My LACBA App User Guide
Bottom Navigation Bar

- The icons shown in your bottom navigation bar are customizable for each user.
- Click the **More** button at the bottom right to access additional tabs.
- Click **Edit** in the top right to customize your bar with the top four tabs you'd like shown.
News Feed

You can interact with content in the News Feed by liking, commenting on, saving and sharing. 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.
Member Directory

- Easily view all app users here. Use our **smart search** feature at the top to quickly find who you’re looking for.
- Filter through members by clicking the **filter icon** in the top left.
- Filters are determined by your organization and can include categories such as location, department, profession or favorites.
- Click the **speech icon** to the right of a member to start a direct chat with them.
Messaging

• View your sent and received messages in the “Direct” and “Group” options at the top of the tab. “Direct” is messaging between you and one other member while “Group” refers to messaging between you and multiple other members.

• Create a new direct or group message by clicking the “+” icon in the top right corner and selecting the member or members 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, leave the chat and clear the chat history by clicking the top right menu icon.
Forums

• You’ll first view a list of all forum categories. Click a title to open up the category and view all related posts.

• Click the “+” icon in the top right corner to create your post. You will be prompted to select a category. You’ll then add your text and attach any files that apply (optional).

• Comment on existing posts by clicking the topic or question and typing at the bottom or reply to other users’ comments by clicking “Reply” underneath and to the right of the comment.

• Follow forum posts by clicking the “+ Follow” icon on the bottom right of a post to never miss a comment within that specific post’s thread. When you follow forum posts, they will appear in your News Feed as well.
Resources

- Access important organizational resources here. Click a folder to open its contents, then click an individual file to view.
- To export or save a file, you’ll use your phone’s share/save preferences.
Profile

- 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.
- All events you’ve added to your schedule will appear under the "Schedule" tab. When you click on an event, any sessions you’ve added to your schedule will then appear.
- You can favorite members on their profiles. Favorited members will appear in your "Favorite" tab on your profile (as well as in the "Favorite" filter in the Member Directory).
- 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).
Events

• View all upcoming events in a “List” or “Calendar” view by selecting either option at the top of the tab. You can filter events by categories such as type, topic, date or location by clicking the top left filter icon.

• Share events by clicking the “Share” / arrow icon then selecting recipients within the app from the list that appears. You can search for recipients in the top search bar.

• Add an event to your schedule by clicking the “Add to Schedule” / calendar icon underneath an event to the left. The event will be saved in the “Schedule” tab of your profile so you can then create a personalized agenda of sessions.
Events Cont.

• Inside the event’s “Agenda” is all sessions listed for that event. You can add individual sessions to your calendar to build out your schedule. You do so by clicking the “+” icon on the right of the session. All added sessions will appear in your profile under the “Schedule” tab and inside the coordinating event.

• By clicking on a session, you’ll access relevant files that can be exported using your phone’s share/save preferences, speaker details, interactive Q&A functionality, surveys and ratings to provide your feedback.
Thank You.