TRTA App User Guide

Bottom Navigation Bar

- Keep in mind these screenshots are from an iOS device and will look slightly different on Android but will contain the same information.

- Select from News Feed, Forums (Profile will be replaced), Messages, Events, and More.

- Click the **"More" button** at the bottom right to access additional tabs.
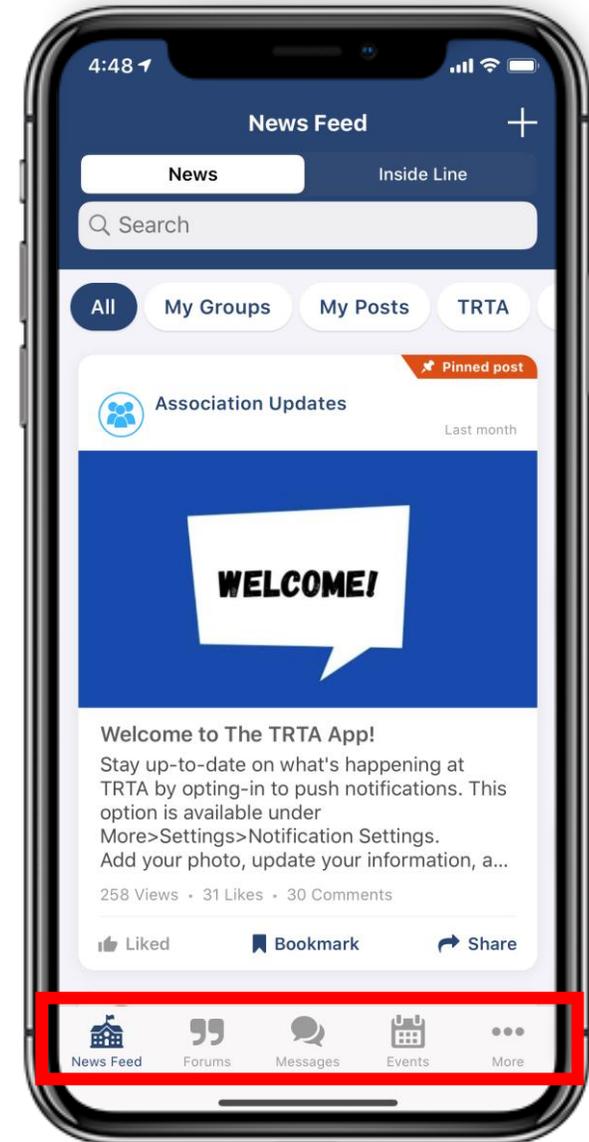
News and Inside Line

News

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**.
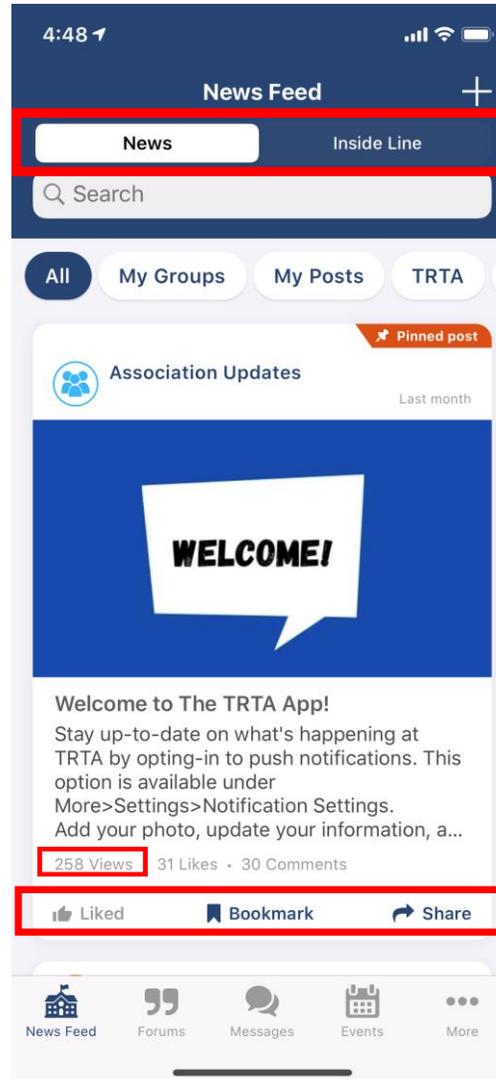
Inside Line

Select the Inside Line tab to view the most recent Inside Line communications.
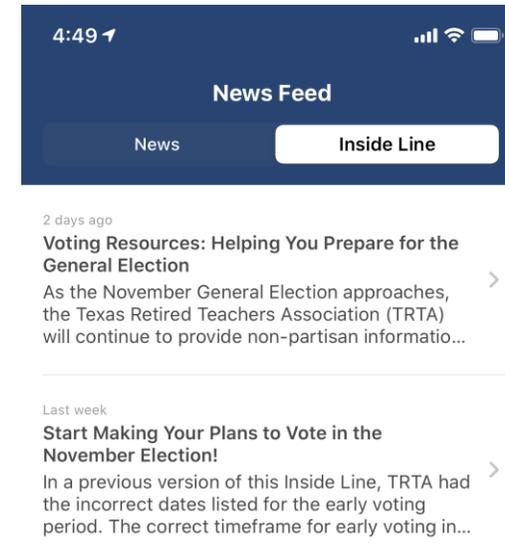
Member Directory

- Easily view all app users here. Use the **Search** feature at the top to quickly find who you're looking for.

- Add members you communicate with frequently to your **Favorites** and toggle over to select them.

- Click the **Speech Bubble** to the right of a member to start a direct chat with them.
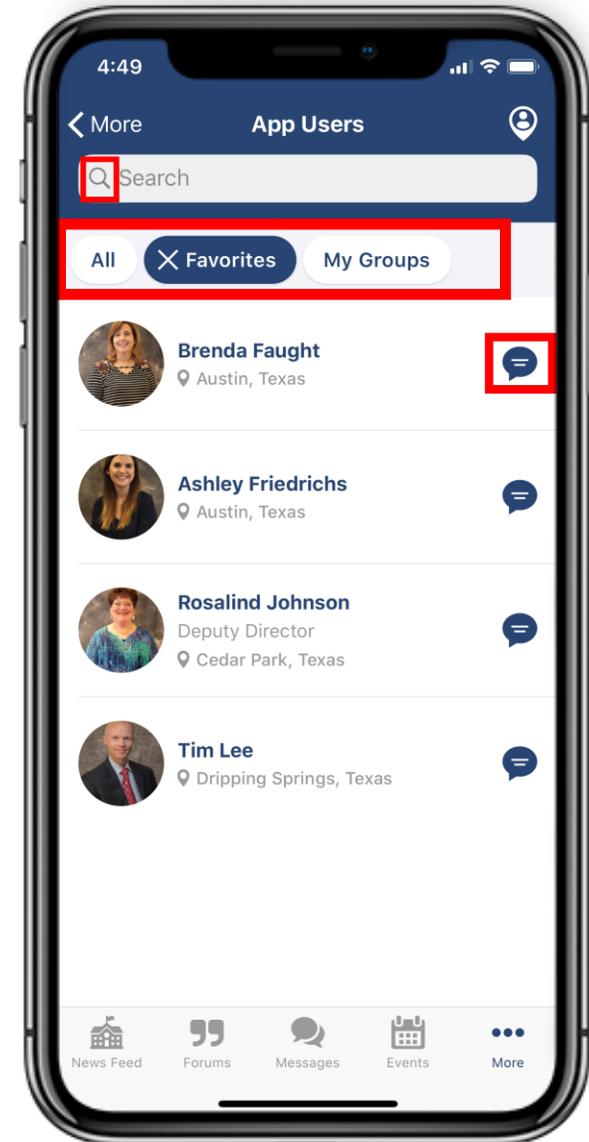
Messaging

- 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**.
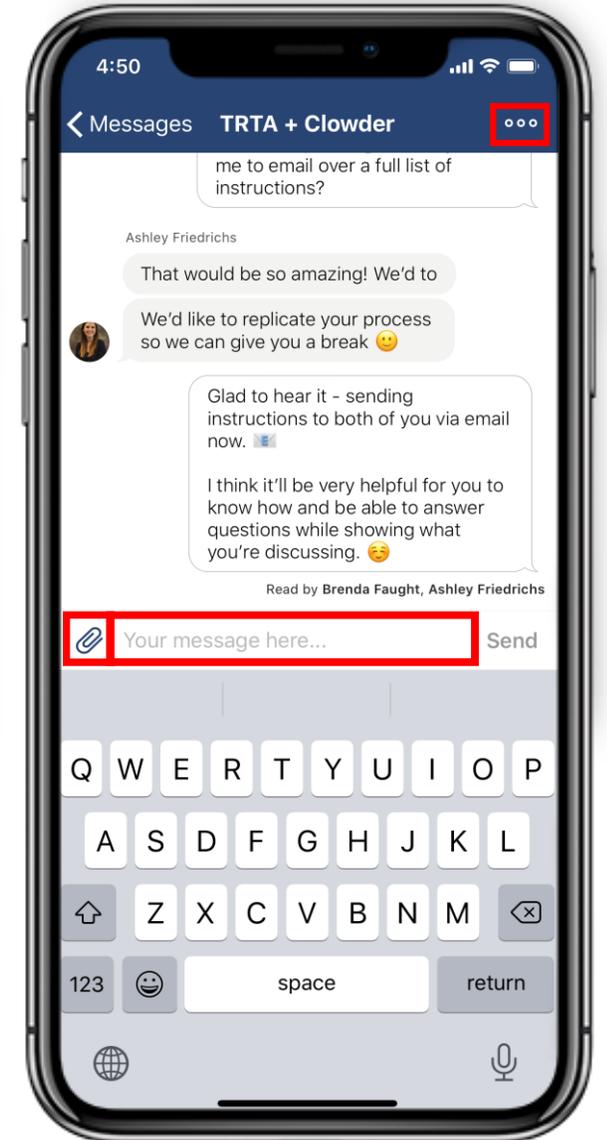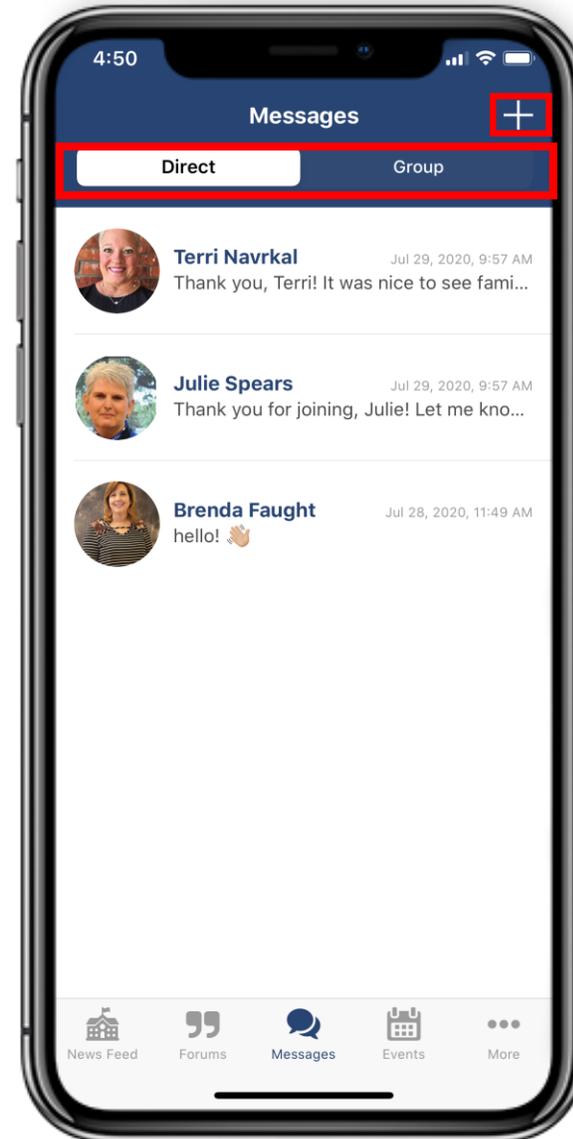
Forums

- 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 own post. You will be prompted to select a category. You'll then add your text and attach any files that apply (optional).

- Comment on original 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.
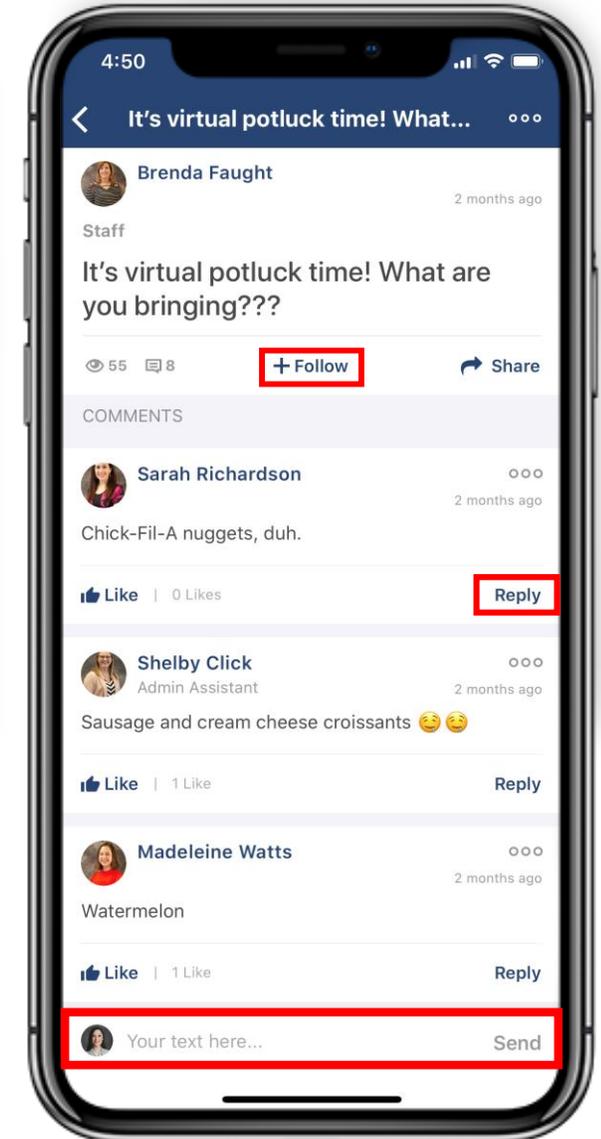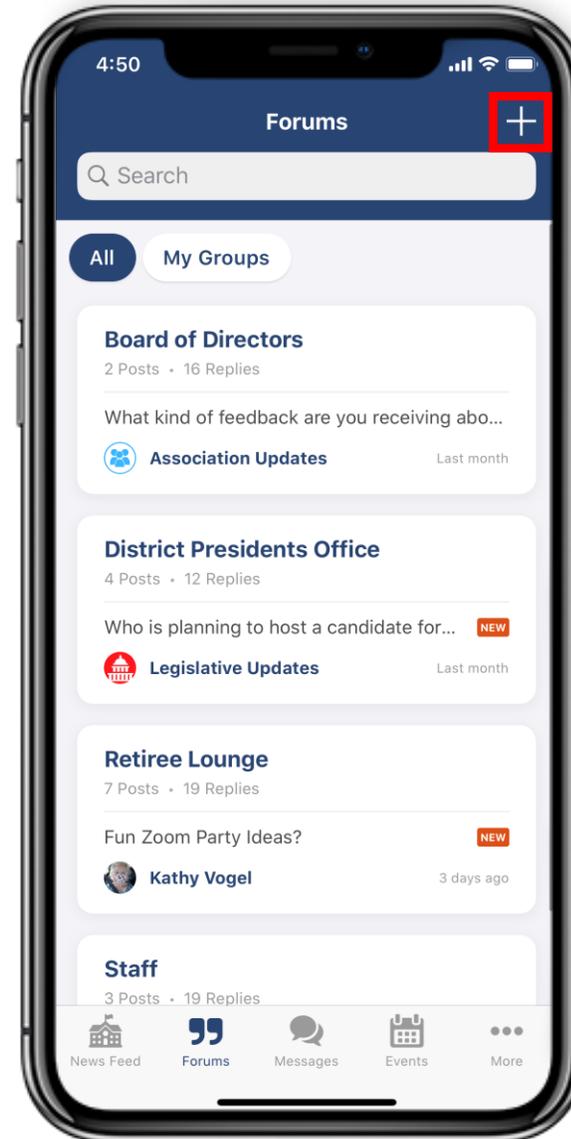
Resources

- 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.
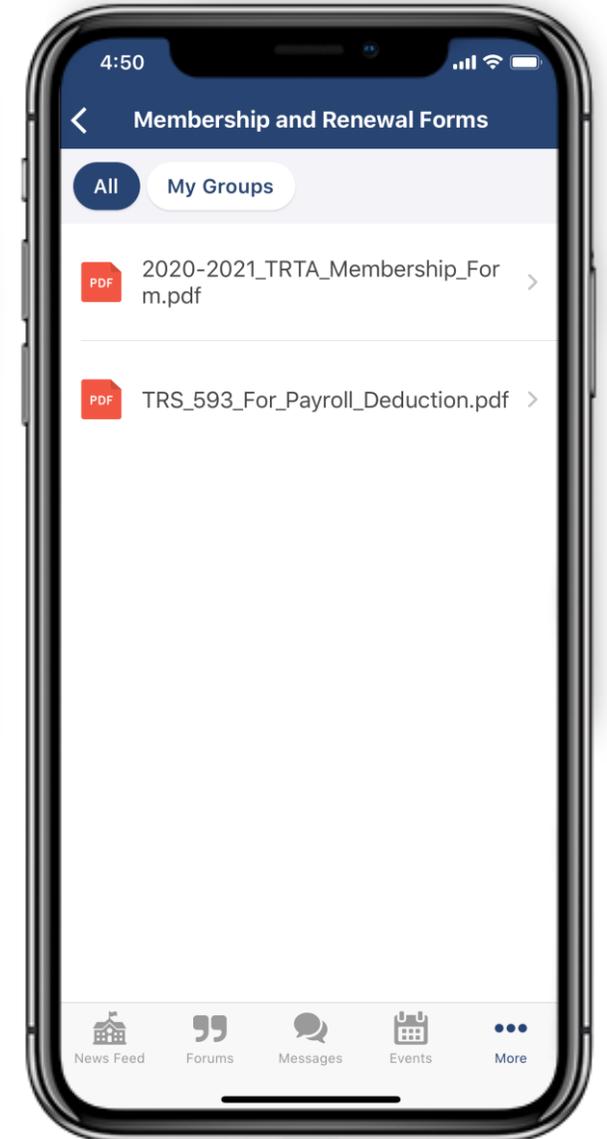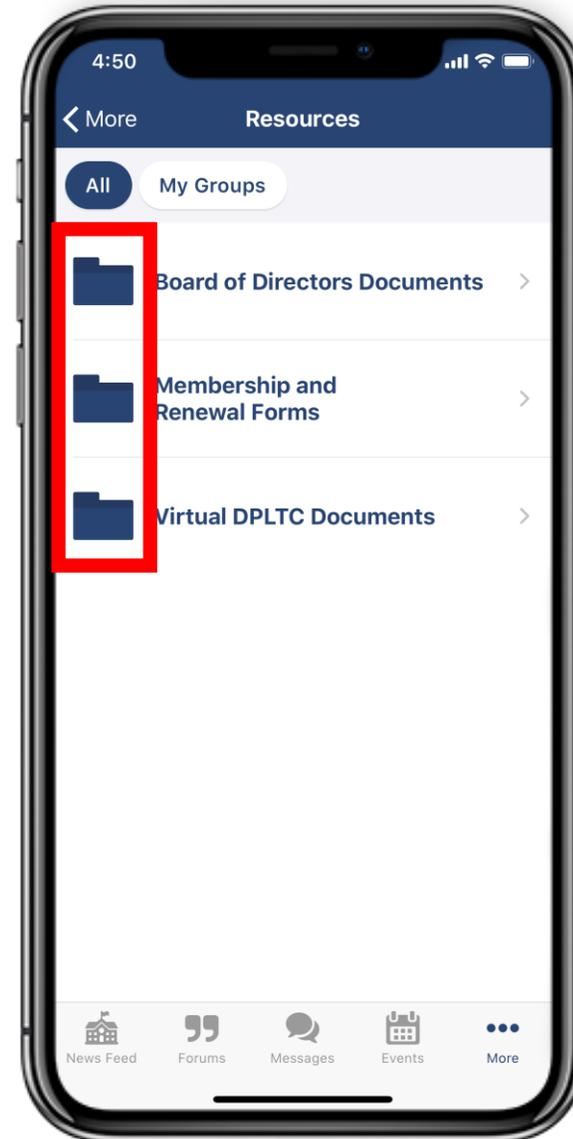
Profile

- 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.

- 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).

- 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. This will be used for Convention and Day at the Capitol.