



App Schedules and Logistics Overview



From: Advocacy Day <advocacyday@advocacyassociates.com>
Date: January 16, 2022 at 10:16:47 AM EST
To: Grant Jones ·
Subject: Schedule for ZLA Fly-In 2022

Hello Grant Jones,

You can access your congressional meeting schedule for ZLA Fly-In 2022 on our free "AdvocacyDay" app, available in the App Store for Apple devices and in the Google Play Store for Android devices. The directions to access are as follows:

- In your device's app store, search for "AdvocacyDay" (all one word) and download it.
- When you open the app, select "Choose Your Group" and find your group.
- If you've used the AdvocacyDay App with this email address before, log in with the credentials you previously created:
 - **Your Username is** testgrantjones@gmail.com
 - There is a "Forgot Password" feature if needed.
- If you are a new user, click the "Sign Up" button and follow the steps to create an account.

As a web-based backup, you can also view your schedule for ZLA Fly-In 2022 here: zla.constituentvoice.net. The login/signup process is the same.

If you have any questions or concerns, please contact support here: zla.constituentvoice.net/contact

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 schedules were/will be sent



From: Advocacy Day <advocacyday@advocacyassociates.com>
Date: January 16, 2023 at 10:46:47 AM EST
To: Grant Jones ·
Subject: Schedule for ZLA Fly-In 2022

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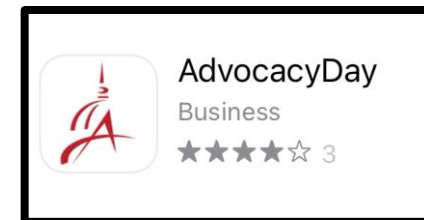
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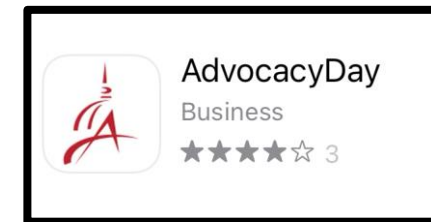
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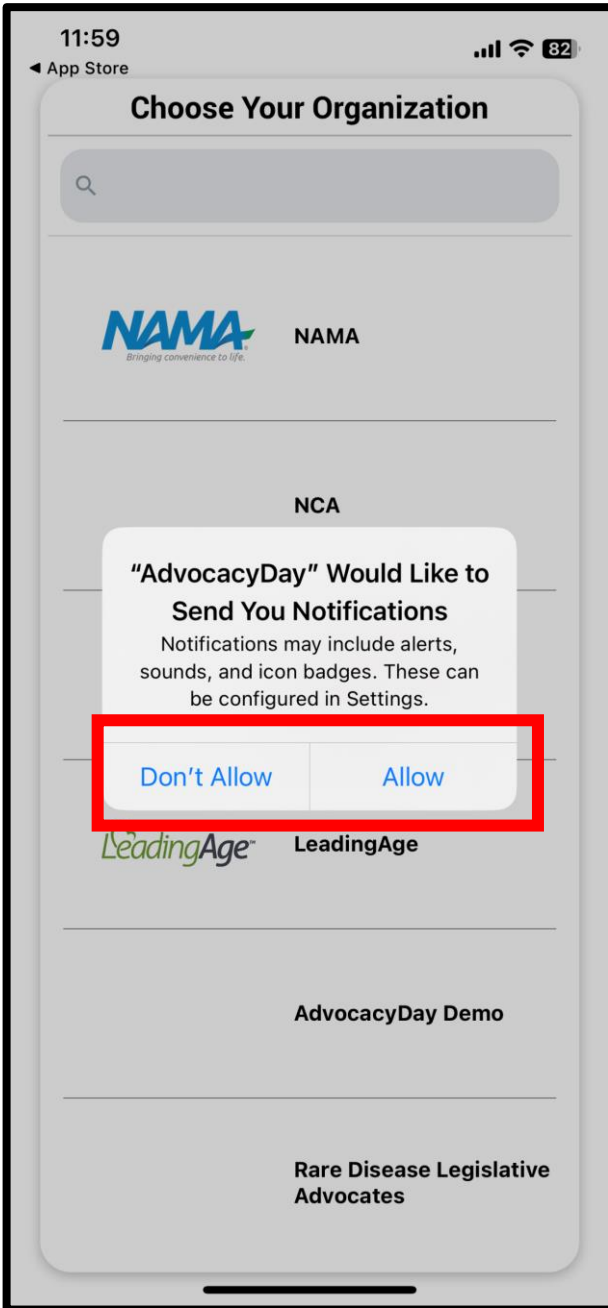
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Downloading the App

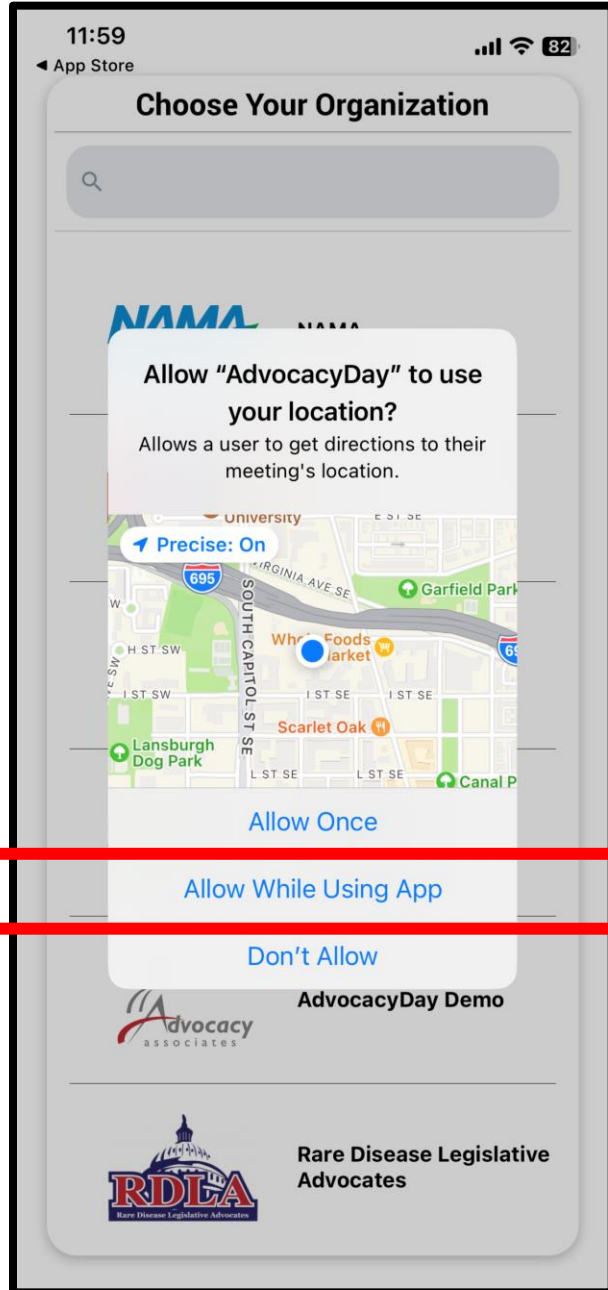
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- **Follow the instructions to download the app**
- **Contact us for any technical support**





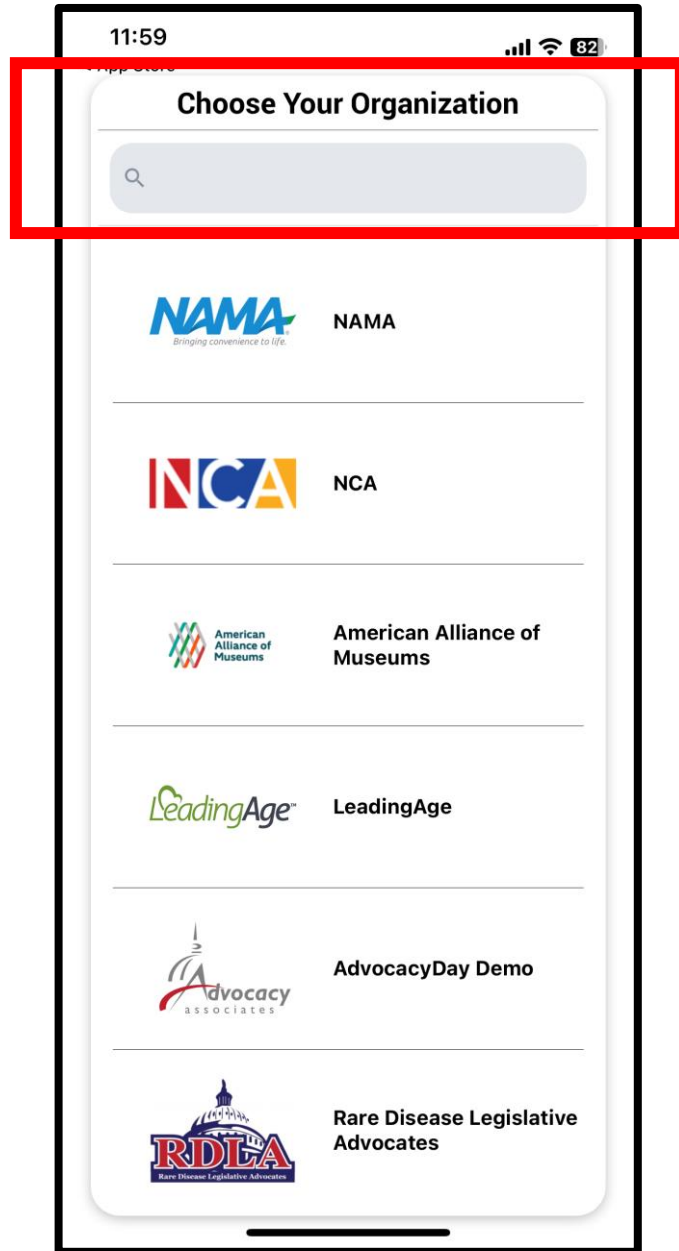
When Opening the App

- Select **"Allow"** for notifications



When Opening the App

- Select "Allow" for notifications
- Select "Allow While Using App" for location setting



When Opening the App

- Select **“Allow”** for notifications
- Select **“Allow While Using App”** for location setting
- **Type your organization’s name in the Search bar at the top**



12:43 [Signal] [Wi-Fi] [79%]

ZEBRA

Sign in to your account

Email *

Enter your email

Password *

Enter your password [Eye icon]

SIGN IN

Forgot Password

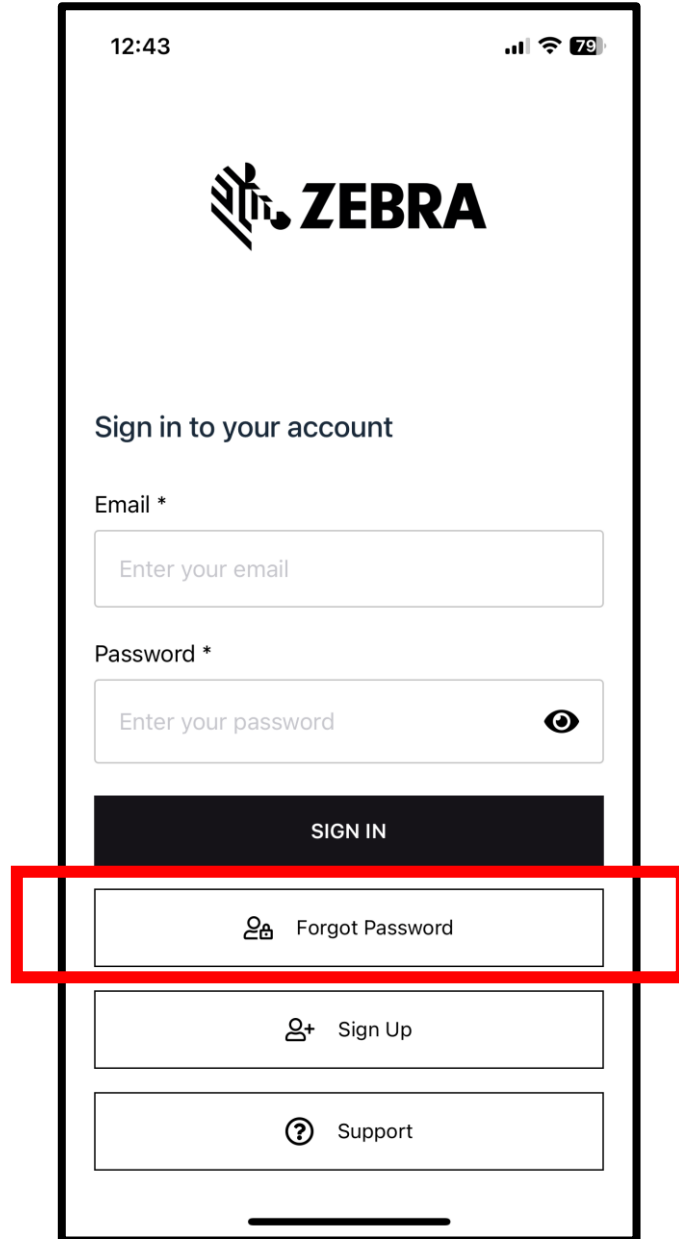
Sign Up

Support

The login form, including the email and password fields, the SIGN IN button, and the Forgot Password link, is highlighted with a red rectangular border.

Logging In

- EXISTING USERS who participated in a previous event can login with their email and password



Logging In

- EXISTING USERS who participated in a previous event can login with their email and password
- **Forgot your password from the last event? Tap here**

A screenshot of a mobile application interface for password reset. At the top, the time is 12:43 and the battery is at 79%. The title is 'Reset your password'. Below this is a form with a red border. The form contains an 'Email *' label, a text input field with the placeholder 'Enter your email', a purple 'SEND' button, and a 'Back to Sign In' button.

12:43

Reset your password

Email *

Enter your email

SEND

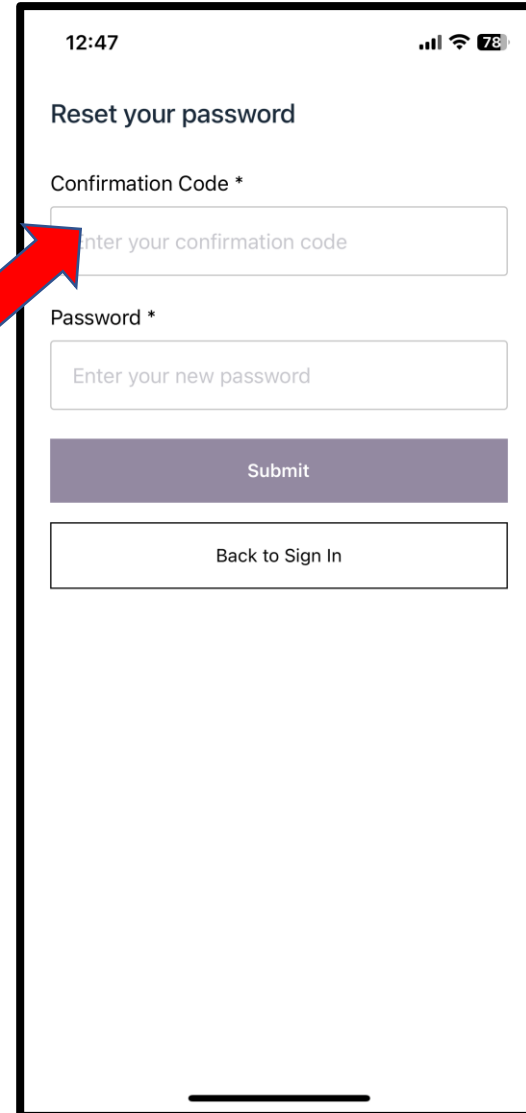
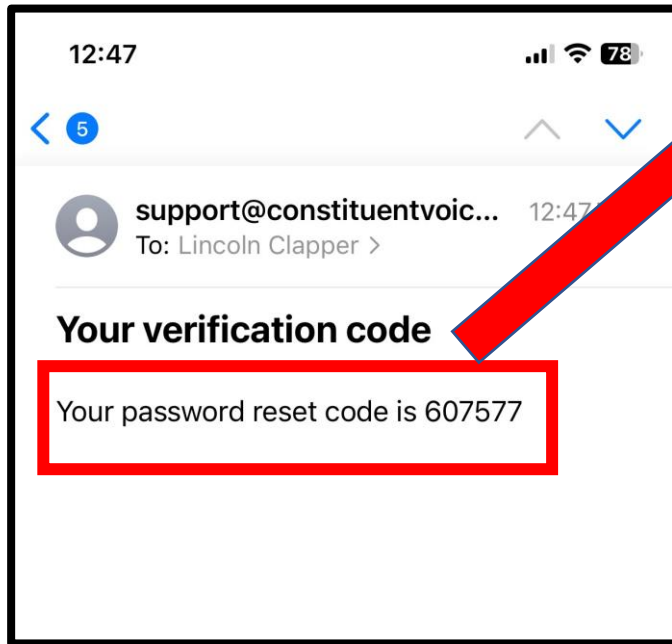
Back to Sign In

Logging In

- **EXISTING USERS** who participated in a previous event can login with their email and password
- Forgot your password from the last event? Tap here
- Enter your email, tap "Send"

Logging In

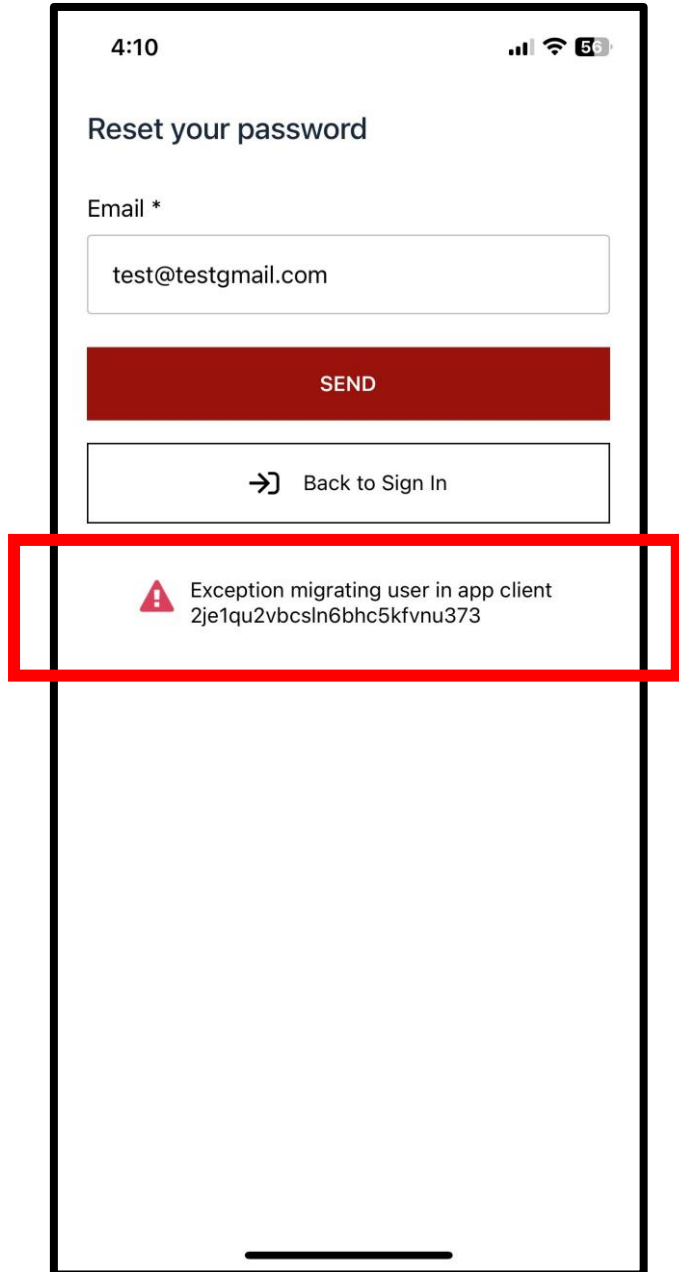
- **EXISTING USERS** who participated in a previous event can login with their email and password
- Forgot your password from the last event? Tap here
- Enter your email, tap “Send”
- **Check your email** for the reset code. Input the code, and create your new password. Tap “Submit” when finished.



A screenshot of the ZEBRA mobile app login screen. The screen shows the ZEBRA logo at the top, followed by the text 'Sign in to your account'. Below this is a red-bordered box containing an 'Email *' field with the placeholder 'Enter your email', a 'Password *' field with the placeholder 'Enter your password' and an eye icon, and a black 'SIGN IN' button. Below the red box are three buttons: 'Forgot Password', 'Sign Up', and 'Support'.

Logging In

- **EXISTING USERS** who participated in a previous event can login with their email and password
- Forgot your password from the last event? Tap here
- Enter your email, tap “Send”
- **Check your email** for the reset code. Input the code, and create your new password. Tap “Submit” when finished.
- **Login with your email and new password**



Logging In

- **EXISTING USERS** who participated in a previous event can login with their email and password
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- Enter your email, tap “Send”
- **Check your email** for the reset code. Input the code, and create your new password. Tap “Submit” when finished.
- Login with your email and new password
- **Error code when resetting password means you are first time user and need to “Sign Up”**



12:43 📶 📶 79%

ZEBRA

Sign in to your account

Email *

Password *

SIGN IN

Forgot Password

Sign Up

Support

Logging In

- FIRST TIME users will need to Sign Up



12:44 📶 🔋 78%

Create a new account

Email *

Password *

Confirm Password *

SIGN UP

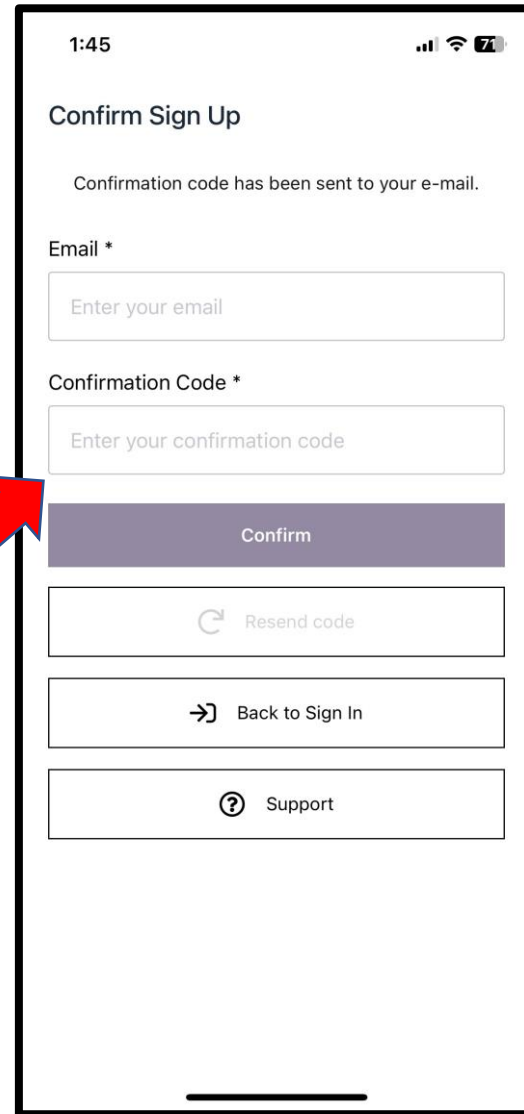
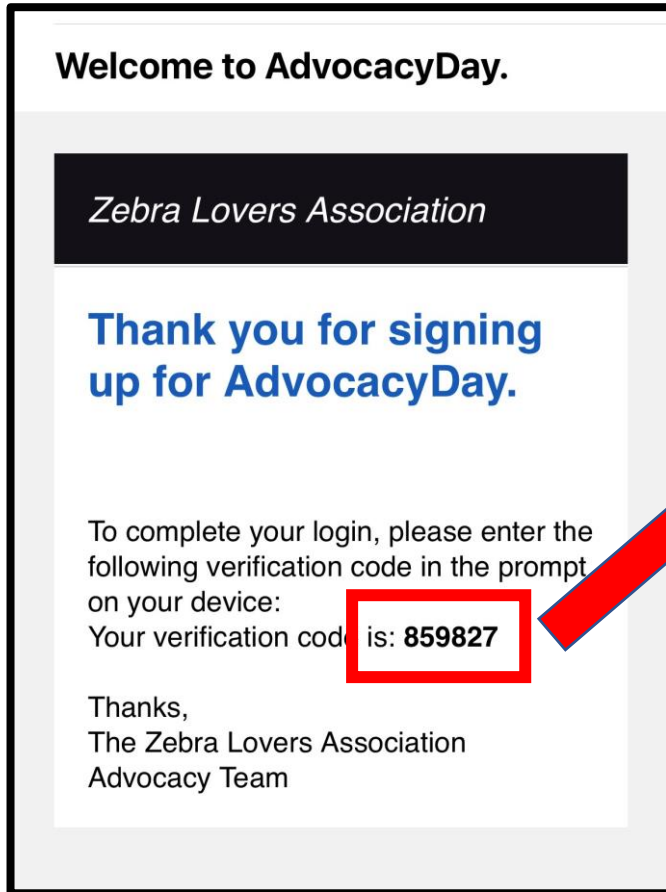
[? Already have a code?](#)

[→ Sign In](#)

[? Support](#)

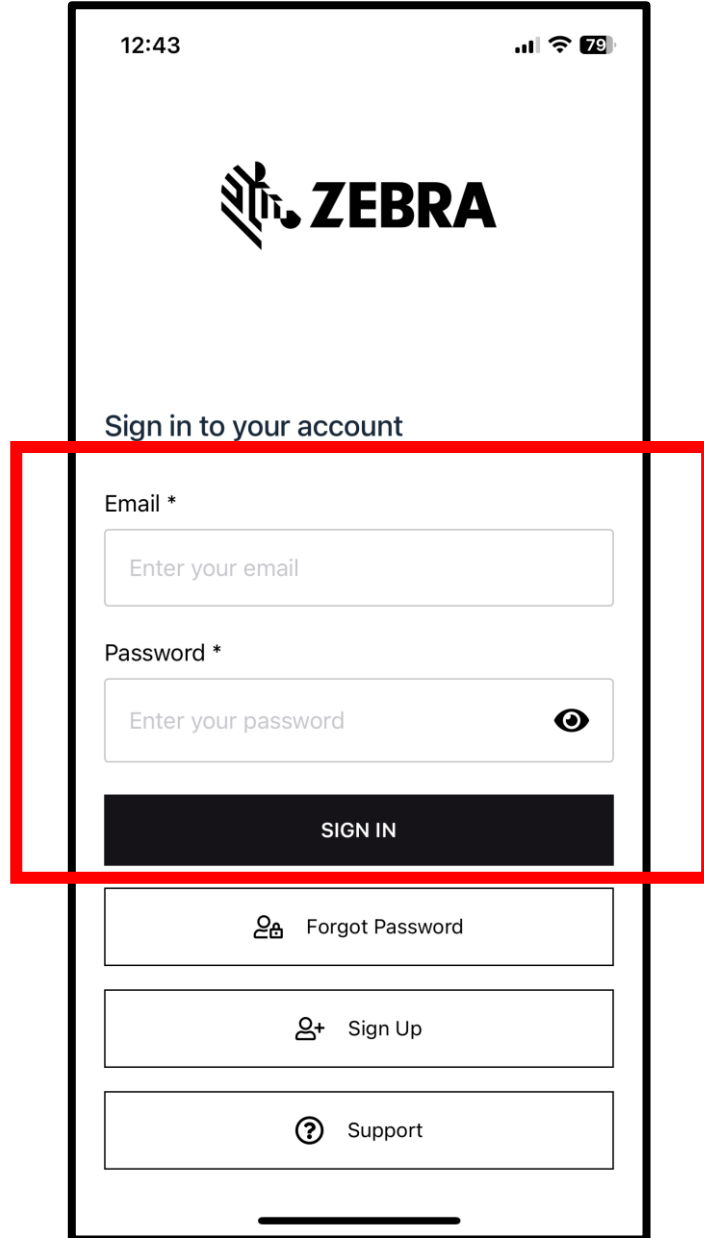
Logging In

- **FIRST TIME** users will need to Sign Up
- Enter your email and create a password. Tap “Sign Up” when finished



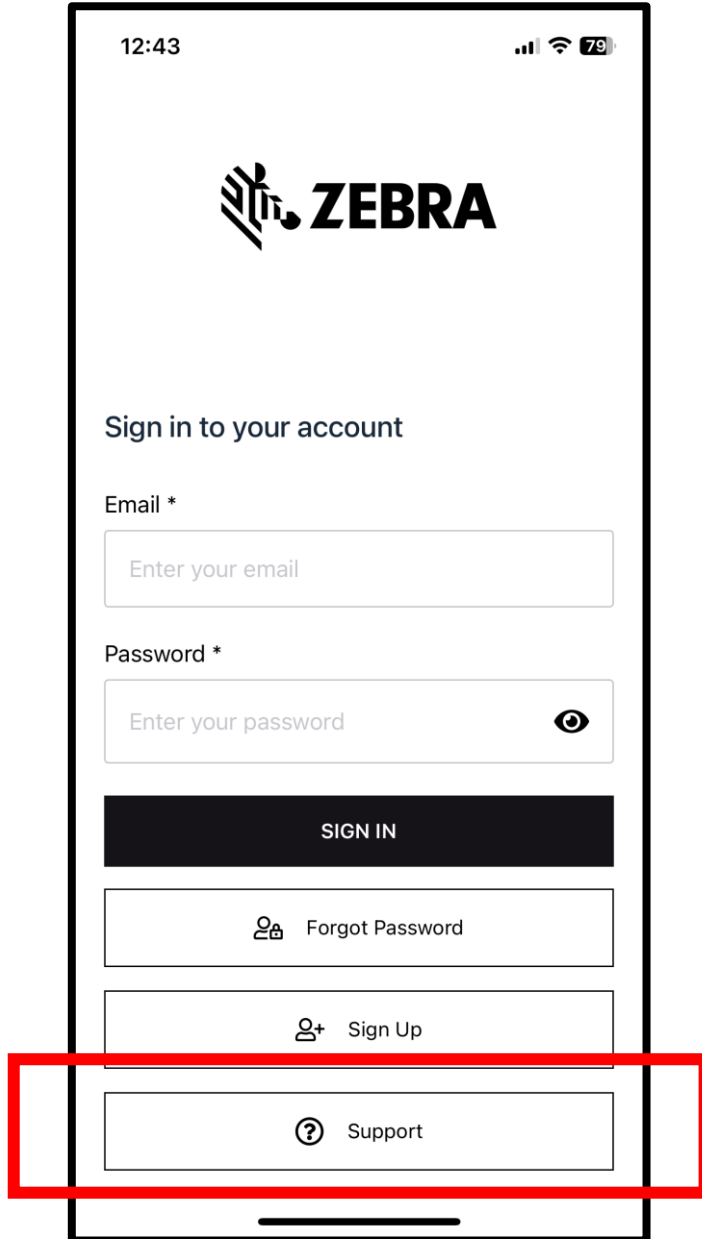
Logging In

- **FIRST TIME** users will need to Sign Up
- Enter your email and create a password. Tap “Sign Up” when finished
- **Check your email** for a verification code. Input your email and the code. Tap “Confirm”



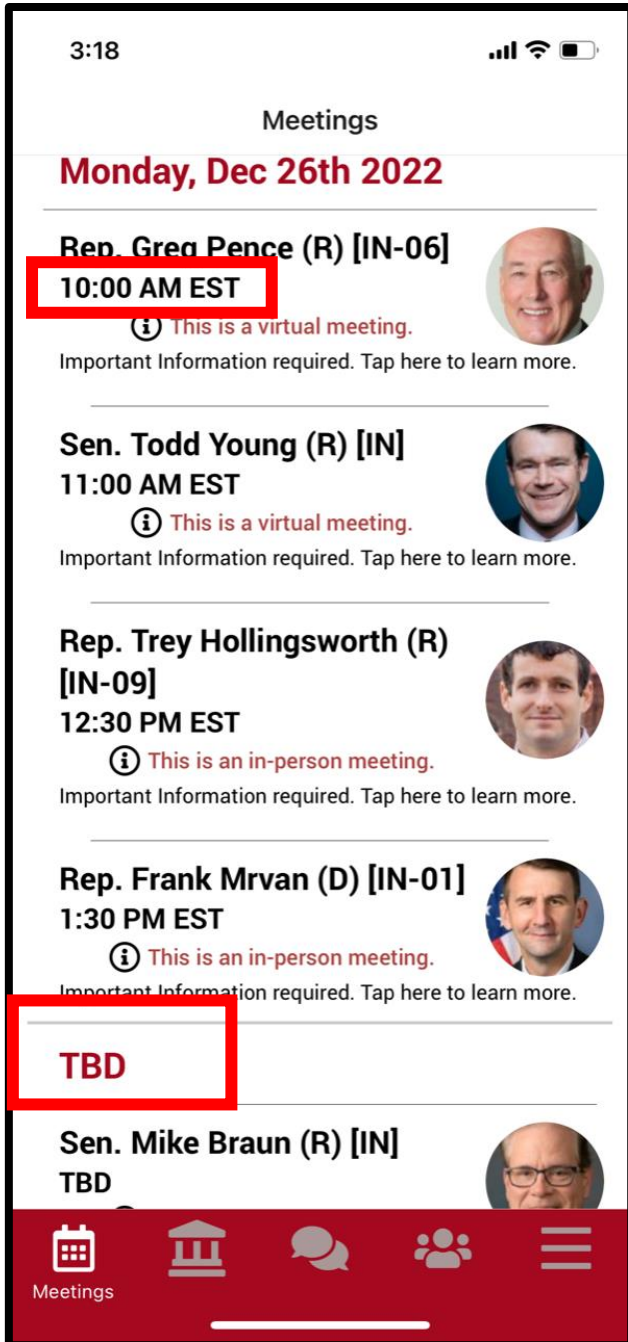
Logging In

- **FIRST TIME** users will need to Sign Up
- Enter your email and create a password. Tap “Sign Up” when finished
- **Check your email** for a verification code. Input your email and the code. Tap “Confirm”
- **Login with your newly created credentials**



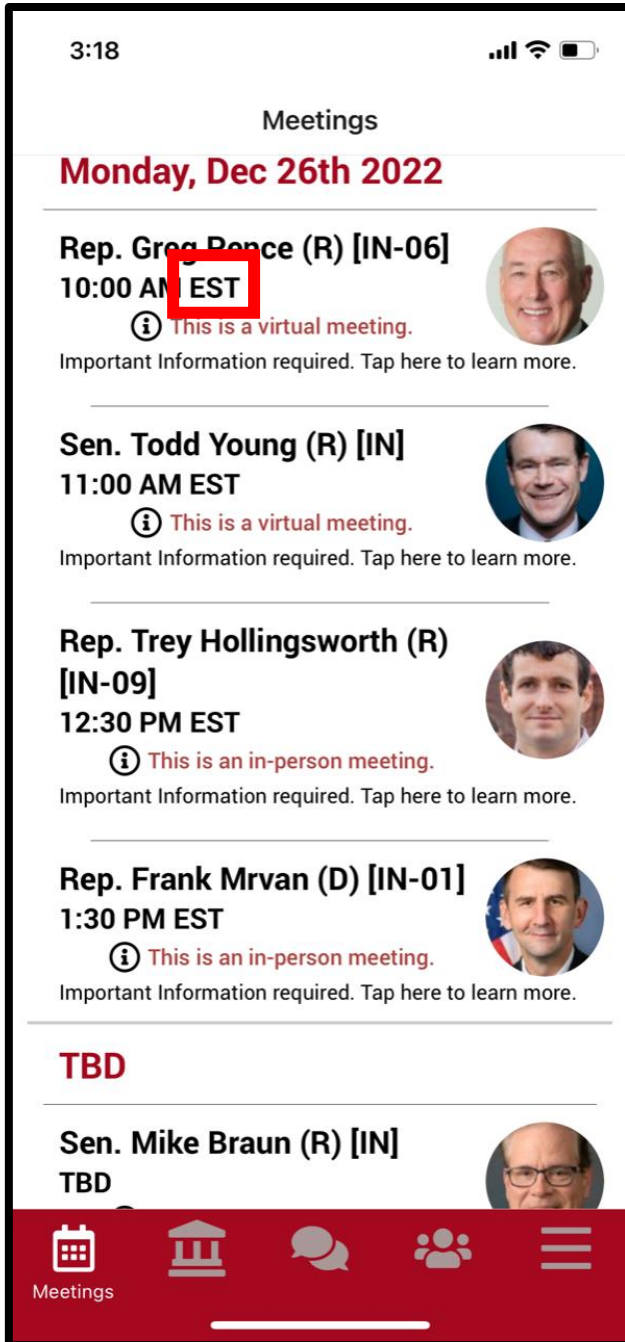
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- Check your email for a verification code. Input your email and the code. Tap “Confirm”
- Login with your newly created credentials
- **Contact support for any issues**



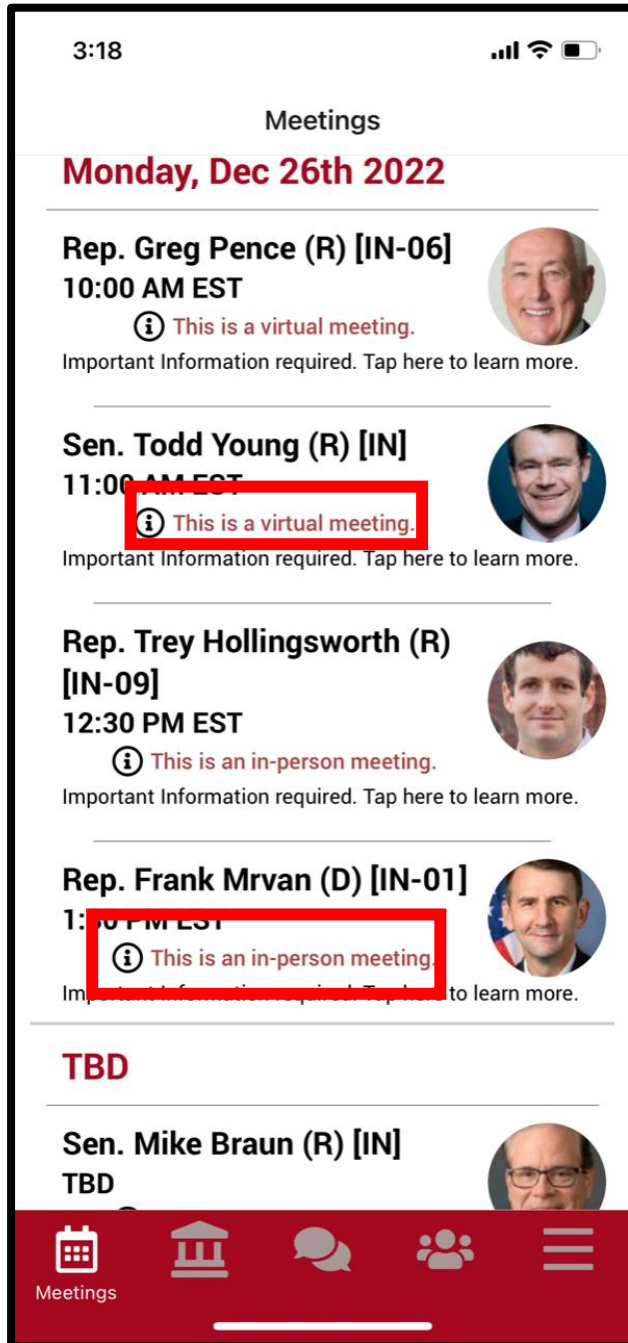
Main Schedule Page

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



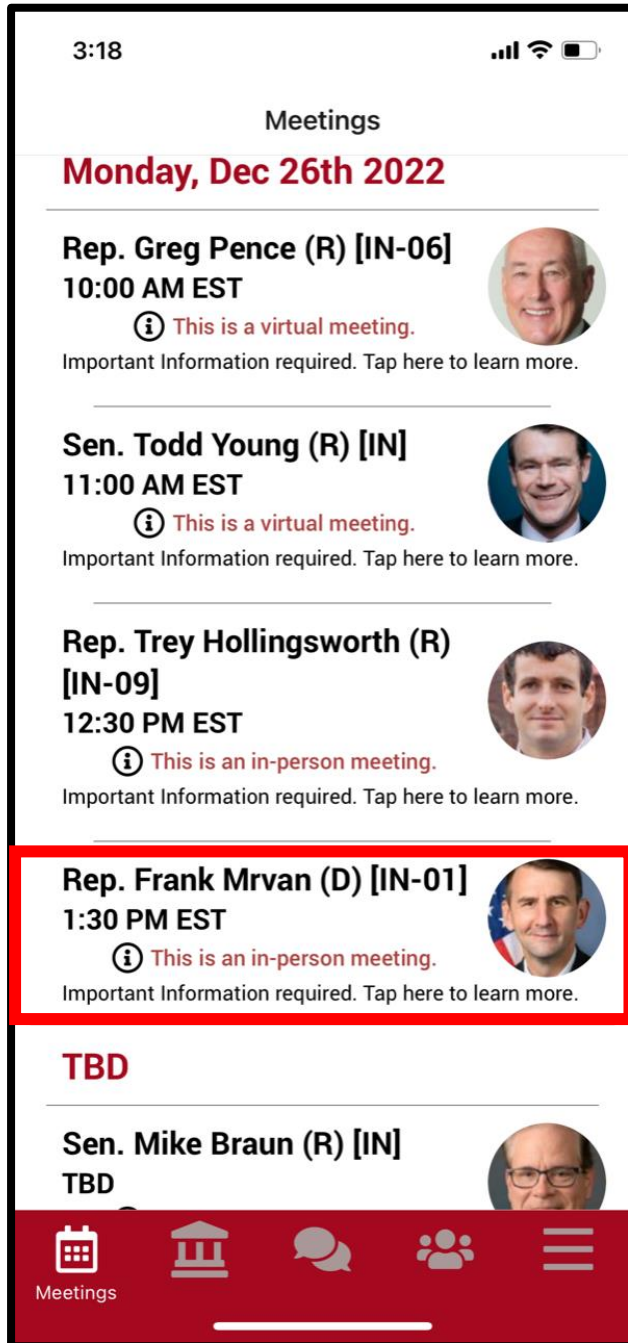
Main Schedule Page

- Confirmed meetings display with a time, pending meetings display as TBD
- All times displayed in time zone you are located in



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



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
- Tap the meeting to get more information



3:18

[Back](#) Meeting

Rep. Frank Mrvan (D) [IN-01]
Monday, Dec 26th 2022 1:30 PM EST
Meeting With: Jamie Spitz (Legislative Assistant)

15 Independence Avenue, SE, Washington DC
1607 Longworth House Office Building

Please dial this number when you arrive at the building entrance and start going through security: (202) 225-2461

A staff member from the office will escort you to your meeting and escort you out of the building when your meeting is complete.

Attendees

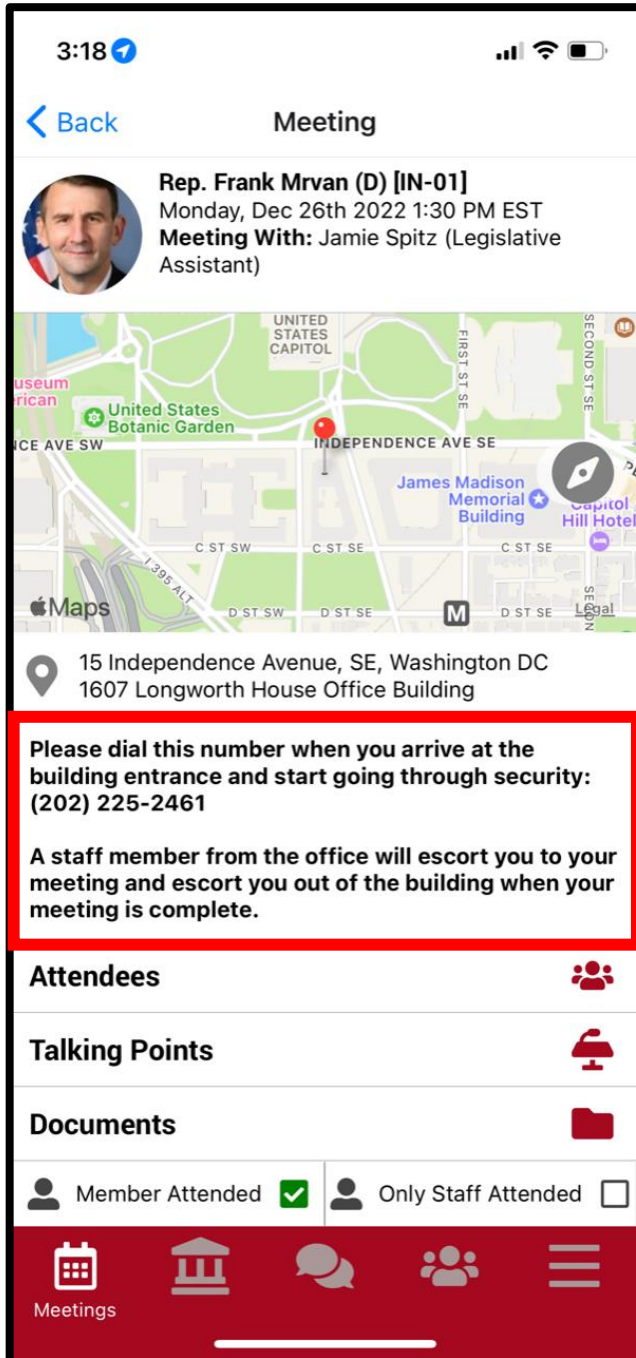
Talking Points

Documents

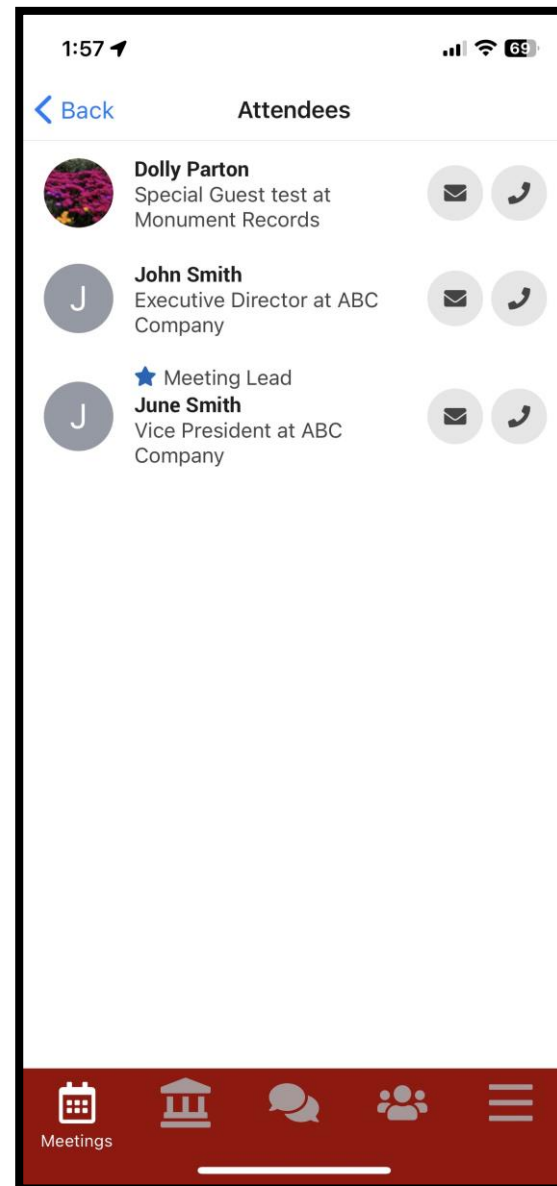
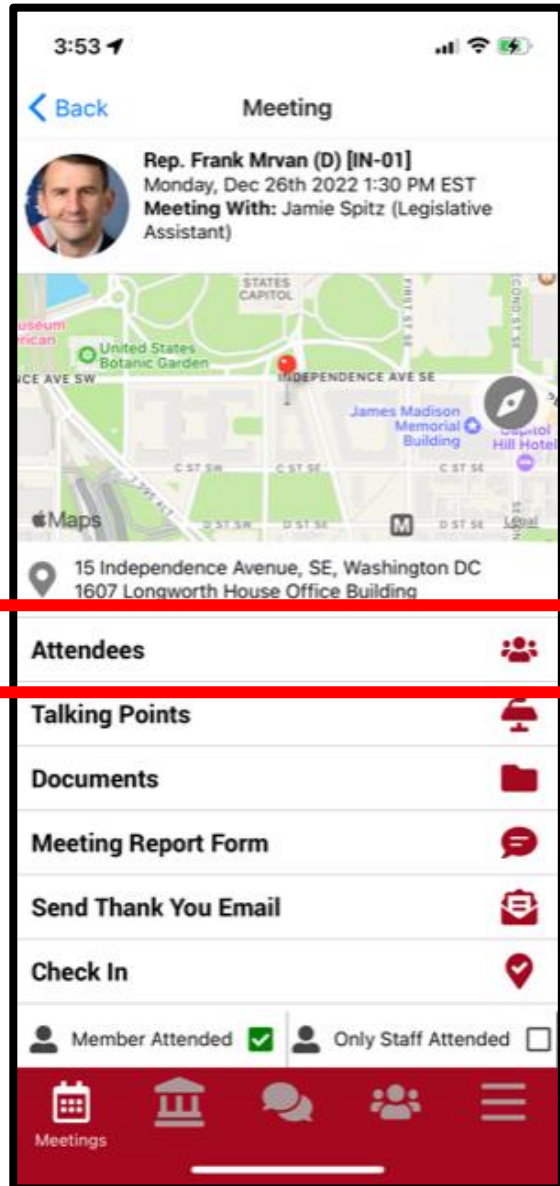
Member Attended Only Staff Attended

Meetings

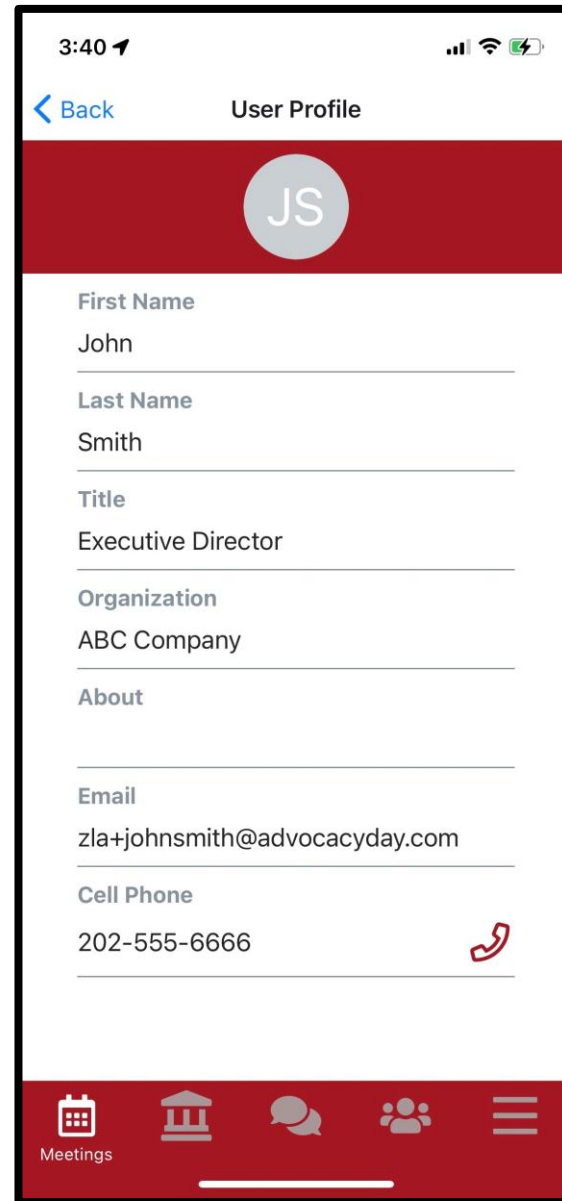
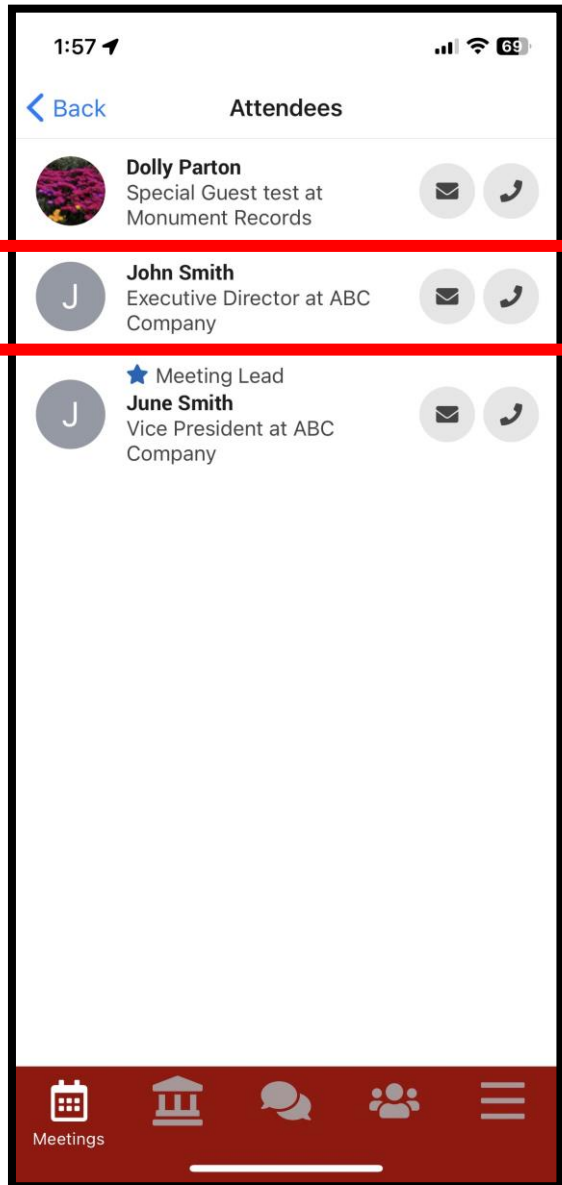
- Time/Date/Location/Meeting With



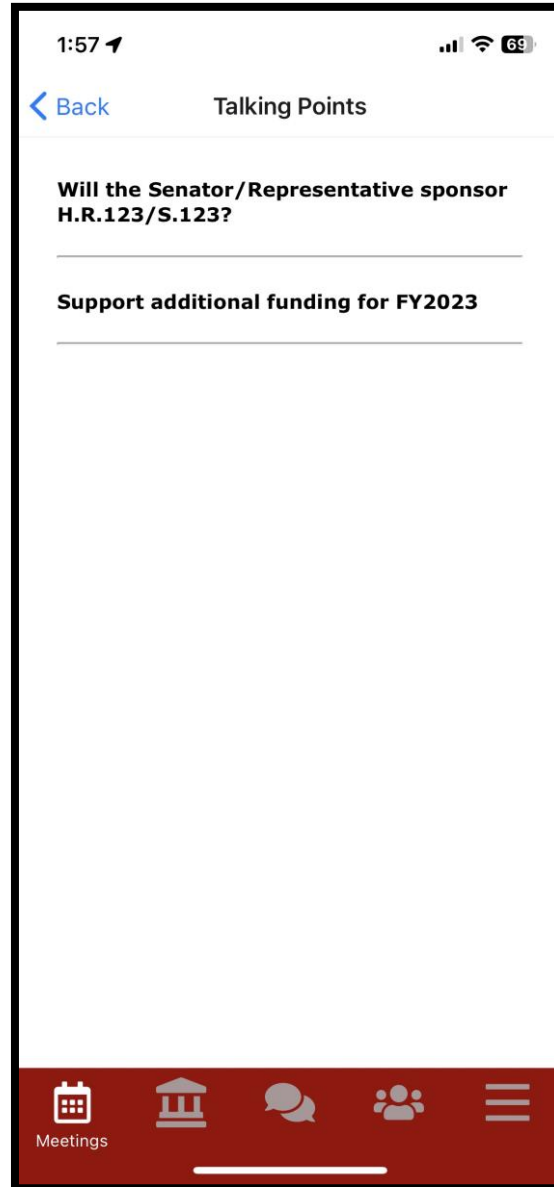
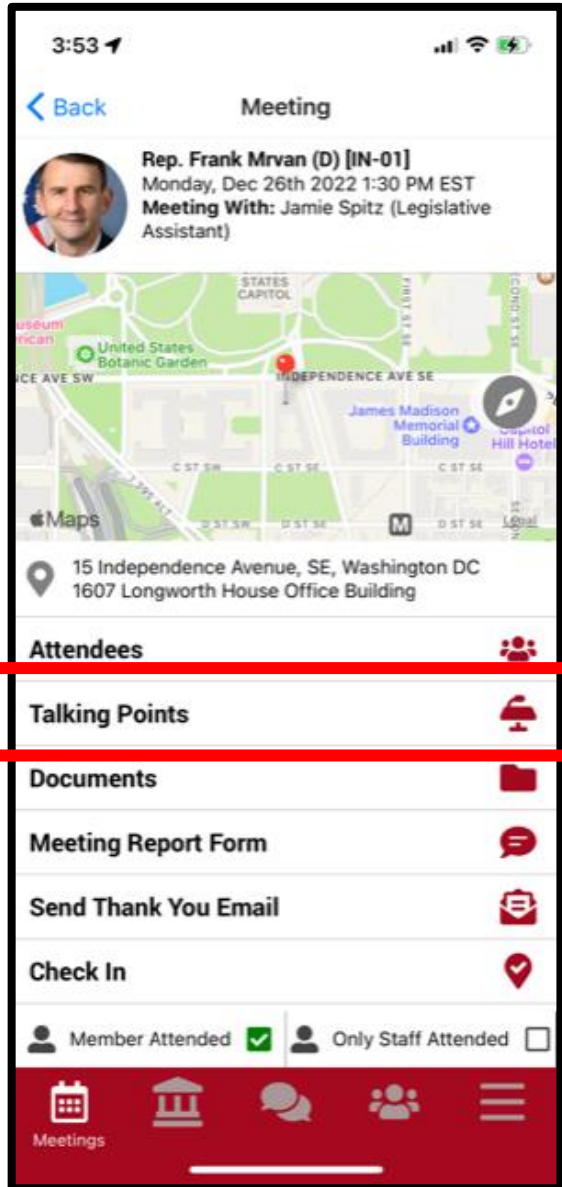
- Time/Date/Location/Meeting With
- Important Information: Any specific instructions from the office. Will be blank if not needed



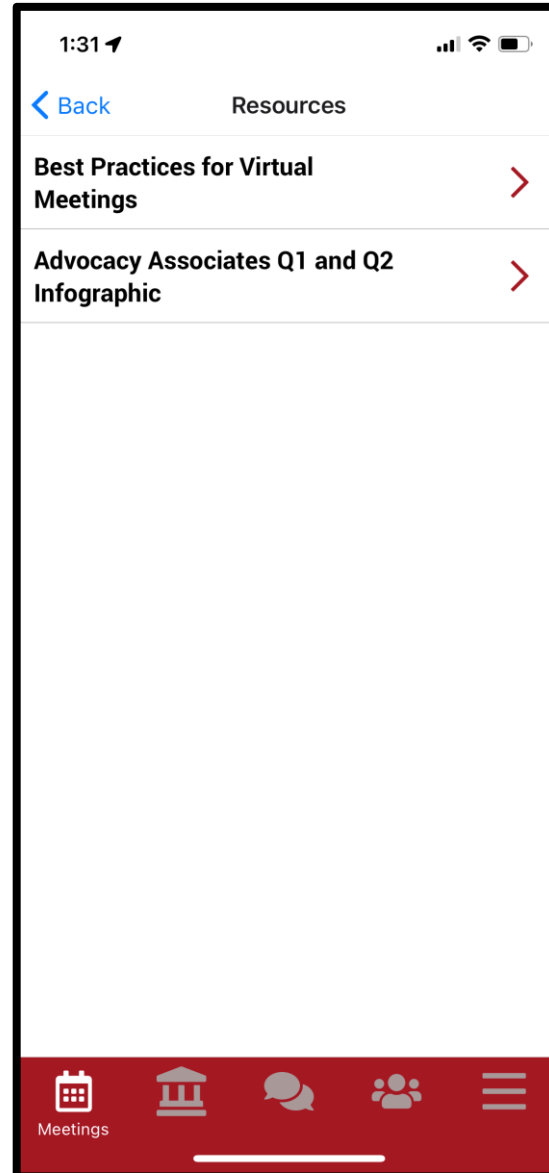
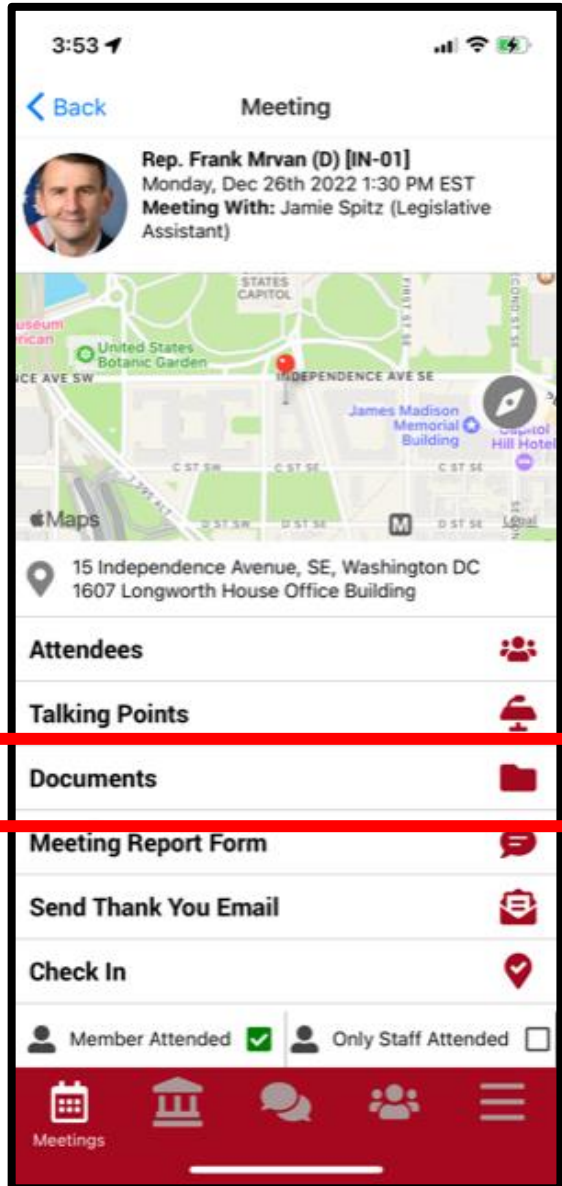
- Time/Date/Location/Meeting With
- Important Information: Any specific instructions from the office. Will be blank if not needed
- Attendees in the meeting



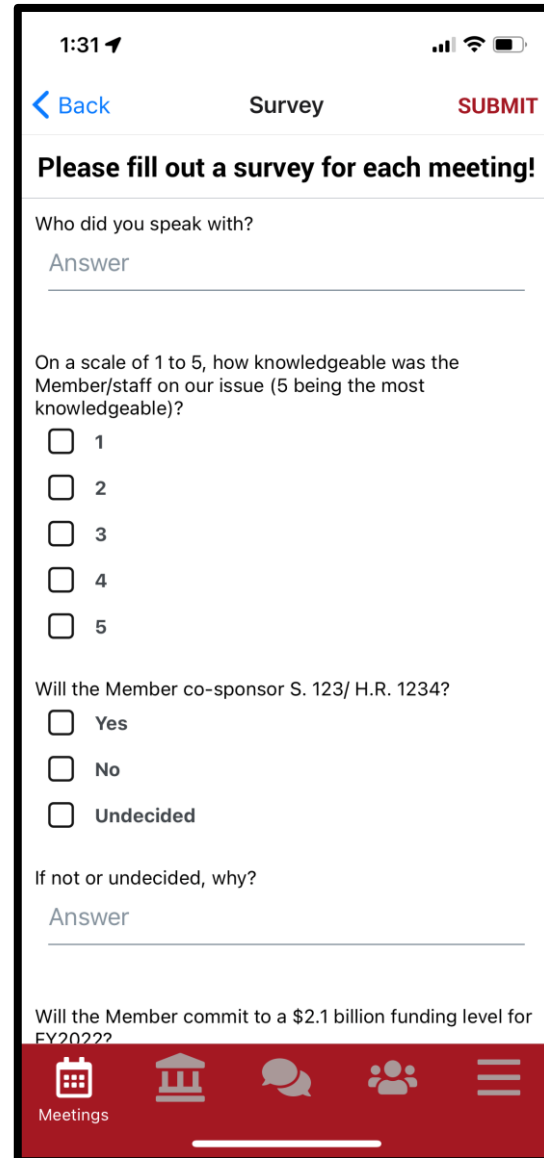
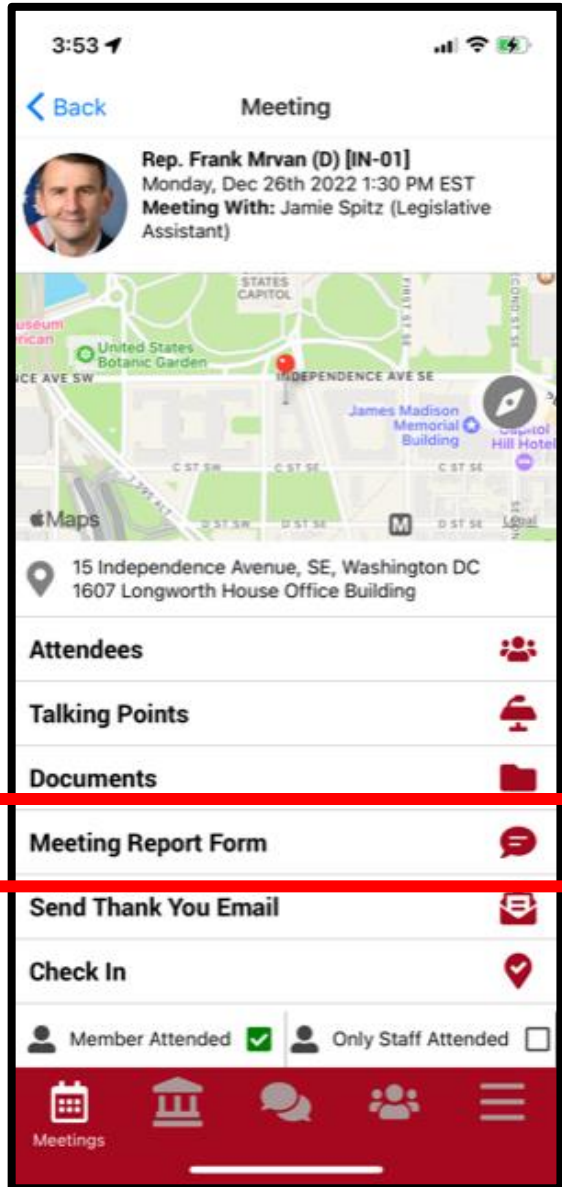
- Time/Date/Location/Meeting With
- Important Information: Any specific instructions from the office. Will be blank if not needed
- Attendees in the meeting
- Tap on each attendee to obtain contact information



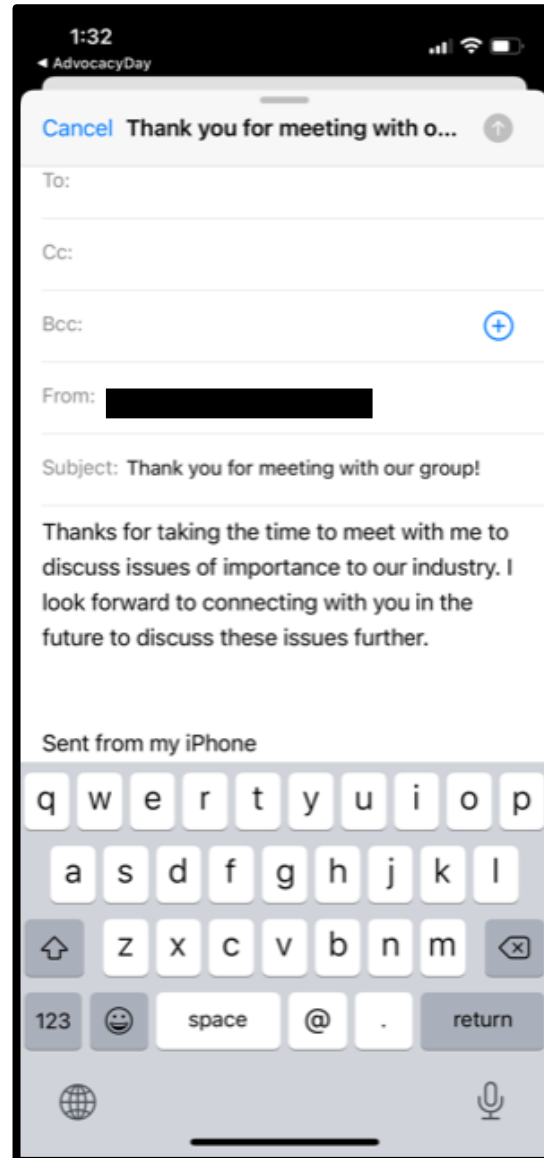
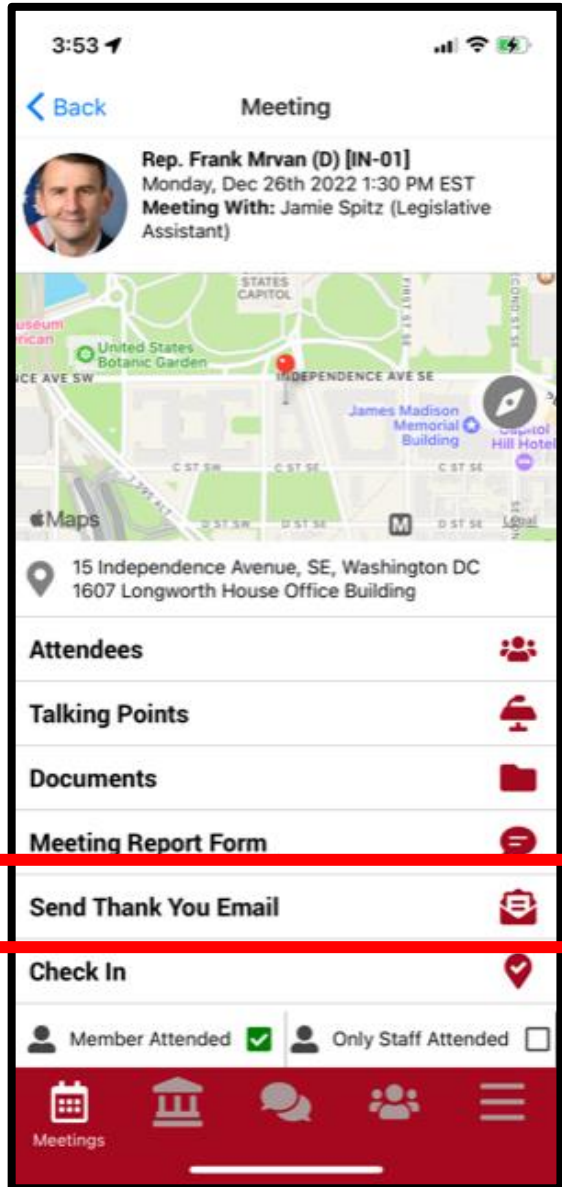
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- Attendees in the meeting
- Tap on each attendee to obtain contact information
- **Talking Points**



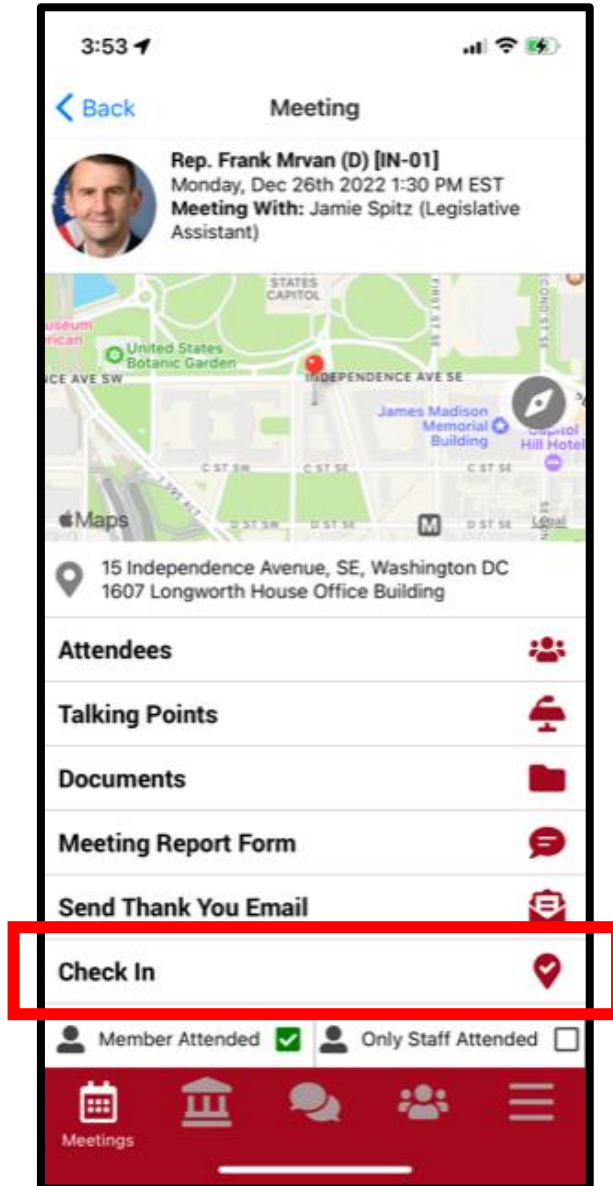
- Time/Date/Location/Meeting With
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- Attendees in the meeting
- Tap on each attendee to obtain contact information
- Talking Points
- Documents



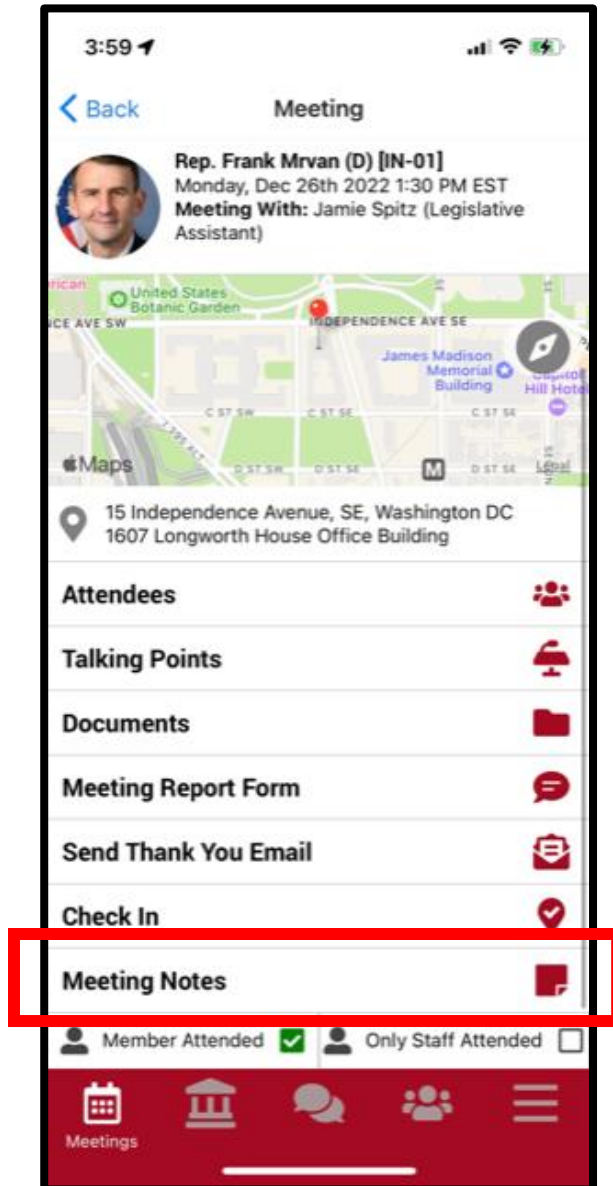
- Time/Date/Location/Meeting With
- Important Information: Any specific instructions from the office. Will be blank if not needed
- Attendees in the meeting
- Tap on each attendee to obtain contact information
- Talking Points
- Documents
- Meeting Report Form



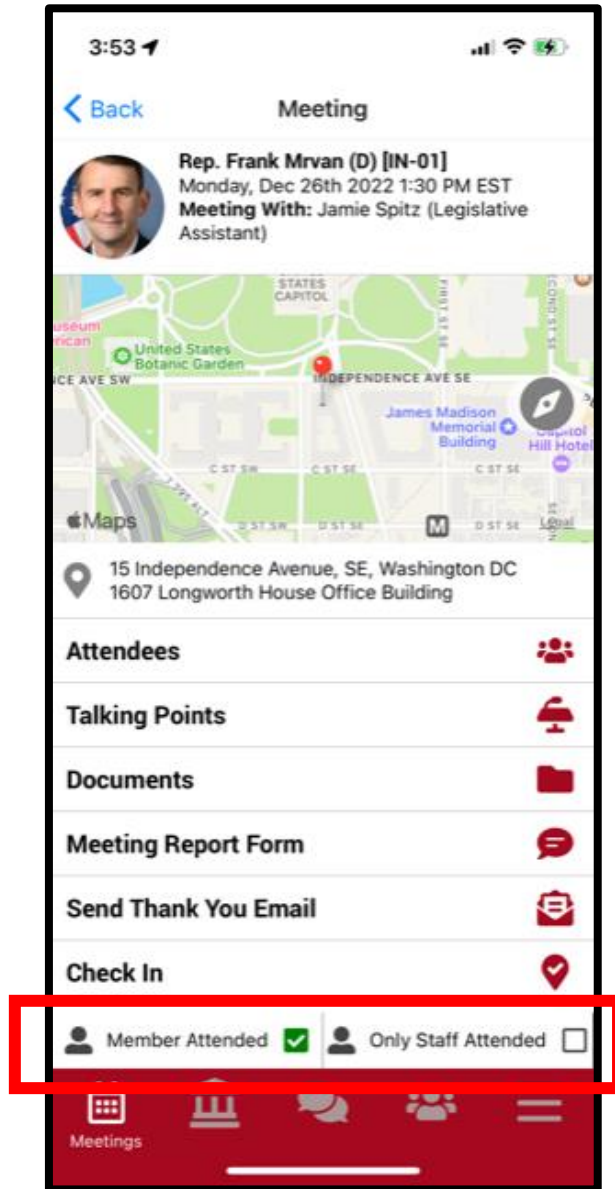
- Time/Date/Location/Meeting With
- Important Information: Any specific instructions from the office. Will be blank if not needed
- Attendees in the meeting
- Tap on each attendee to obtain contact information
- Talking Points
- Documents
- Meeting Report Form
- **Thank you email**



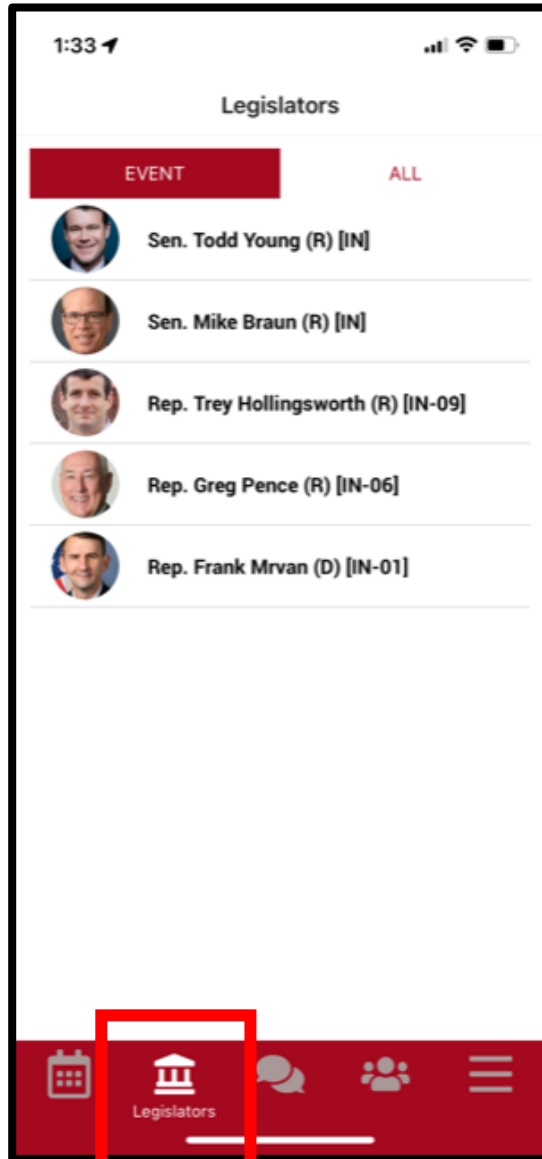
- Time/Date/Location/Meeting With
- Important Information: Any specific instructions from the office. Will be blank if not needed
- Attendees in the meeting
- Tap on each attendee to obtain contact information
- Talking Points
- Documents
- Meeting Report Form
- Thank you email
- Check in to report attendance



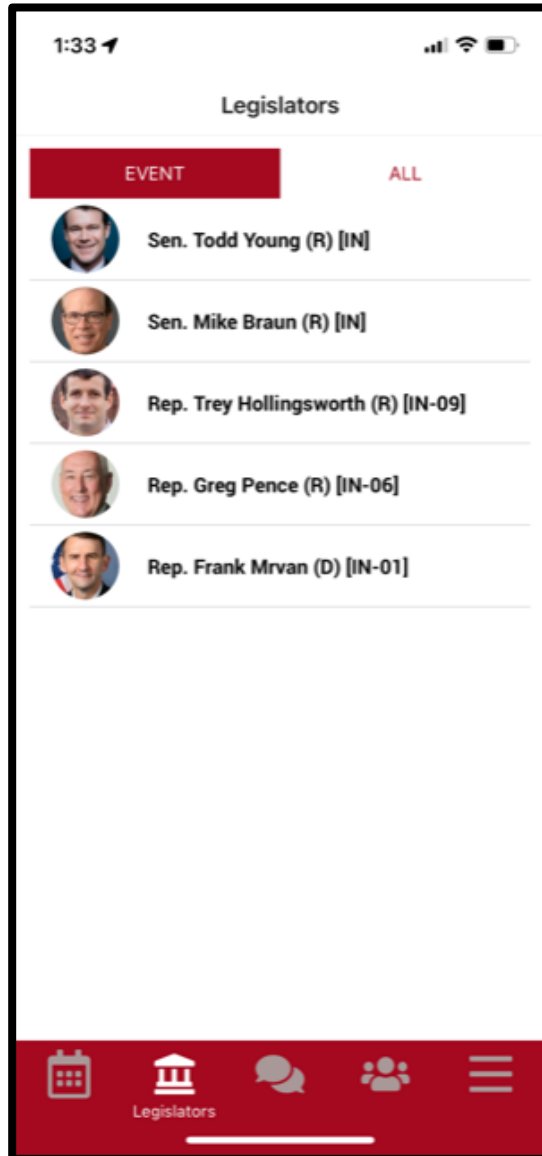
- Time/Date/Location/Meeting With
- Important Information: Any specific instructions from the office. Will be blank if not needed
- Attendees in the meeting
- Tap on each attendee to obtain contact information
- Talking Points
- Documents
- Meeting Report Form
- Thank you email
- Check in to report attendance
- Scroll down for more options
- Take Meeting Notes



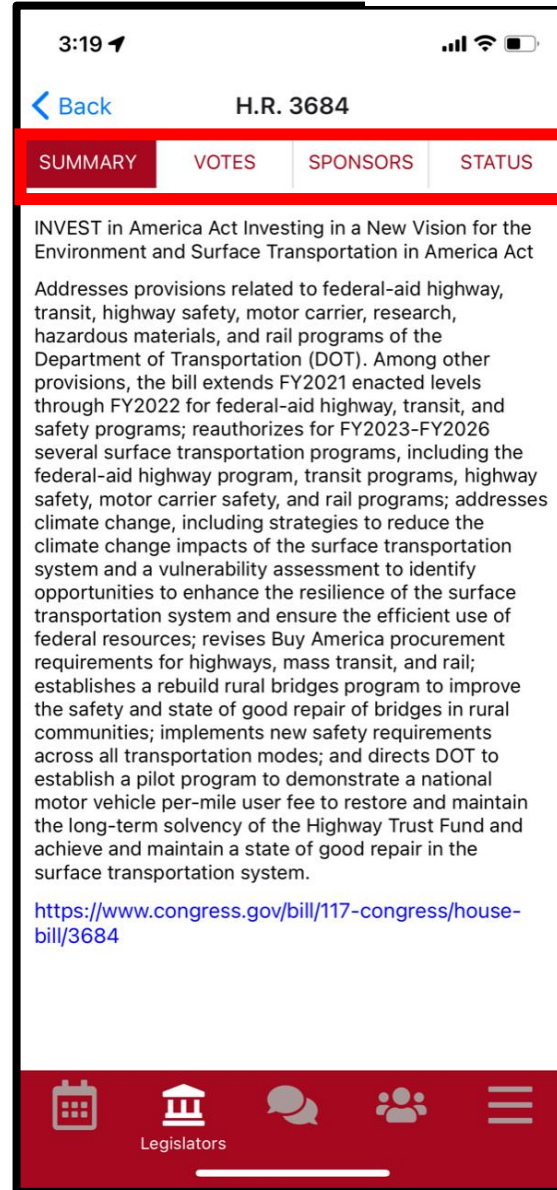
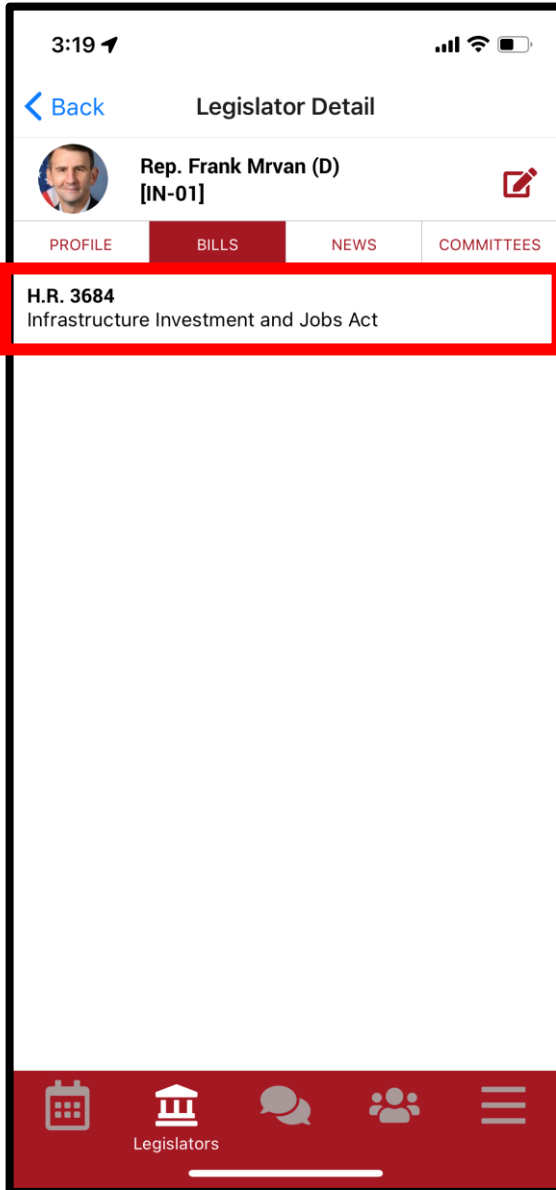
- Time/Date/Location/Meeting With
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- Attendees in the meeting
- Tap on each attendee to obtain contact information
- Talking Points
- Documents
- Meeting Report Form
- Thank you email
- Check in to report attendance
- Scroll down for more options
- Take Meeting Notes
- Did the member of Congress attend?



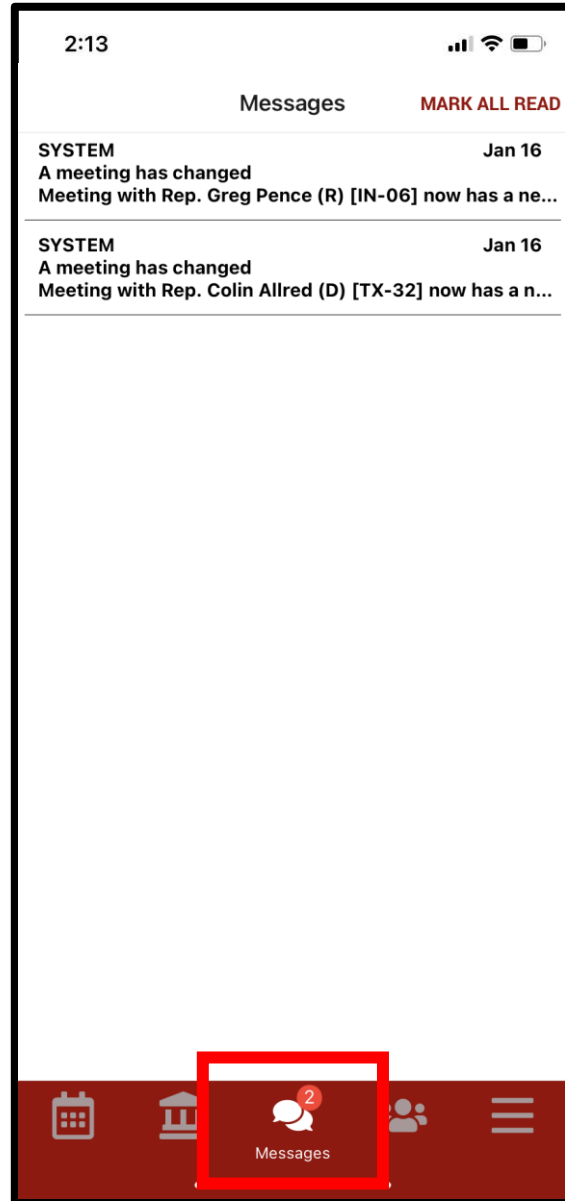
- Legislators tab, tap on each for a biography



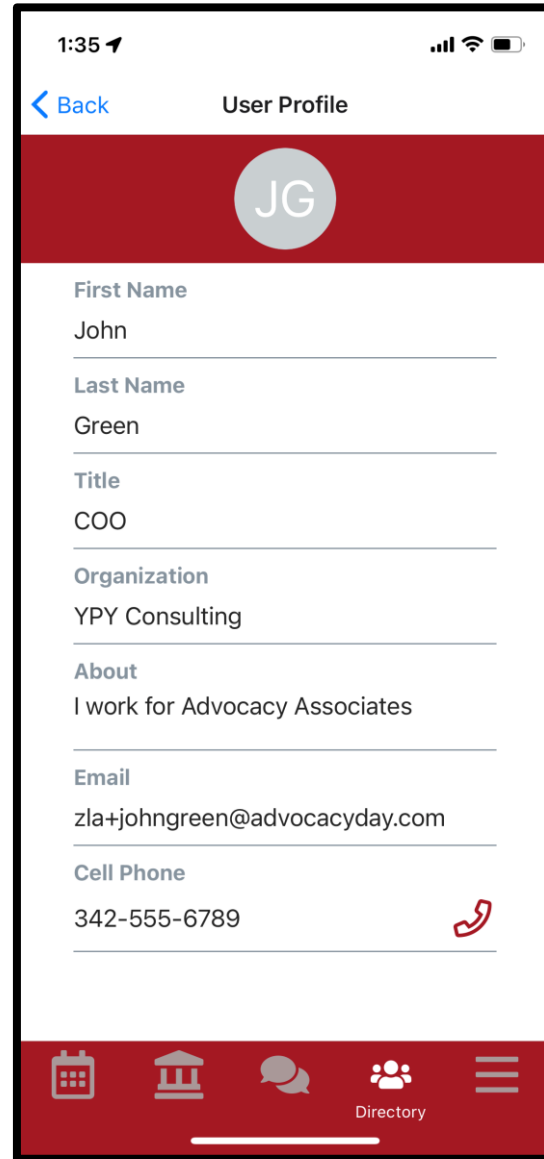
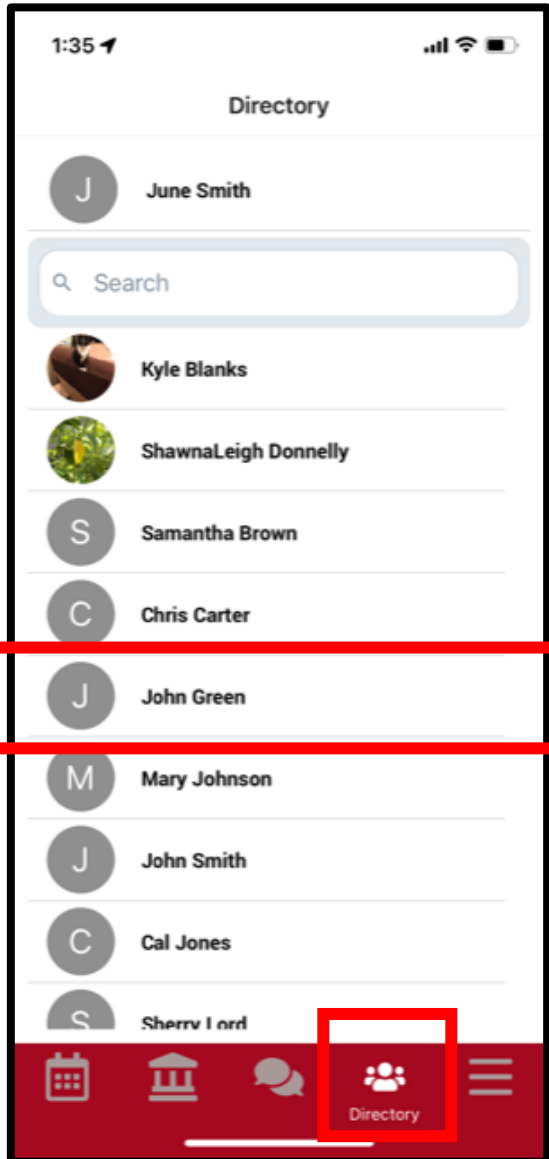
- Legislators tab, tap on each for a biography
- Relevant bills with voting record, recent news mentions, committee assignments



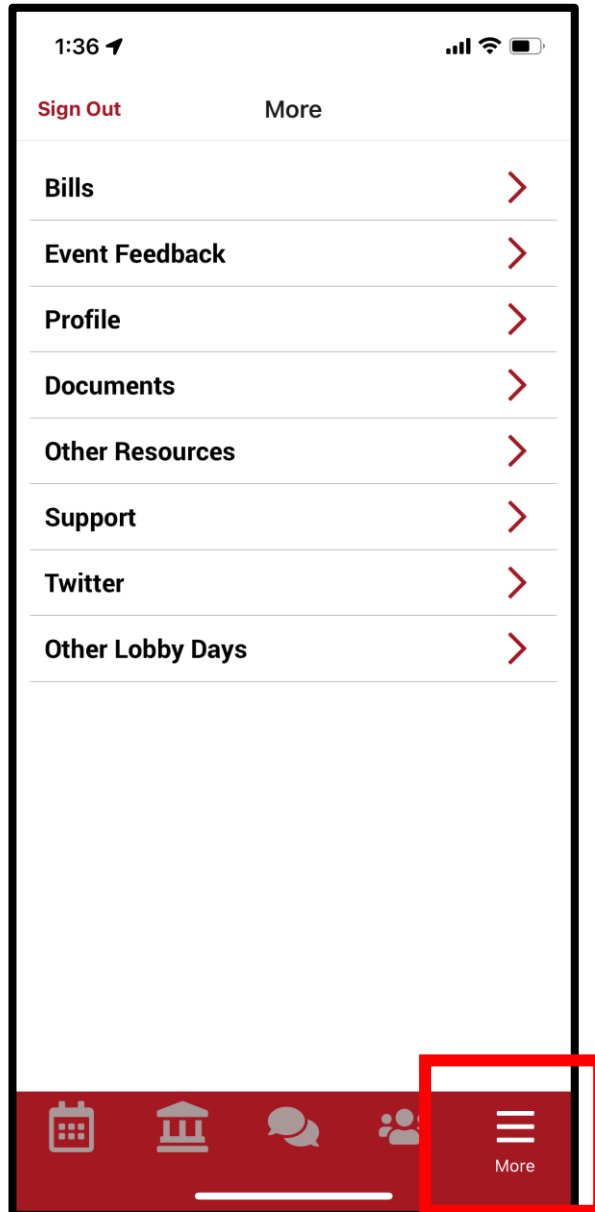
- Legislators tab, tap on each for a biography
- Relevant bills with voting record, recent news mentions, committee assignments
- Tap on each bill to get summary, vote history, list of sponsors/cosponsors, status



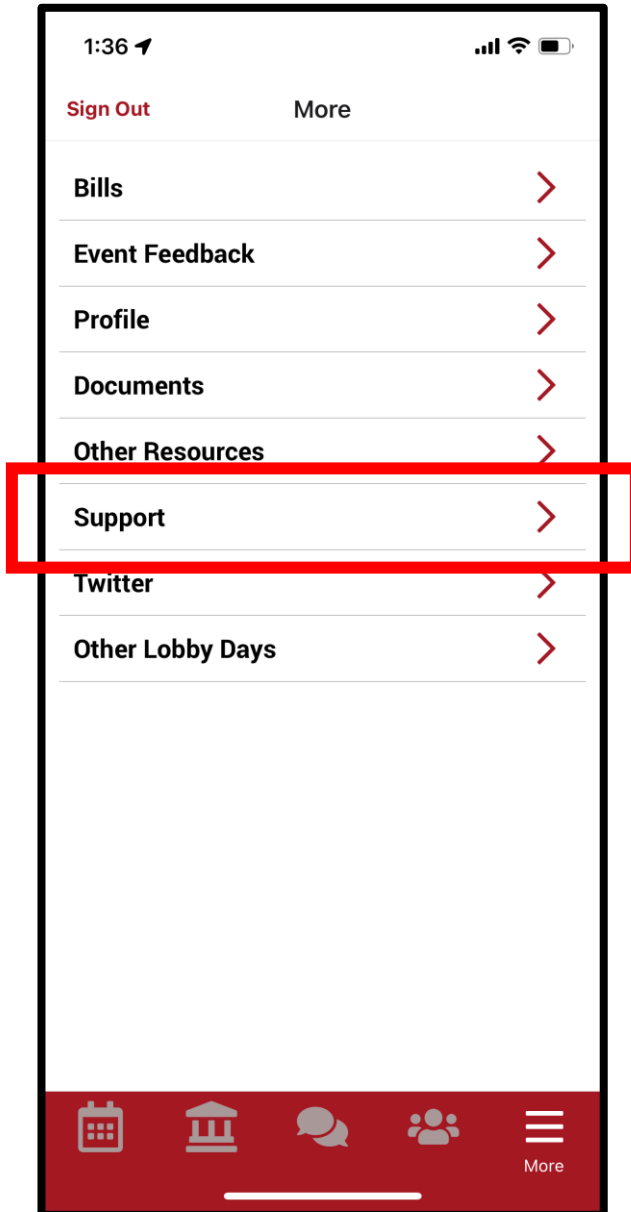
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- **Messages tab to highlight any updates. You will also receive updates via push notification and email**



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- **Directory to look up attendees in your event. Tap to get more information**



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- 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. Tap on Profile to display/hide your contact information**

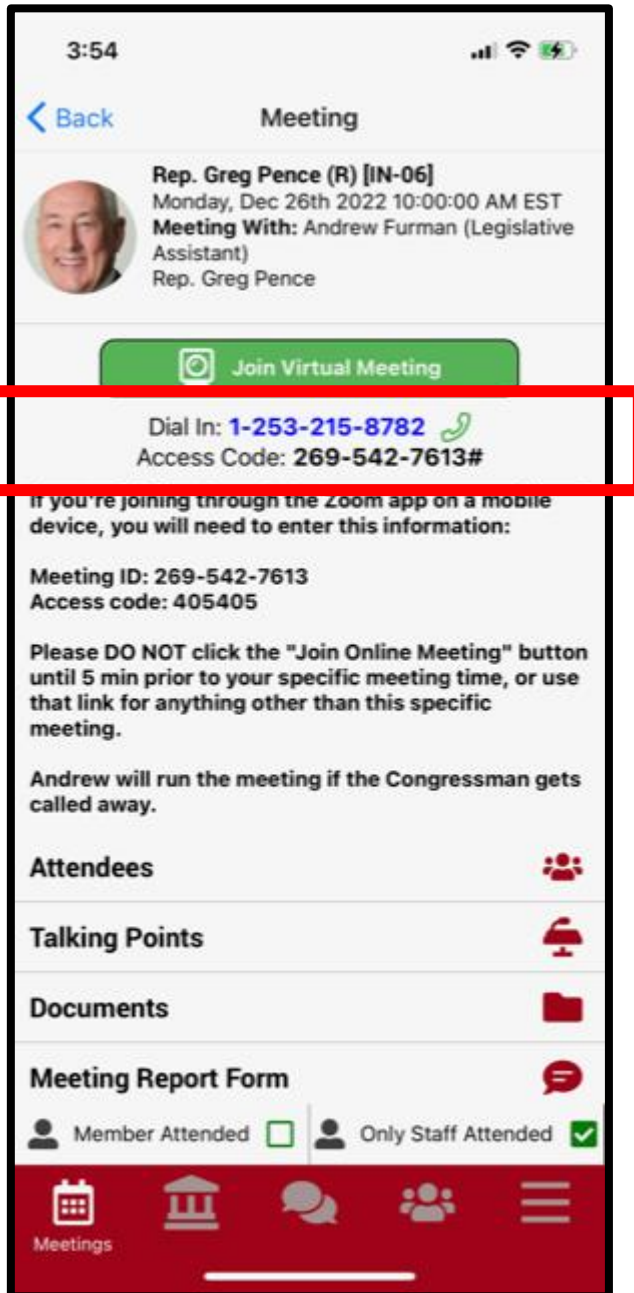


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- Directory to look up attendees in your event. Tap to get more information
- More Tab for additional resources. Tap on Profile to display/hide your contact information
- **Contact Support for all scheduling or technical issues**



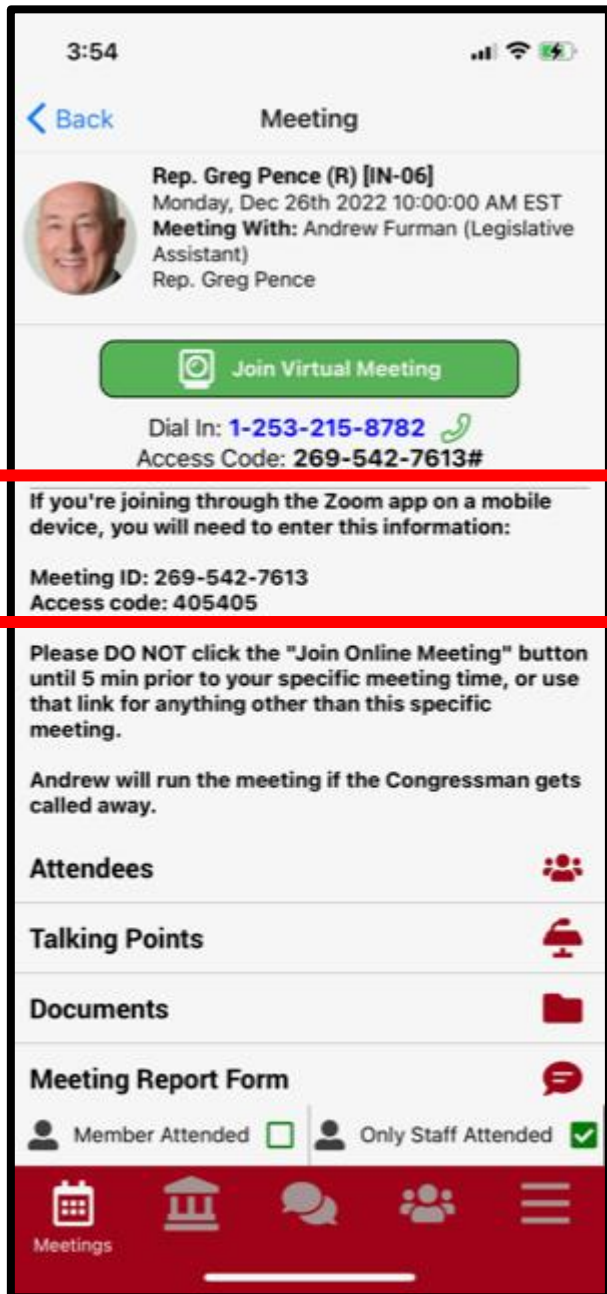
Virtual Meetings

- Tap the Join Online Meeting button



Virtual Meetings

- Tap the Join Online Meeting button
- Dial-in information



Virtual Meetings

- Tap the Join Online Meeting button
- Dial-in information
- Information you may need if your mobile device prompts for it



Online Dashboard Option for Virtual Meetings

- Login on your laptop with your credentials

From: Advocacy Day <advocacyday@advocacyassociates.com>
Date: January 16, 2023 at 10:46:47 AM EST
To: Grant Jones <lincolnclapper@yahoo.com>
Subject: Schedule for ZLA Fly-In 2022

Hello Grant Jones,

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- In your device's app store, search for "AdvocacyDay" (all one word) and download it.
- When you open the app, select "Choose Your Group" and find your group.
- If you've used the AdvocacyDay App with this email address before, log in with the credentials you previously created:
 - **Your Username is** testgrantjones@gmail.com
 - There is a "Forgot Password" feature if needed.
- If you are a new user, click the "Sign Up" button and follow the steps to create an account.

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Thank you,
Advocacy Associates

AdvocacyDay Demo June Smith

Home Meetings Legislators Messages Directory Support More

Wednesday January 27, 2021 at 09:00 AM Eastern

Rep. Greg Pence (R) [IN-06]
Meeting With: Hillary Lassiter, Legislative Director, and Rep. Greg Pence,
Meeting Lead: June Smith

Join Online Meeting

Dial-In: 1-253-215-8782
Access Code / PIN: 903-535-7656#

Important Information:
Meeting is in Eastern Time. Please do not use this video link for anything other than this specific meeting.

You Have Checked In

Send Thank You Note

Meeting Report Form

Take Notes

Member Attended Member did not attend

Tweet Share Linked In

Talking Points
Please consider a funding level of \$2.1 billion for FY2021.
Will the Senator/Representative co-sponsor S. 123/H. 1234?

Documents
About Us
Best Practices for Virtual Meetings

Attendees

| | | |
|-------------------------------------|---|--|
| John Green YPY Consulting | fakeemail@thisissuperfake.com 342-555-6789 | |
| June Smith ABC Company | junesmith@gmail.com 123-555-6789 | |



Relevant Information and Reminders

- Check your **SPAM/JUNK folder** to ensure you didn't miss the initial email (domain is @advocacyassociates.com)
- Give yourself **30 minutes** to get through security and navigate your way to the office
- All times will be **displayed in the time zone you are located in**
- 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**



App Schedules and Logistics Overview