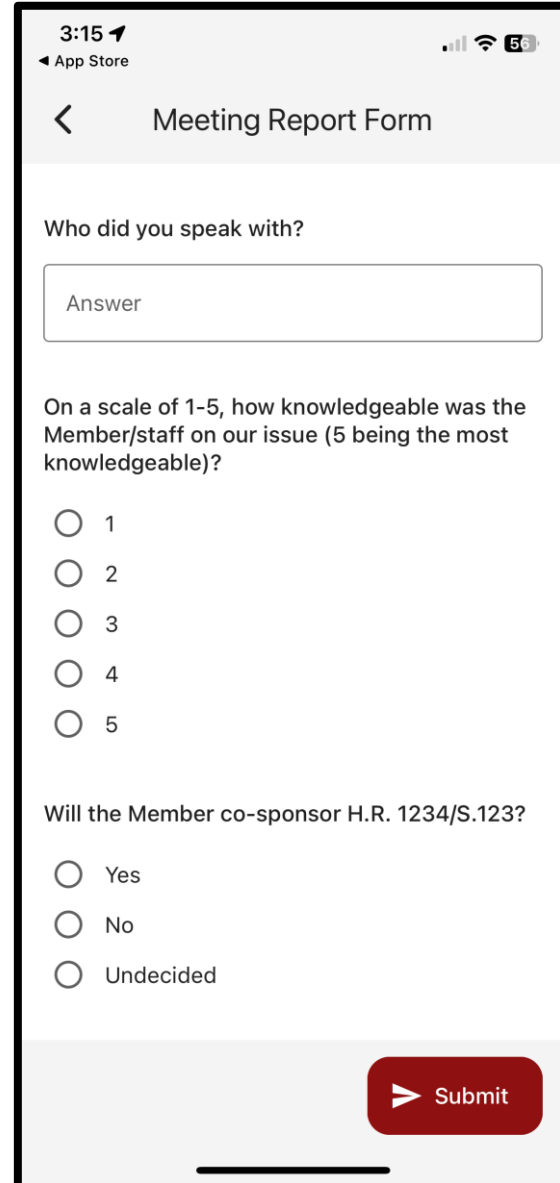
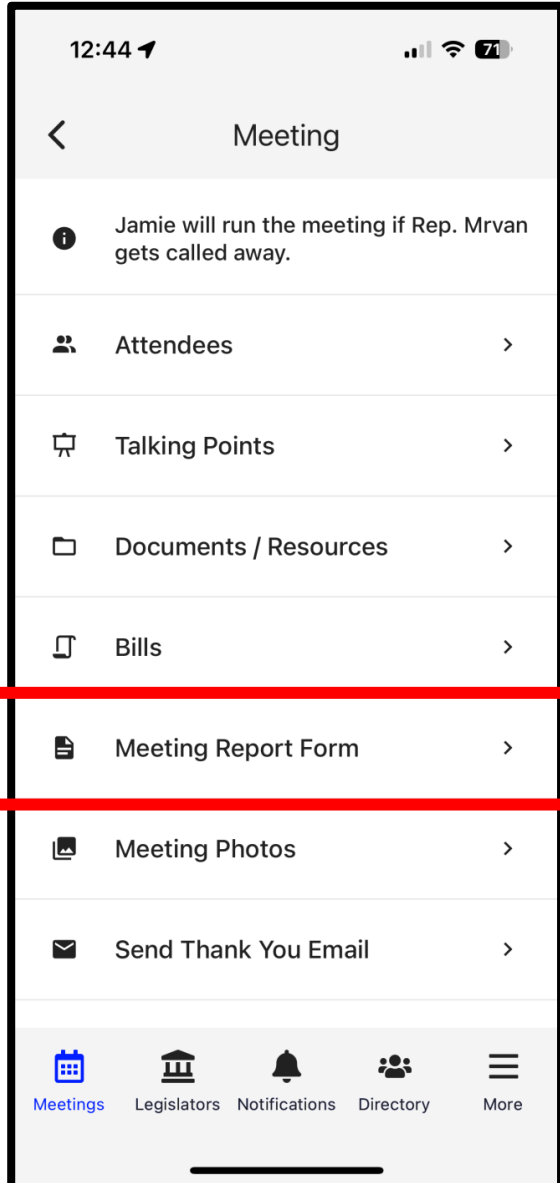
- Date/Time/Meeting With/Location
- Tap on the map to get walking directions to the building
- Scroll down for any important information
- Attendees in the meeting
- **Talking points**



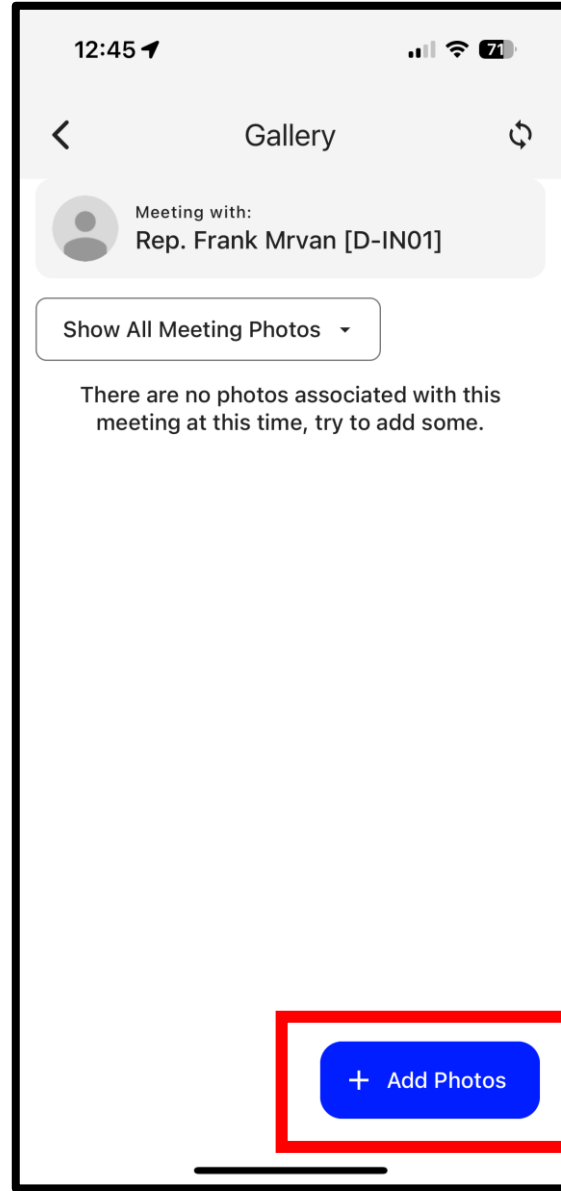
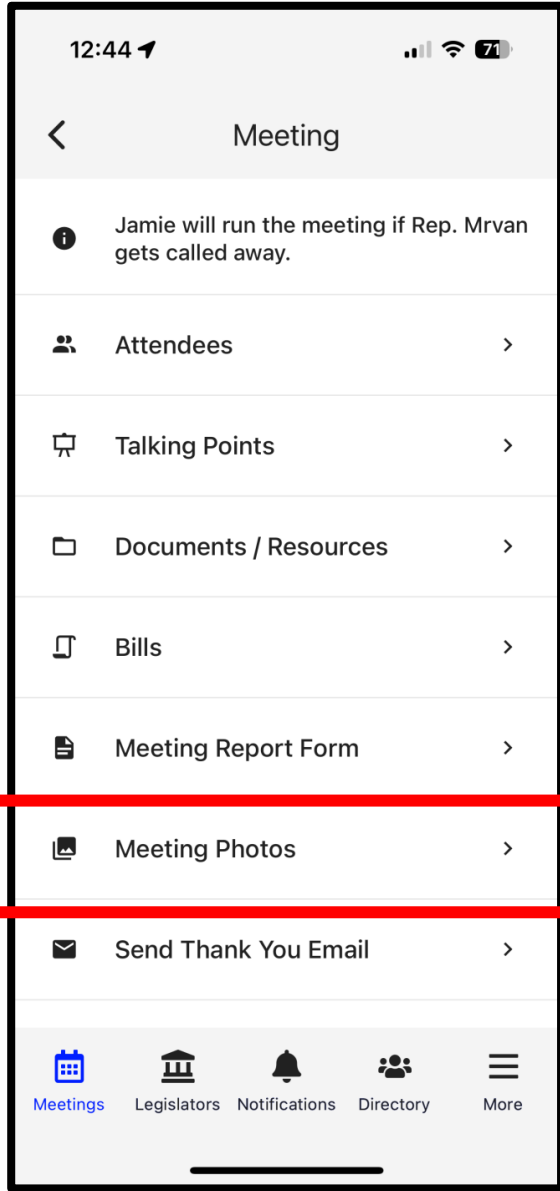
- Date/Time/Meeting With/Location
- Tap on the map to get walking directions to the building
- Scroll down for any important information
- Attendees in the meeting
- Talking points
- **Documents and resources**



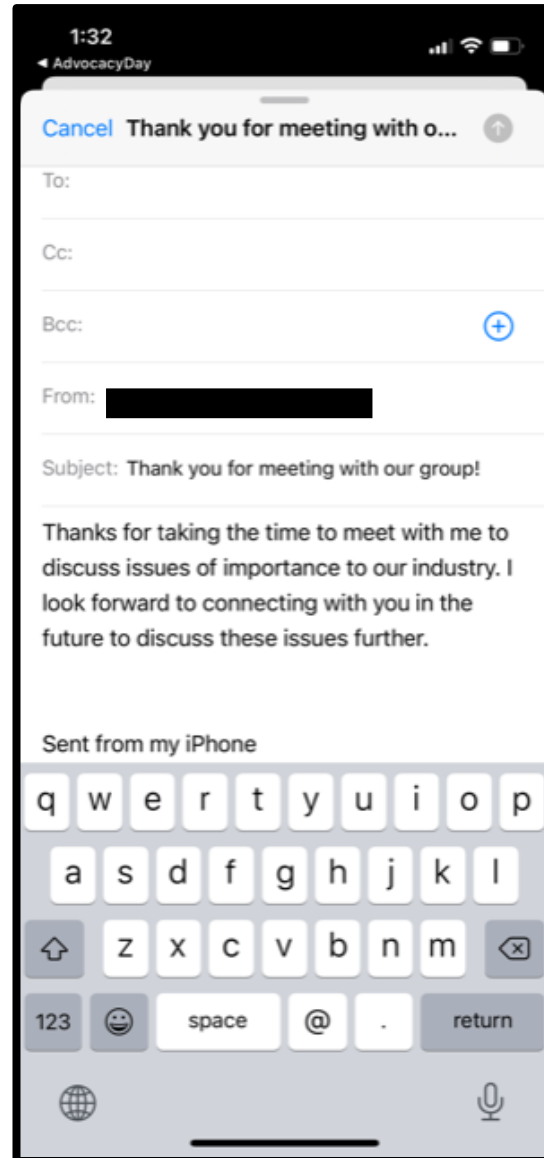
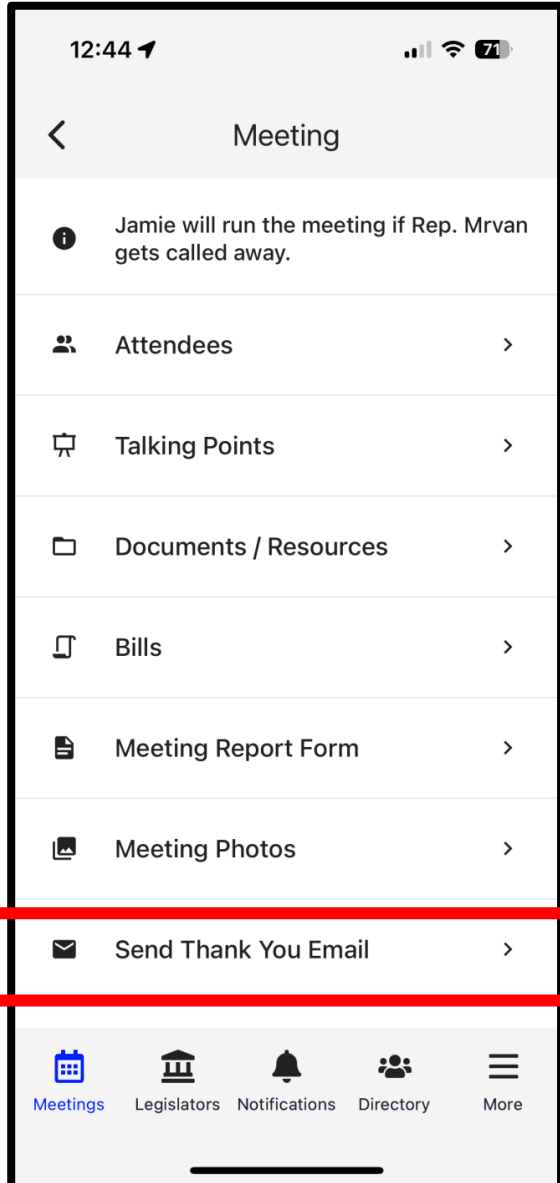
- Date/Time/Meeting With/Location
- Tap on the map to get walking directions to the building
- Scroll down for any important information
- Attendees in the meeting
- Talking points
- Documents and resources
- **Bills**



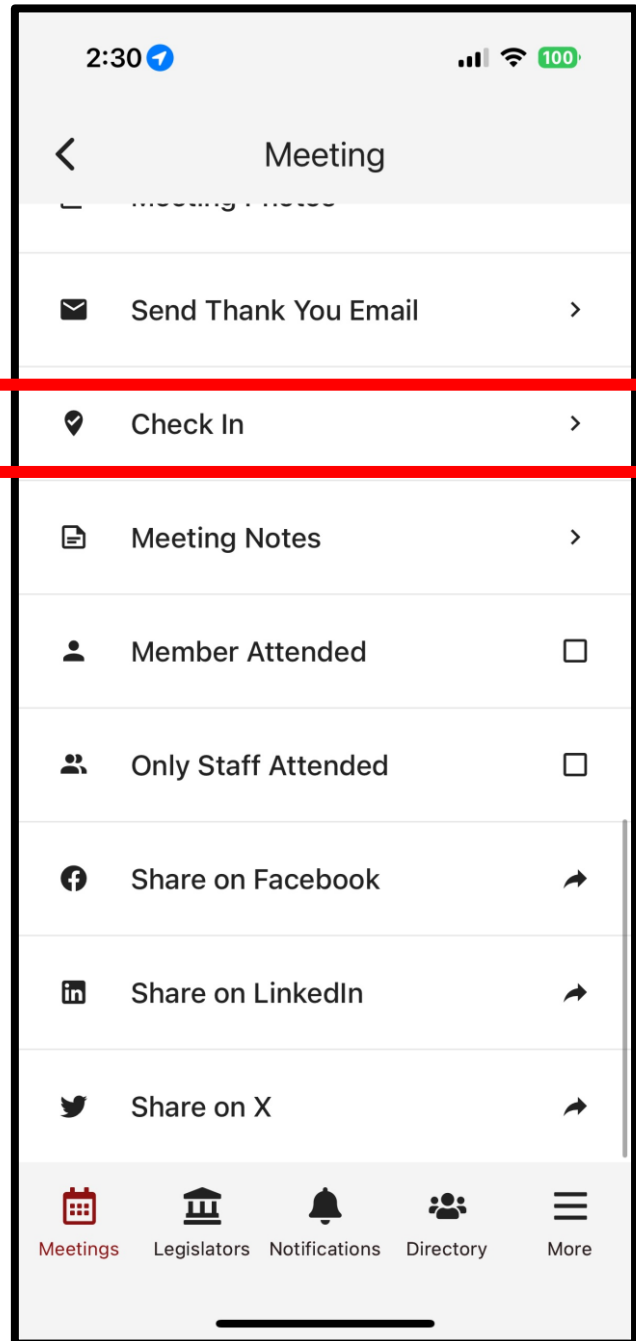
- Date/Time/Meeting With/Location
- Tap on the map to get walking directions to the building
- Scroll down for any important information
- Attendees in the meeting
- Talking points
- Documents and resources
- Bills
- Meeting report form



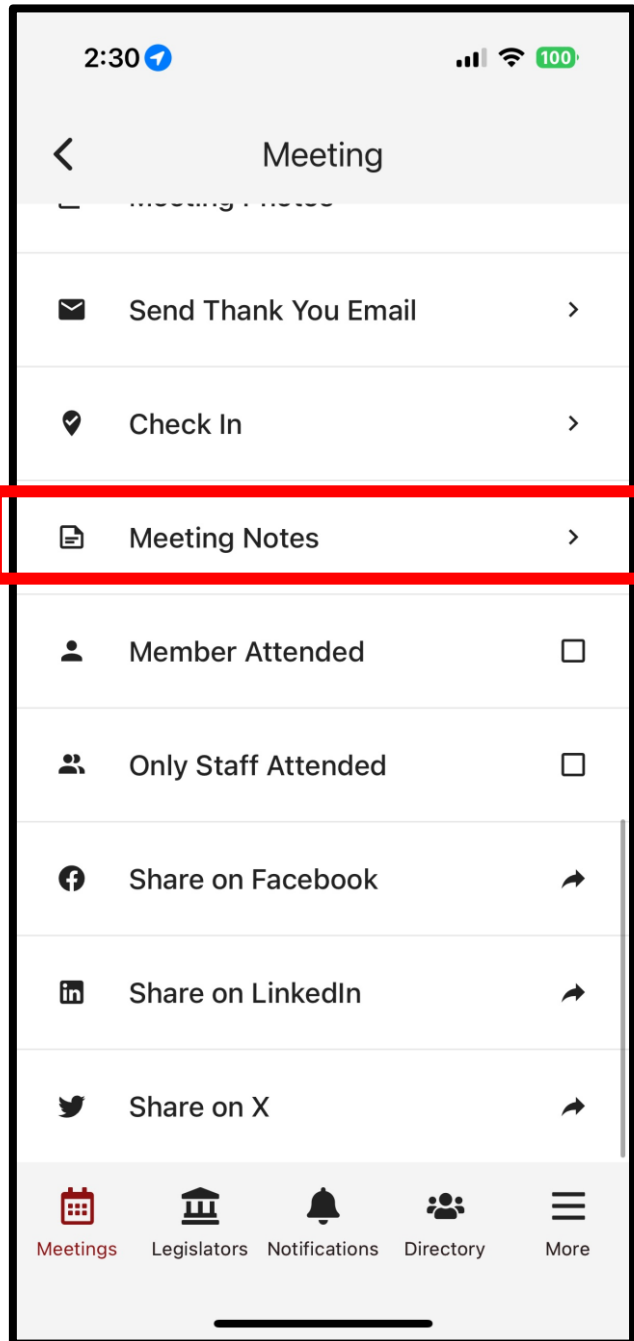
- Date/Time/Meeting With/Location
- Tap on the map to get walking directions to the building
- Scroll down for any important information
- Attendees in the meeting
- Talking points
- Documents and resources
- Bills
- Meeting report form
- Take or add photos from your meeting



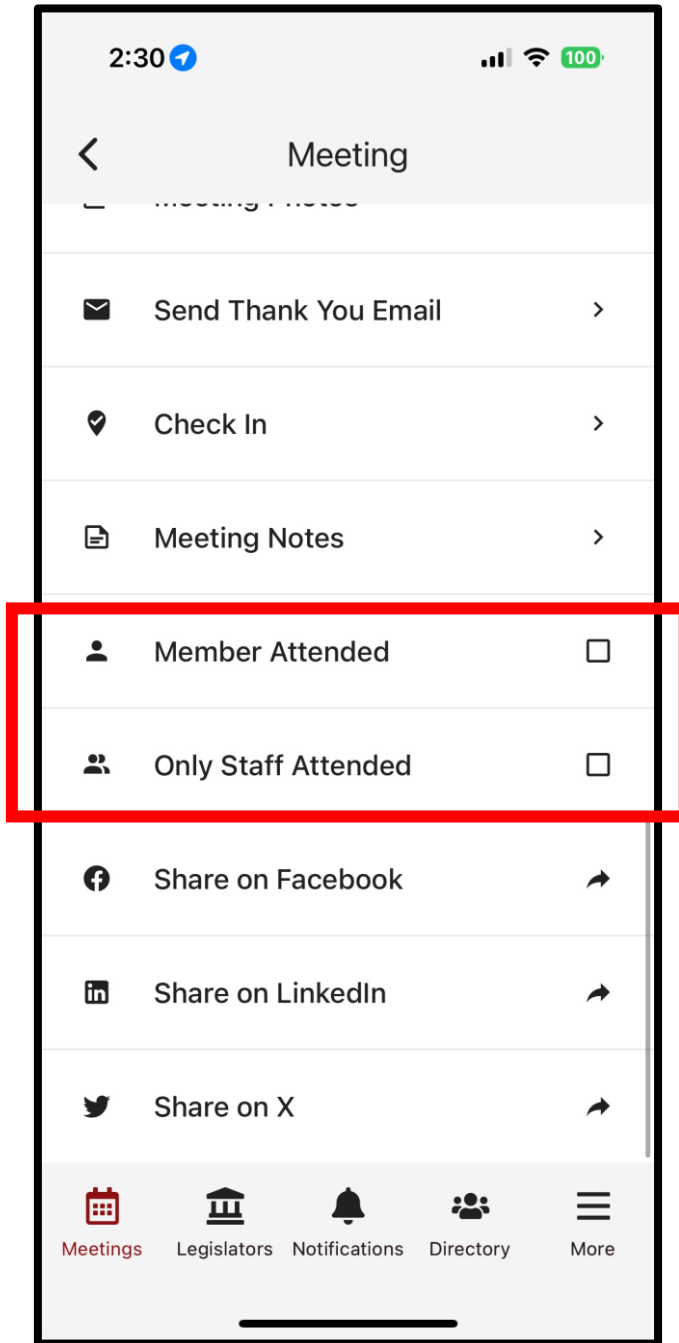
- Thank you email



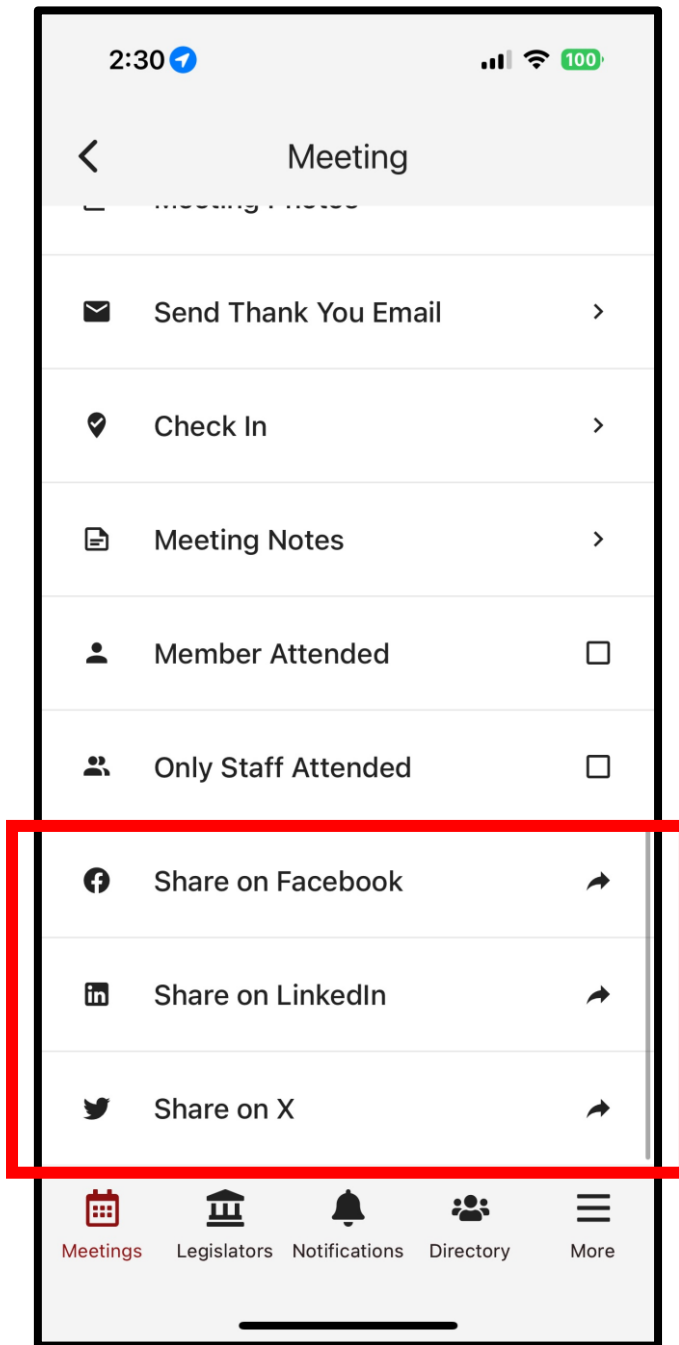
- Thank you email
- Check in to report attendance



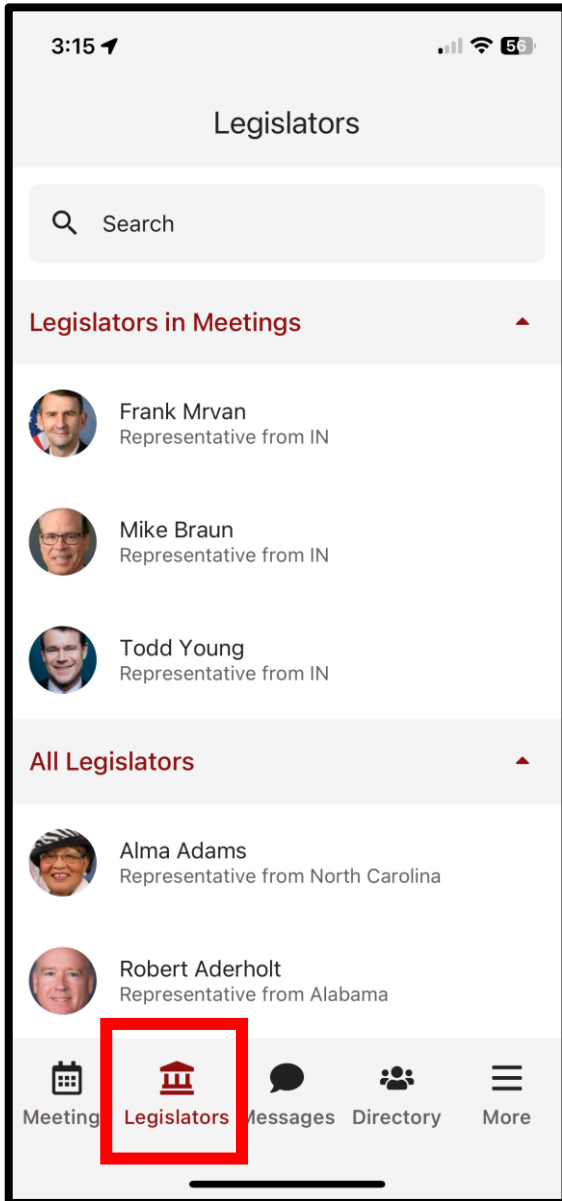
- Thank you email
- Check in to report attendance
- Take meeting notes



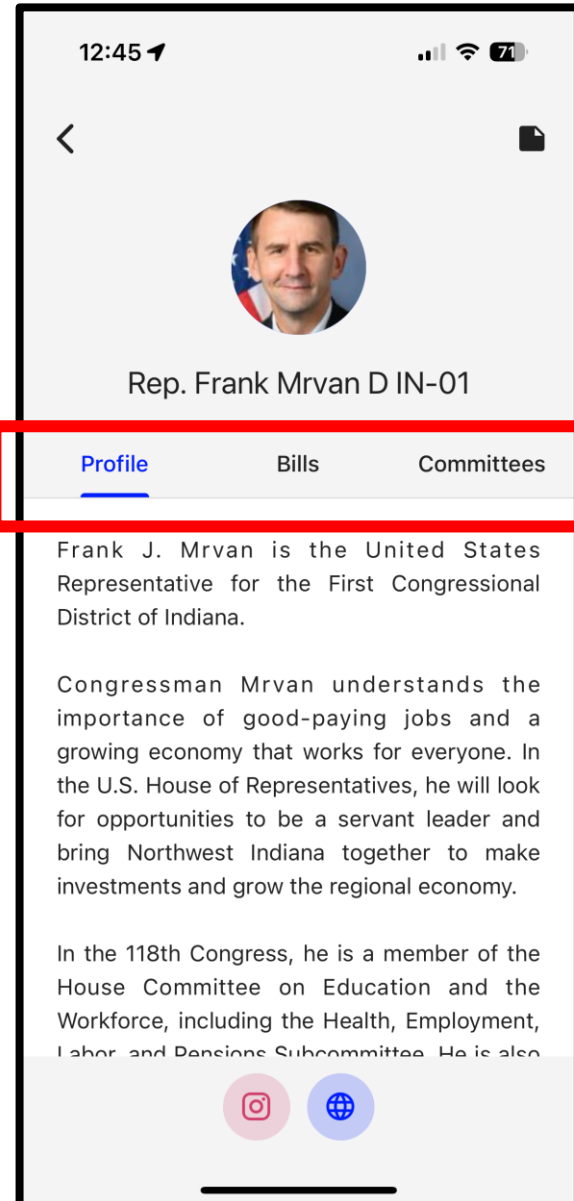
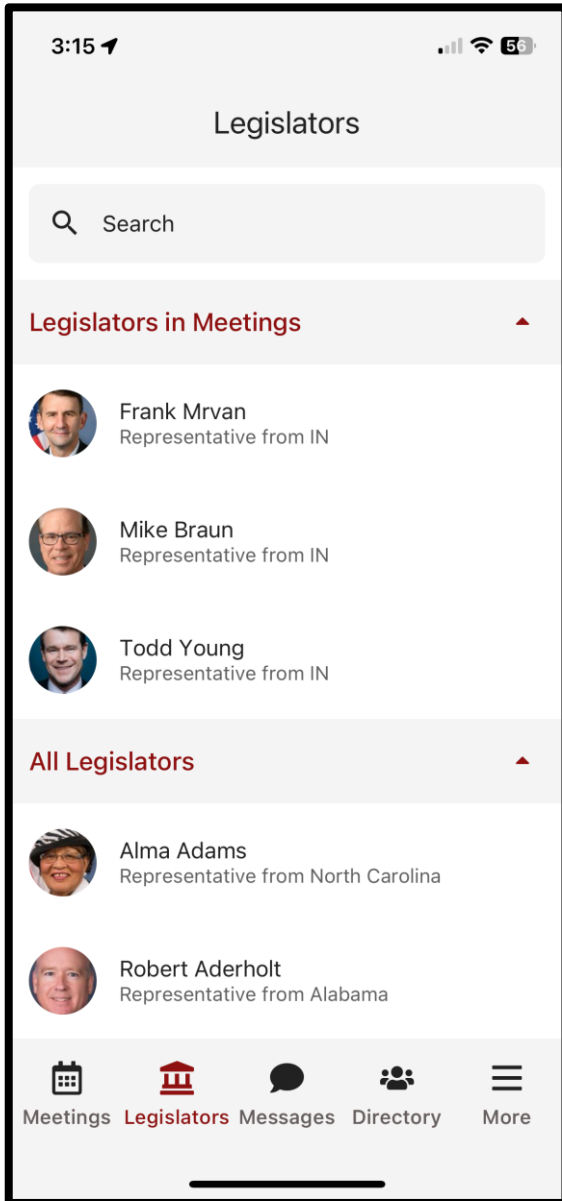
- Thank you email
- Check in to report attendance
- Take meeting notes
- **Did the Member of Congress attend?**



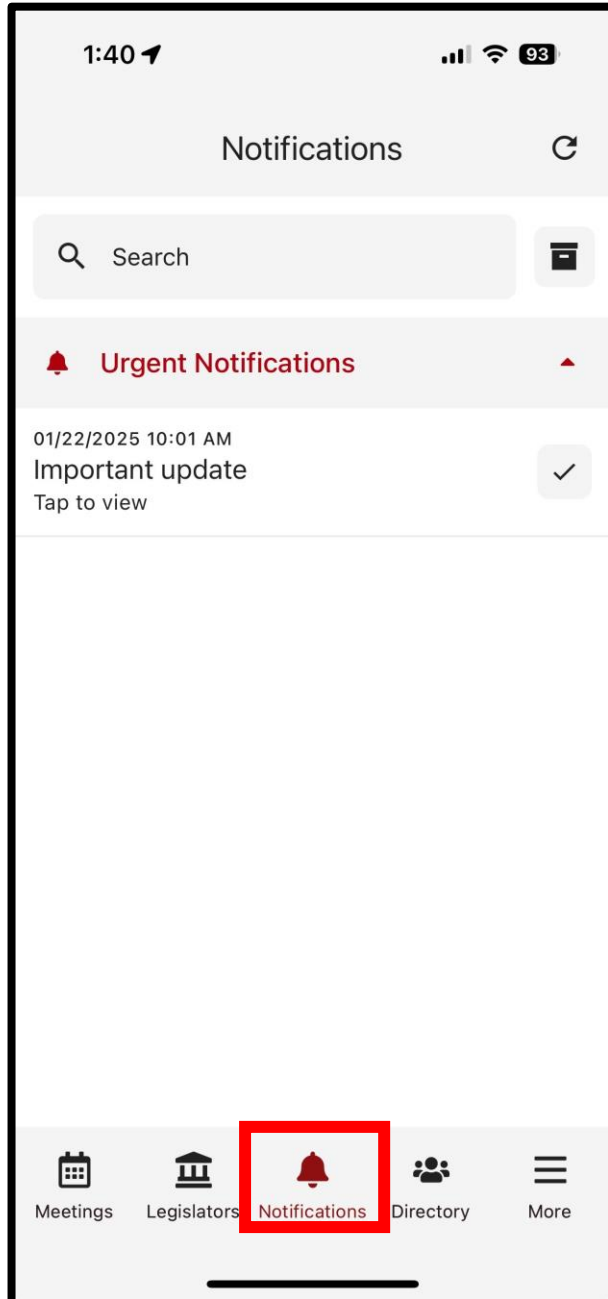
- Thank you email
- Check in to report attendance
- Take meeting notes
- Did the Member of Congress attend?
- **Create a social media post**



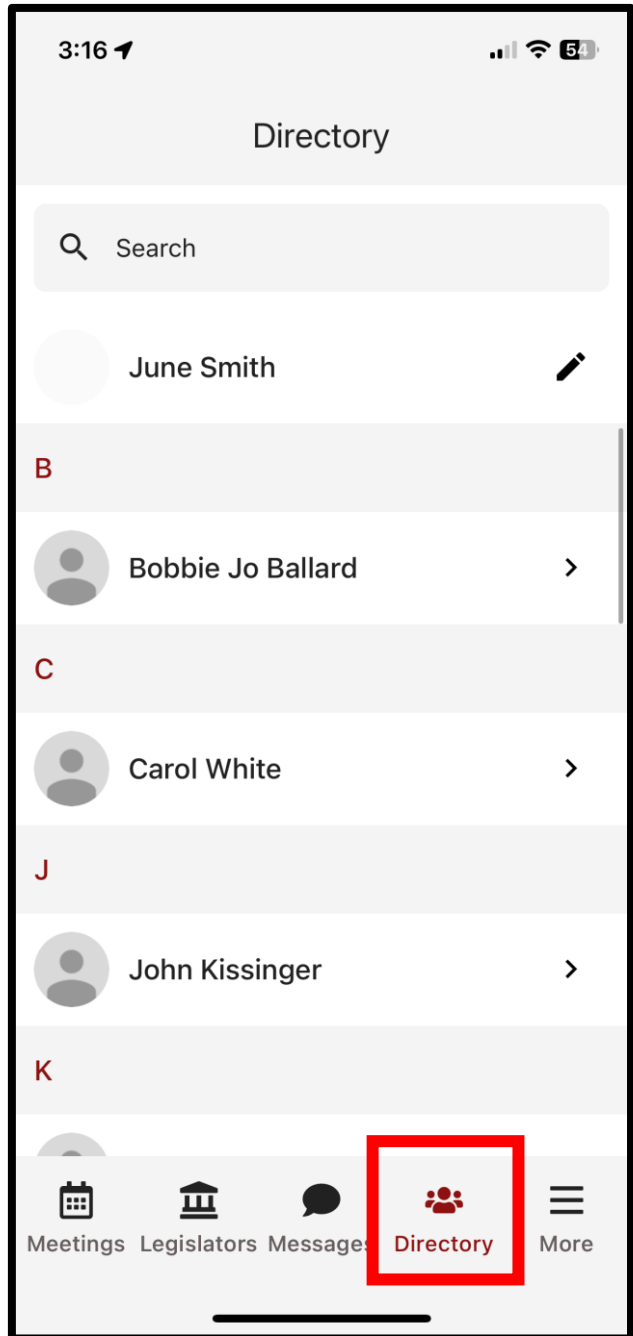
- Legislators tab, tap on each for a biography



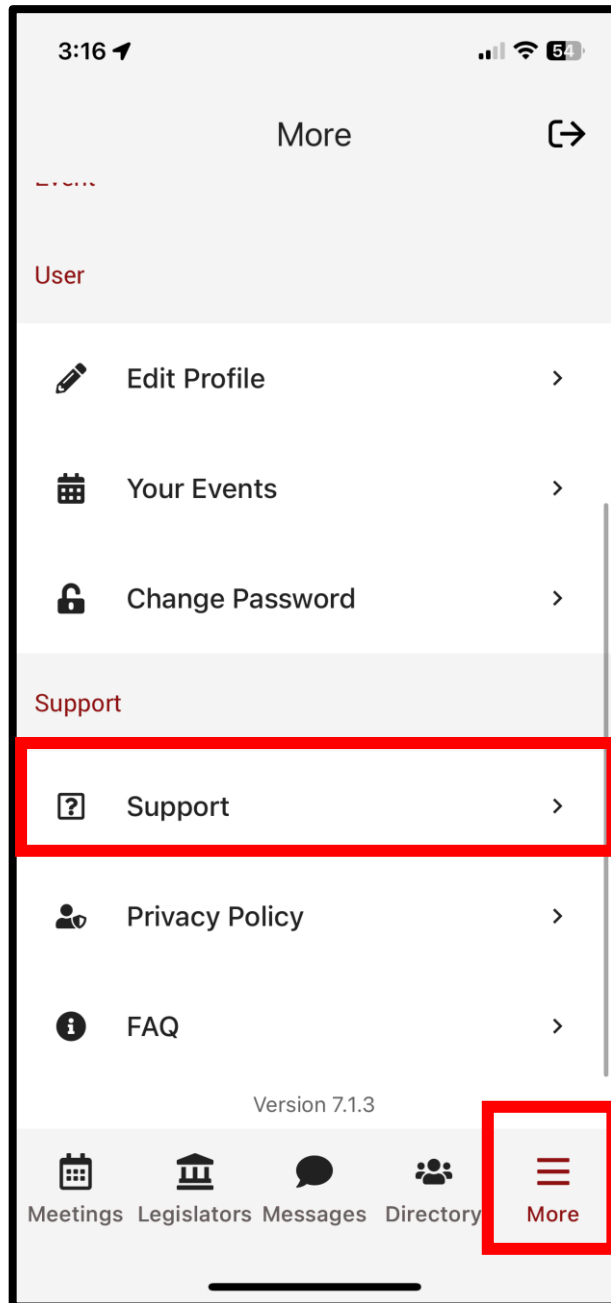
- Legislators tab, tap on each for a biography
- Relevant bills with voting record, committee assignments



- Legislators tab, tap on each for a biography
- Relevant bills with voting record, committee assignments
- **Messages tab to highlight any updates. You will also receive updates via push notification and email**



- Legislators tab, tap on each for a biography
- Relevant bills with voting record, committee assignments
- Messages tab to highlight any updates. You will also receive updates via push notification and email
- **Directory to look up attendees in your event. Tap to get more information**



- Legislators tab, tap on each for a biography
- Relevant bills with voting record, committee assignments
- Messages tab to highlight any updates. You will also receive updates via push notification and email
- Directory to look up attendees in your event. Tap to get more information
- **More tab for additional resources, importantly all SUPPORT and FAQs**



Relevant Information and Reminders

- Check your **SPAM/JUNK folder** to ensure you didn't miss the initial email (domain is @advocacyassociates.com)
- Give yourself **45 minutes** to get through security and navigate your way to the office
- There will be a help number listed in the **Support** tab to call if you need to get ahold of Advocacy Associates
- Meetings may last anywhere from **15-30 minutes**, prepare your pitch and talking points accordingly. **ASK** how much time the office has
- Any changes to your schedule the day of the event **will be sent to you via push notification and email**. Please be sure to check regularly throughout the day. Updates will also be flagged in the **Messages tab in your app**



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