



## USING THE VOTERVOICE MEETING APP

### DOWNLOAD THE APP

Search "VoterVoice" (one word) in your app store (iTunes, Google Play, etc.)

### APPLE USERS

1. Click get and enter Apple ID information to download
2. After installation is complete, open VoterVoice app
3. On notification screen, click allow
4. Enter email address on file with SIGMA, click log in
5. Go to email inbox to view verification code
6. Go back to VoterVoice app and enter verification code, click verify
7. You should now be logged in and able to see the SIGMA logo on the home screen

### ANDROID USERS

1. Click install, click accept
2. After installation, click open
3. Go to email inbox and retrieve verification code
4. Go back to VoterVoice app, enter verification code as prompted and click verify
5. You should now be logged in and able to see the SIGMA logo on the home screen

### MEETINGS SECTION

1. To access meeting information, click on the "hamburger" icon (3 horizontal lines on the top right (Apple) or top left (Android) and click Meetings
2. At this point, all of your meetings should show on your screen
3. To see details of a meeting, click on a meeting
  - a. The Meeting Detail screen will show the Member of Congress, meeting time and the location
  - b. The Office pull down will show the name of the office
  - c. The Notes section will show any relevant voting history on our issues

- d. The Attendee pull down will show all attendees in the meeting (the Member of Congress, if attending, and his or her staff will be listed first)
        - i. To find information about an attendee, click on the plus sign next to his/her name
4. After the meetings, please enter a meeting report to share with SIGMA staff important information about the meeting
  - a. The app makes the process very easy and user-friendly by populating the meeting details
  - b. Once you finalize your meeting report, click submit

#### BLOG SECTION

- In the blog section, SIGMA staff has added information that you may find helpful including the issue briefs and the talking points

#### SCHEDULE CHANGES

1. Your meeting schedule on the app will be current
2. You will be notified of a meeting change up until Wednesday morning by a change to the app, which should generate a push notification as well
3. On Wednesday, you will be notified of any meeting changes via text or phone call

#### PUSH NOTIFICATIONS

Schedule changes will require the use of push notifications. Please turn them on for the purposes of using the app this week.

#### APPLE USERS

1. Go to settings
2. Go to notifications
3. Go to VoterVoice icon
4. Change to allow notifications (include "Show on lock screen")

#### ANDROID USERS

1. Go to phone settings
2. Click on notifications find VoterVoice app
3. Click button next to app and turn off