

What is the CFPC Mobile App?

The CFPC Mobile App contains the information in the printed FMF program as well as general information about CFPC. The Mobile App lets you:

- Browse the FMF schedule, session content, and speaker information
- Search for exhibitors
- See your session agenda
- Download session handouts
- Make notes on sessions
- Fill out FMF session credit evaluations
- Submit your MAINPRO® credits for some of the activities
- Access your Mainpro credit summary
- Manage your day through interactive maps, personal schedules, and notes
- Learn more about CFPC, CFPC Chapters, and CFPC Media
- Read the most recent updates through the FMF Twitter feed

Where can I get more information on the events and news at FMF?

CFPC has a dedicated YouTube CFPC media channel. See the most recent updates about FMF at <https://www.youtube.com/user/CFPCMedia>.

Where is the FMF schedule?

After launching the CFPC Mobile App, select the **FMF 2015** button to go to the FMF area of the app. Select the **Schedule** button to see the sessions offered.

- Apple:
 1. Launch the CFPC Mobile App
 2. In the tap bar menu, tap on **FMF 2015**
 - At the bottom of your screen via the tap bar menu on your iPhone/iPod Touch
 - On the left-side slide-out menu on your iPad
 3. Tap on **Schedule**
- Android:
 1. Launch the CFPC Mobile App
 2. Tap on the menu icon on top left to open the navigation drawer
 3. Tap on the FMF 2015 menu
 4. Tap on **Schedule**
- BlackBerry:
 1. Launch the CFPC Mobile App
 2. From the main screen, tap on **Schedule**

What is “My Schedule”?

Browse through the FMF sessions and save the ones that interest you to your personal “My Schedule”. Later you can conveniently locate these sessions.

1. Launch the CFPC Mobile App

2. Tap on **FMF 2015** to go to the FMF 2015 area of the app
3. Tap on the **Schedule** button to browse through the sessions offered
4. Tap the **Add** icon to add to your “My Schedule”

Note: With the exception of ancillary sessions, Mainpro-C sessions, and Demonstration Theatre sessions that require pre-registration, most FMF sessions are on a first-come, first-served basis. Creating your own schedule does not guarantee admission into sessions.

What is “My Exhibitors”?

“My Exhibitors” is your personalized list of the exhibitors you may want to visit at FMF 2015.

1. Launch the CFPC Mobile App
2. Tap on **FMF 2015** to go to the FMF 2015 area of the app
3. Tap on the **Exhibitors** button to browse through the exhibitors list at FMF
4. Tap the **Add** icon to add to your “My Exhibitors” list

How do I search for information on sessions or speakers?

1. Launch the CFPC Mobile App
2. Tap on **FMF 2015** to go to the FMF 2015 area of the app
3. Tap on **Schedule**
4. Tap on the **Search** icon
 - On the top right on your smartphone OR
 - On the left on your tablet
5. Key in the session name or number or the speaker’s name
6. Scroll through the search results for the sessions with the name or speaker you were looking for

How do I browse through sessions?

You can browse through a list of all the FMF sessions or by day.

1. Launch the CFPC Mobile App
2. Tap on **FMF 2015** to go to the FMF 2015 area of the app
3. In the FMF 2015 area of the CFPC Mobile App, tap on **Schedule**
4. Tap on the **Calendar** icon to select **List** or **Day**

How do I make notes?

1. Launch the CFPC Mobile App
2. Tap on **FMF 2015** to go to the FMF 2015 area of the app
3. Tap on **Schedule**
4. Tap on the relevant session to open the Event Details screen
5. Click on **Tap** to write notes in the Notes section
 - To save your notes, click on **Save**
 - To exit without saving, click on **Cancel**
 - To delete your notes, click on **Erase Notes** next to the title of your notes, and click on **Yes**

- To save your notes in another app, click on **Open via Another App**

How do I save my notes if I want to delete the CFPC Mobile App?

If you delete the CFPC Mobile App, you will also delete any notes you have made. You can share your notes via instant messaging, email, twitter, etc., and other personal app before deleting the CFPC Mobile App.

1. Launch the CFPC Mobile App
2. Tap on **FMF 2015** to go to the FMF 2015 area of the app
3. Tap on **Schedule**
4. Tap on the session to open the Event Details screen
5. Click on **Tap** to open your notes in the Notes section
6. Click on **Open via Another App** to share your notes via instant messaging, email, twitter, etc.

What happens if I delete the CFPC Mobile App?

If you delete the CFPC Mobile App, you will also delete your “My Schedule” and “My Exhibitors” data and any notes you have taken. You will need to rebuild these from scratch after you reinstall the app.

How can I find out about a session?

1. Launch the CFPC Mobile App
2. Tap on **FMF 2015** to go to the FMF 2015 area of the app
3. Tap on **Schedule**
4. Tap on the session you want to know about to open the Event Details screen

How can I find where a session is located?

Each session in the FMF schedule on the CFPC Mobile App links to a floor plan showing you where the session will be held.

1. Launch the CFPC Mobile App
2. Tap on **FMF 2015** to go to the FMF 2015 area of the app
3. Tap on **Schedule**
4. Tap on the session you want to know about to open the Event Details screen
5. Tap on the **Location** icon on the right of the Event Details screen to open a floor plan with the session area highlighted.

How can I filter the FMF schedule?

A number of filters help you narrow down your choice of sessions at FMF 2015. For example, you can filter by track, eg, mental health; by sessions that offer simultaneous interpretation; by Mainpro-C eligibility; etc.

1. Launch the CFPC Mobile App
2. Tap on **FMF 2015** to go to the FMF 2015 area of the app

3. Tap on **Schedule**
4. Tap on the **Filter** icon
5. Choose the filters you need from the dropdown menu that opens

When you want to clear your filtering choices, tap **Filter** and select the **Clear All Filters** option to view all sessions again.

Where are the session handouts?

If a speaker has prepared handouts for their FMF session, you can get PDF versions through the CFPC Mobile App. If a handout is available, it will show up in the Event Details screen and on the list organized by date in the Handouts area of the Mobile App.

- To download handouts from the Event Details screen:
 1. Launch the CFPC Mobile App
 2. Tap on **FMF 2015** to go to the FMF 2015 area of the app
 3. Tap on **Schedule**
 4. Tap on the session you are interested in to open the Event Details screen
 5. In the Event Details screen, tap on the **Handout** icon
- To download handouts from the Handout menu in the FMF 2015 area:
 1. Launch the CFPC Mobile App
 2. Tap on **FMF 2015** to go to the FMF 2015 area of the app
 3. Tap on the **Handout** menu.
 4. Browse and search for relevant handouts

Make sure you're connected to a stable Wi-Fi access point with a strong signal. Please allow time for handouts to download.

After the conference, you can get all the handouts through the FMF website.

How do I get my FMF session credits?

Some FMF sessions are eligible for Mainpro-M1 credits. If a session offers credits, an Evaluate icon is in the upper-right corner of the Event Details screen.

- To submit credits via the Event Details screen:
 1. Launch the CFPC Mobile App
 2. Tap on **FMF 2015** to go to the FMF 2015 area of the app
 3. Tap on **Schedule**
 4. Tap on the session you are interested in to open the Event Details screen
 5. Tap on **Evaluate** in the Event Details screen
 6. Complete the Evaluation form
 7. Tap **Submit** on the upper-right corner next to the Evaluation title
- To submit credits via the Evaluations section in the FMF 2015 screen:
 1. Launch the CFPC Mobile App
 2. Tap on **FMF 2015** to go to the FMF 2015 area of the app
 3. Tap on **Evaluations** to go to the **Evaluations** section
 4. Tap on the relevant session title and complete the evaluation form
 5. Tap on **Submit** on the upper-right corner next to the Evaluation title

You will earn the number of credits listed at the top of the form.

All credits for FMF Mainpro-M1 sessions must be reported by January 31, 2016.

You cannot claim Mainpro-C credits using the FMF app. Claim Mainpro-C credits through your CFPC member page after you have completed and returned the post-reflective exercise and received a certificate of completion from the Mainpro-C workshop facilitators.

I took several sessions today. Where are my credits?

Allow 2–3 weeks for Mainpro-M1 and Mainpro-M2 credits to show in your account after you have evaluated them.

There is a cap on credits on any given day. If the number of credits you submit exceeds the cap set for that day, the difference will be awarded as M2 credits. Ask a CPD/Mainpro staff member at College Square for clarification.

When should I fill out my evaluations?

We recommend that you fill out the session evaluation promptly, when the information is still fresh in your mind. However, you can submit your evaluations any time until January 31, 2016, via the App or the FMF website. All Mainpro-M1 FMF credits must be reported in this time frame.

How do I know if I got all my credits?

Allow 2–3 weeks for all the credits you submit via the CFPC Mobile App or the FMF members-only site to be validated and reviewed. Once your online or Mobile App submission is approved, your credit summary will be updated.

You will be able to see your credit summary on both the website and Mobile App.

Why can't I claim credits for certain sessions?

All CFPC-accredited sessions are eligible for credit. Any sessions that are not accredited by CFPC may be claimed as Mainpro-M2 credits.

If you feel that a session should have a credit, please bring it to the attention of CPD staff in College Square.

How do I log in?

Use the same login and password on the CFPC Mobile App as you use for the members-only area of the CFPC website.

Why can't I log in?

The login and password for the Mobile App are the same as the ones you use for the members-only area of the CFPC website.

If you continue to have trouble, speak to a staff member at College Square.

I've forgotten my password!

You can reset your password via the members-only area of the CFPC website. Use one of the computer kiosks provided for members' use at the conference or use the browser on your mobile device. If you continue to have trouble, speak to a staff member at College Square.

Does the app include sessions from the Family Medicine Innovations in Research and Education Day (Wednesday)?

Yes, the CFPC Mobile App includes all sessions offered during the entire conference including on the pre-conference day.

Why can't I toggle between English and French versions of the Mobile App?

The language of the Mobile App is controlled by the language setting of your device. Select either English or French on your device and the app will switch to that language the next time you launch it.

Why do I see information about FMF 2012 or FMF 2013 or FMF 2014?

You probably have an older version of the app. Ensure all software updates are completed and that your app is up-to-date.

I'm a delegate attending FMF but not a member of the College. Can I claim credits?

Built for use by CFPC members and non-members attending the conference, non-members may be awarded credits by their medical association. Check with your home association to learn how to apply for such credits. Speak to the CPD staff at College Square for more details.

Does the app support synchronization of schedules across devices (ie, BlackBerry and iOS)?

No, this functionality is not available.

How do I know if a session is free or must be paid for?

The CFPC Mobile App does not differentiate between paid or unpaid sessions.

I have other questions. Who do I contact?

Email any questions about the CFPC Mobile App to cfpcmobileapp@cfpc.ca or ask a staff member at College Square.

Email any questions about the CFPC to info@cfpc.ca or ask the membership staff at College Square.

Email general questions about the FMF to fmfinfo@cfpc.ca or ask a staff member at College Square.

Check for answers to any questions about Registration or Convocation through the online FAQ at <http://fmf.cfpc.ca/faq/>. If you are onsite, ask a staff member at the registration area.

How do I find an exhibitor?

The CFPC Mobile App includes a complete exhibitor list. Tap the booth number in the exhibitor listing to see their exact location on the map of the Exhibit Hall. Each exhibitor listing also includes a link to their website so you can contact them after FMF.

Why can't I access Twitter through the CFPC Mobile App?

To access the official CFPC tweets and FMF-related tweets, log in using your Twitter ID on your device.