



How do I download the mobile app?

Search “PAS Meeting” in your app store and download it.

Note: Please make sure to allow notifications. This will let you receive updates and reminders for what’s next on your schedule.

I didn’t allow notifications, but I decided I want them now. What do I do?

Allowing notifications is different for each phone. Visit your “Settings” icon on your personal smart phone and find where the app lives. Once you find the “PAS” app, you can then customize your notifications.

I installed the PAS Meeting App, what do I do now?

When you first run the PAS Meeting Mobile App, there will be a in App tutorial to teach you on how to use the App. We encourage users to read through these tutorials as it will provide you with a good foundation on how to utilize the App so that you can get the most out of the PAS Meeting.

Tip: You can always reset the tutorials and go through them again. To reset the in App tutorials, select the gear icon near the top of the screen and select “Reset App Tutorials.”

How can I filter sessions?

To filter sessions, click “Tap to Filter Sessions” which will appear near the bottom of the screen when scrolling through the session listing.

Tip: Filter by Organization and Session Type, hit apply, then close to see your filtered sessions **Tip:** To remove the filter, hit “Tap to Filter Sessions” and Clear All

How can I filter abstracts?

To filter sessions, click on the “Abstracts” icon on the home screen, and select one of the “Browse by Category” options listed. To search abstracts, select “All Abstracts” and there will be a search bar.

How can I search by presenter?

Select the Presenters Icon. Search by any Presenter via the search box, or scroll the alphabetical list.

Tip: Tap a presenter to view their information and related sessions

How can I search abstracts by author?

All authors are listed at the beginning of each abstract description. To search by an author, tap on the Global Search icon on the home screen, and enter the author’s name.

Tip: For best results, enter the author’s full name.

What if I want to use two devices?

If you will be downloading the app on a smartphone AND a tablet, please click the gear icon in the red dash board menu. Then select “Multi Device Sync”.

Determine which of your devices will be your primary device. Select “First Device” and create a login with your email and create a password. Once you have done that on your primary device, go to your second device’s gear icon, select “Multi Device Sync”. Then choose “Additional Device” and enter the same email and password you used for your First Device.

Note: If you have already created a profile on one device, but you decided you don’t want that device to be your primary, unpublish your profile first, then follow the steps above. After you have completed the steps, publish your profile on your “First Device”.

Can I create a profile?

Yes! On the red Dashboard menu, select the three horizontal lines. This will open your Message Center. Click on your name at the top to create a profile. Enter in whatever data you would like others to view. You can upload a photo by select the square next to your name.

Once you have entered your desired information, select the box next to “Publish My Profile” and click “Save”. After you click “Save”, you will be entered into the Attendees list, shown on the “Attendees” icon on your home screen.

How do I find my friends?

After you create your profile, you will appear in the “Attendees” icon on the home screen. In that icon, you will see all app users who have also created and published their profile. You can refresh the Attendee list by swiping down on the screen. Once you find the contact you are looking for, click on their name and select “Request Friend”.

Note: If you receive a message saying you need a friend code, you may request a code from someone by selecting “Request Friend Code”. Once they give you the code, you can then “Enter Friend Code”. This feature allows you to control who you are sharing your personal information with. We want to ensure the safety and privacy of all users.

How can I build my own schedule?

On the home screen, click the “Sessions” icon. Browse through the listing of sessions and select the STAR to have it added to your “My Schedule” icon. The star will turn YELLOW when it has been added.

Also, on the “My Schedule” icon, there is a plus sign (+) where you can add your own meetings, and reminders. A great way to remember if you have a meeting with a colleague or something that isn’t listed in the app.

Will I be notified when my next session is?

Yes! You need to customize this option. Select the gear icon near the top of the screen and select “My Schedule Reminders”. Type in the number of minutes you would like to be notified before your next session or event.

Example: Type in “15” and click set. This will trigger the app to remind you 15 minutes prior to the start of the next session or event listed in “My Schedule”. To disable the reminders, enter “0”.

Why are the Settings options different on my iPhone compared to an Android?

The Settings are customized by the app vendor to work best with each model of smart phone you are using.

Can I take notes in the app?

Yes! After you add your session in “My Schedule”, click on the session name you want to take notes on. When in the description of the session, click the “Pen” icon. You can type into that note pad. You can either “Save” your notes or email them to yourself with the “Envelope” icon.

Note: If you are looking for all of your notes, they are all located under the “My Notes” icon. You can email yourself your notes by selecting the download button (square with an up arrow) and clicking “Email Show Summary”.