# CM HQ App User Guide

Welcome to the CM HQ App!

Construction Management HQ is where the CM/PM industry comes together.

From industry news and information to the latest on CMAA happenings and events, CM HQ puts CMAA in the palm of your hand.

Exchange ideas, learn new ones, make connections with colleagues and peers.

CM HQ will expand your industry networks and help keep you up-to-date.
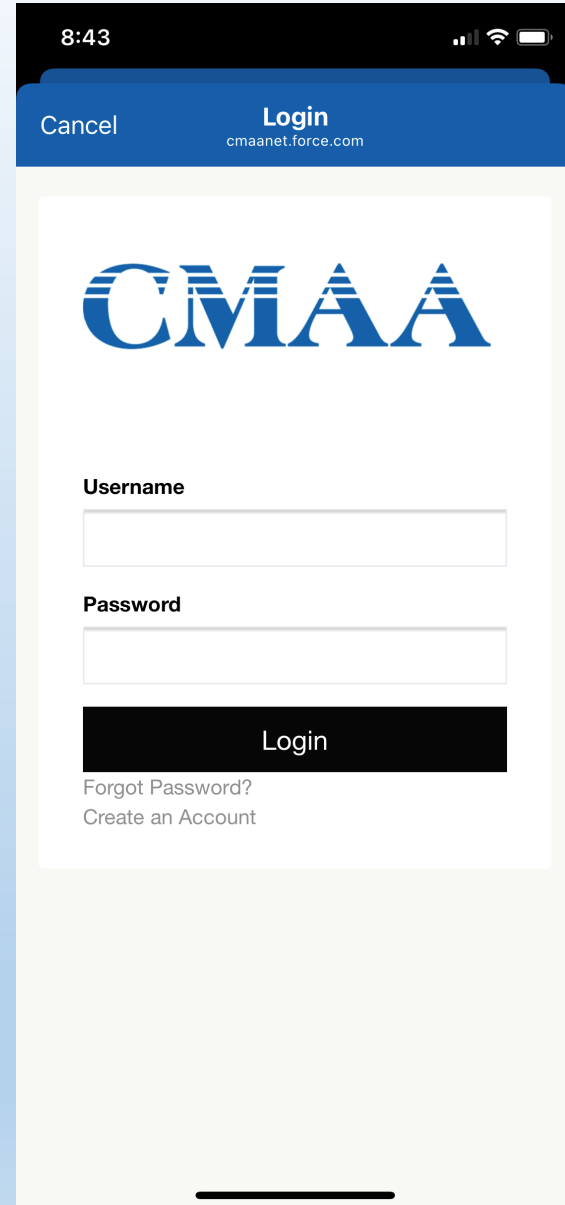
Download on the App Store

GET IT ON Google play

# Login

All first-time users will be asked to login.

Login using your CMAA member credentials (username and password).

Your Name, Title, and Company are synced from our Member Database.

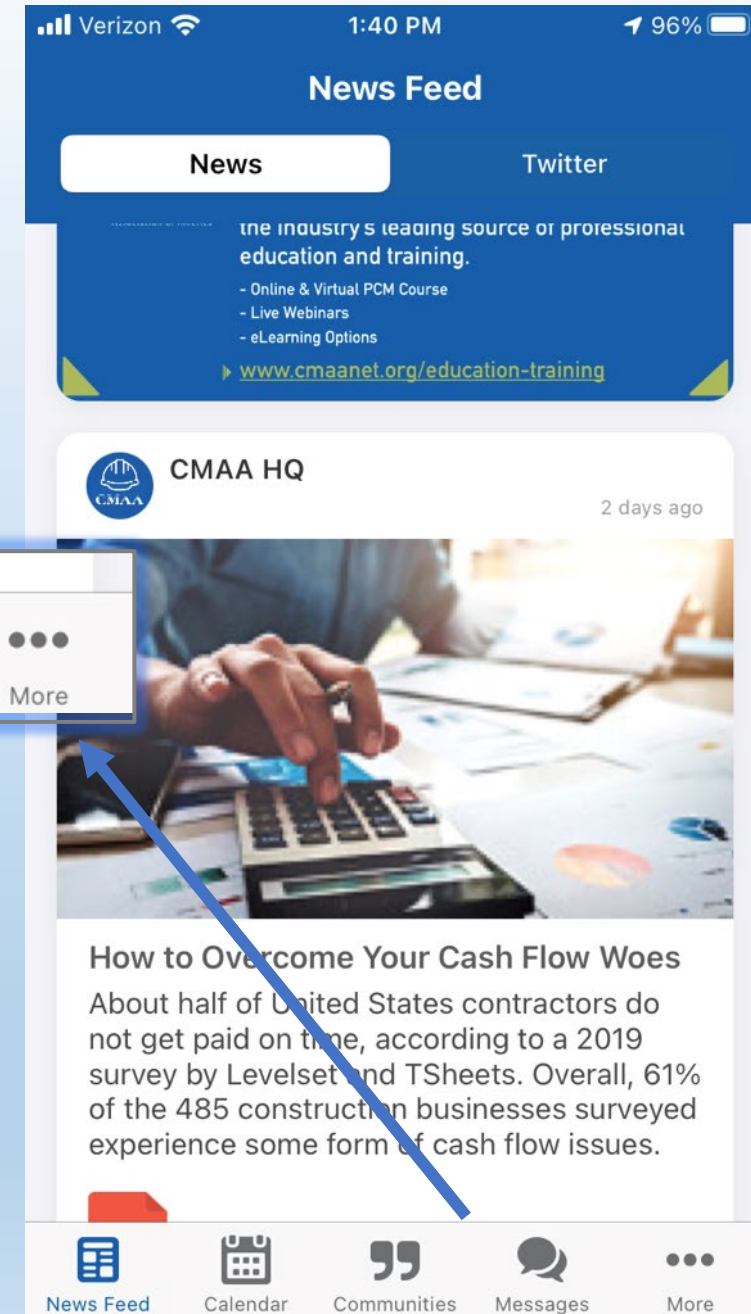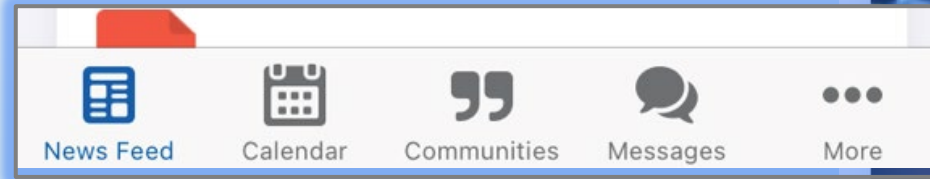Later we'll show you how you can update your app profile.

# Bottom Navigation Bar

Once you're logged in, you'll want to check out the bottom navigation bar. This allows users to access different features of the app.

To start, your navigation bar shows:

- News Feed

- Calendar

- Communities (for CMAA members only)

- Messages (for CMAA members only)

- More

# News Feed/Landing Page

**All first-time users arrive at the News Feed. It is also the first icon on your bottom navigation bar.**

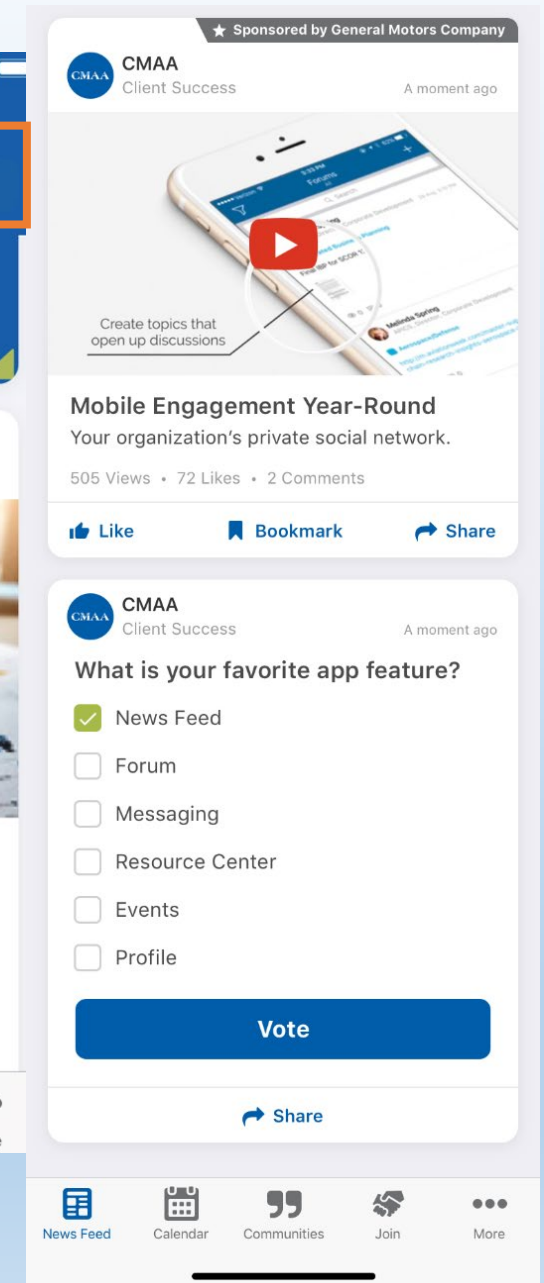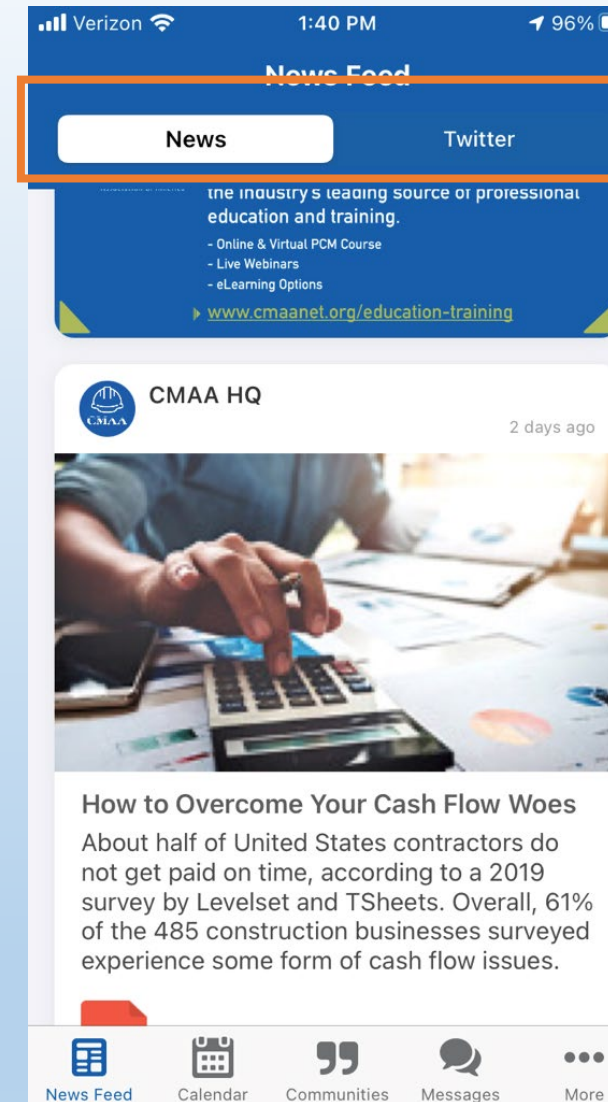**At the top of the News Feed page you will see buttons for "News" and "Twitter".**

**News Feed**
News Feed includes MCX content, polls/surveys, videos, and more!

Interact with content in the News Feed by liking, saving, and sharing.

**Twitter**
Tap the Twitter button on the upper right to pull our CMAA_HQ Twitter Feed directly into the app.

# Calendar

**View Upcoming Events**
An event is a CMAA program you can register for (e.g., webinar or PCM Course).

Tap the Calendar icon to view all upcoming events in either "List" or "Calendar" view by selecting either option at the top of the tab.

You can filter events by Category, Month, My Groups, Tags, etc. by tapping the button across the top of the screen.

**Register for Events**
Tap the green "Register" button to visit the registration page.
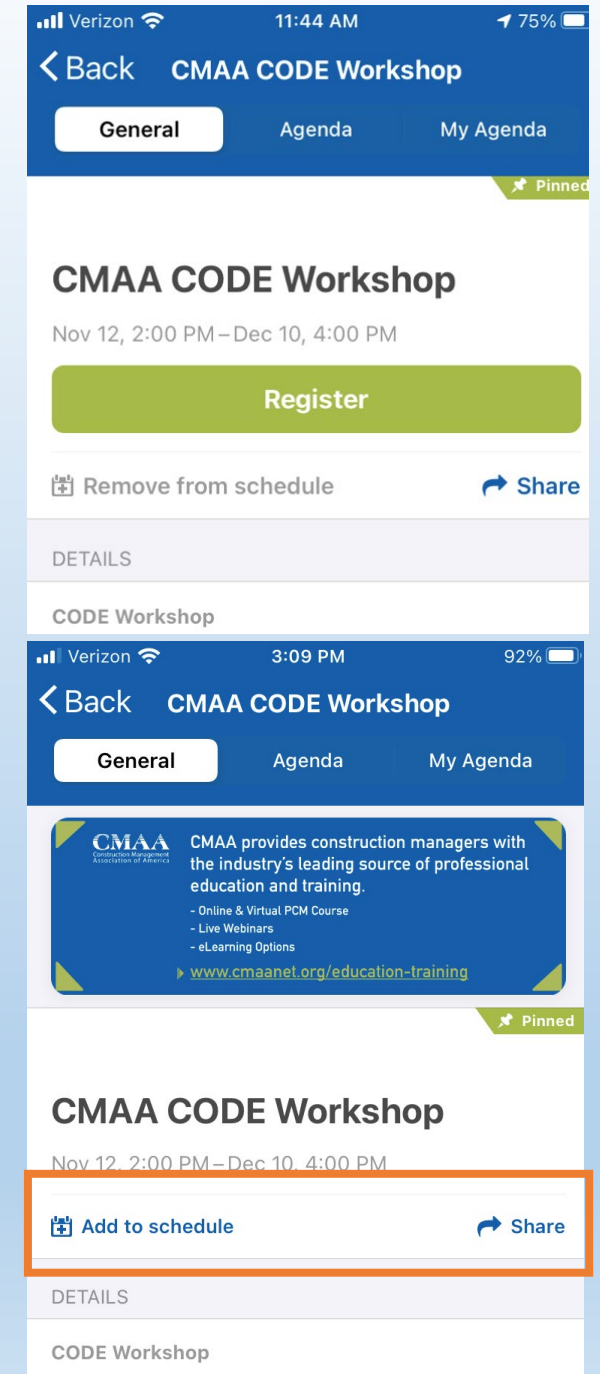
**Add Event to Your Schedule**
Add an event to your in-app schedule by clicking on the Event, then tapping "Add to Schedule" on the left underneath an event title.

The event will be saved in the "Schedule" tab of your profile.

**\*Note**: You will still need to register for the event. Adding it to your schedule does not register you.

**Share Events**
Share events by clicking the "Share" arrow icon and then selecting recipients within the app from the user list that appears. You can also search for recipients in the top search bar.

# Event Page

Clicking on the Event takes you to the specific Event Page.

**Agenda**
Inside the "Agenda" you will find all sessions listed for that event. Add individual sessions to "My Agenda" and build out your schedule by clicking the "+" icon to the right of the session. All added sessions will appear in your profile under the "Schedule" tab, inside the coordinating event.

**Event Files**
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.
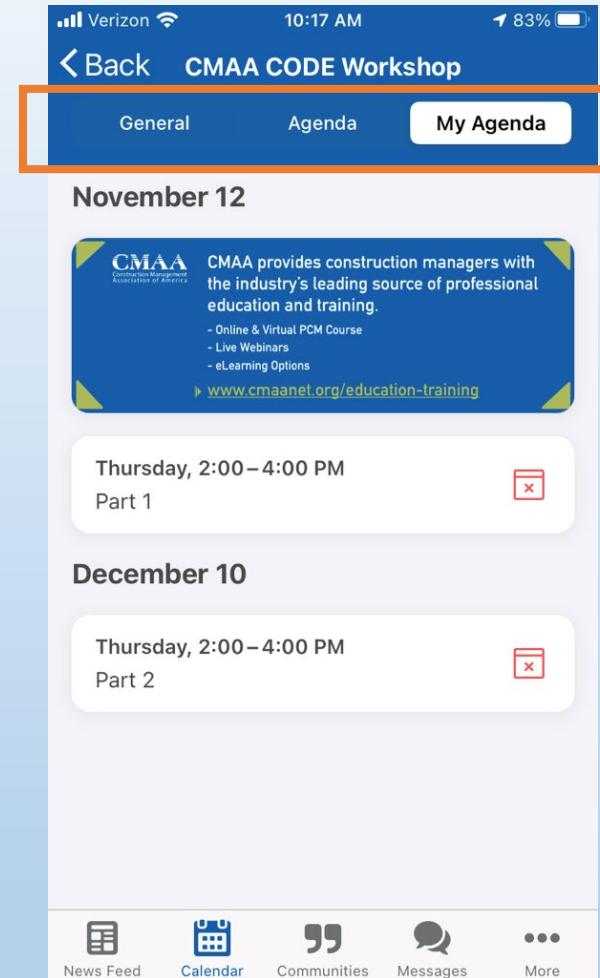
# Communities

Communities is a members-only feature.

The first page contains a list of All Communities. Simply click on a title to open the Community, view all related posts, or start a new conversation by creating your own post.

**Current Communities:**

- CCM
- Standards of Practice
- Workforce Development
- Delivery Systems
- Technology
- Chapter Leaders

**Comment**
Users can comment on original posts by clicking the topic or thread and commenting at the bottom of the page.

**Follow**
Tap the +Follow to never miss a comment. When you Follow posts, they will then appear in your News Feed.

**My Groups**
Tap the My Groups button at the top of the Communities page to filter the list of Communities based on Groups that you belong to.
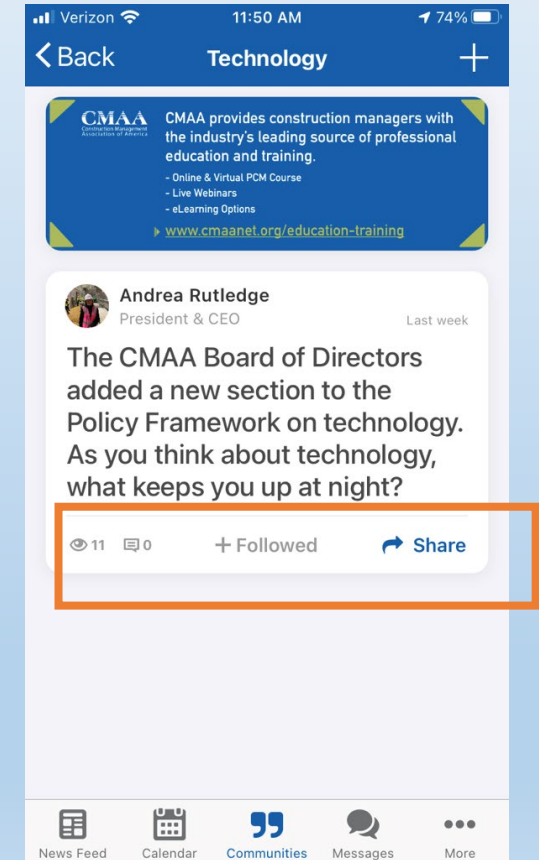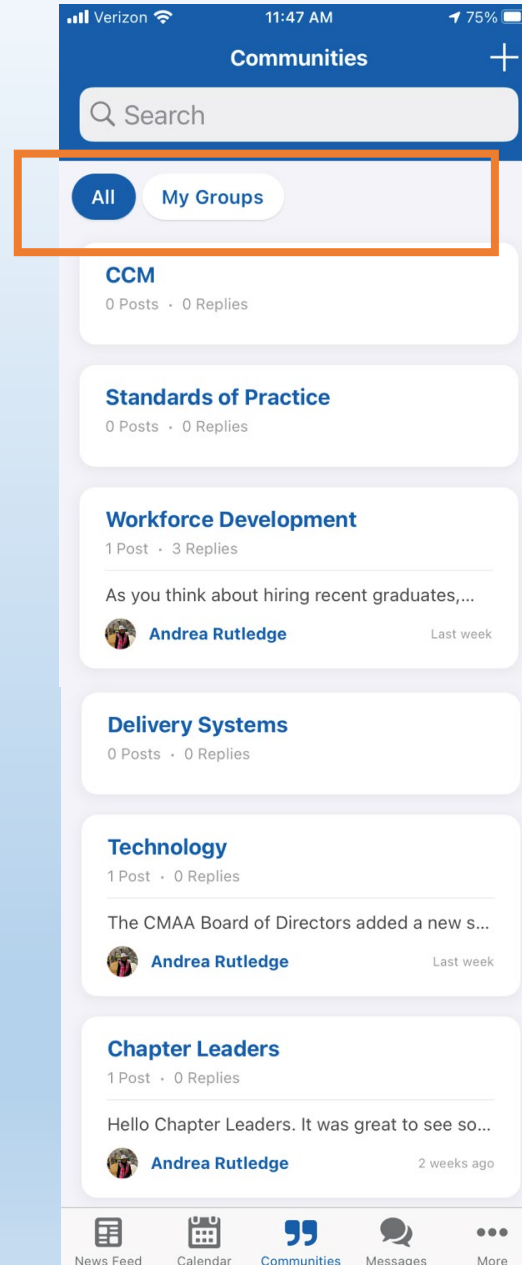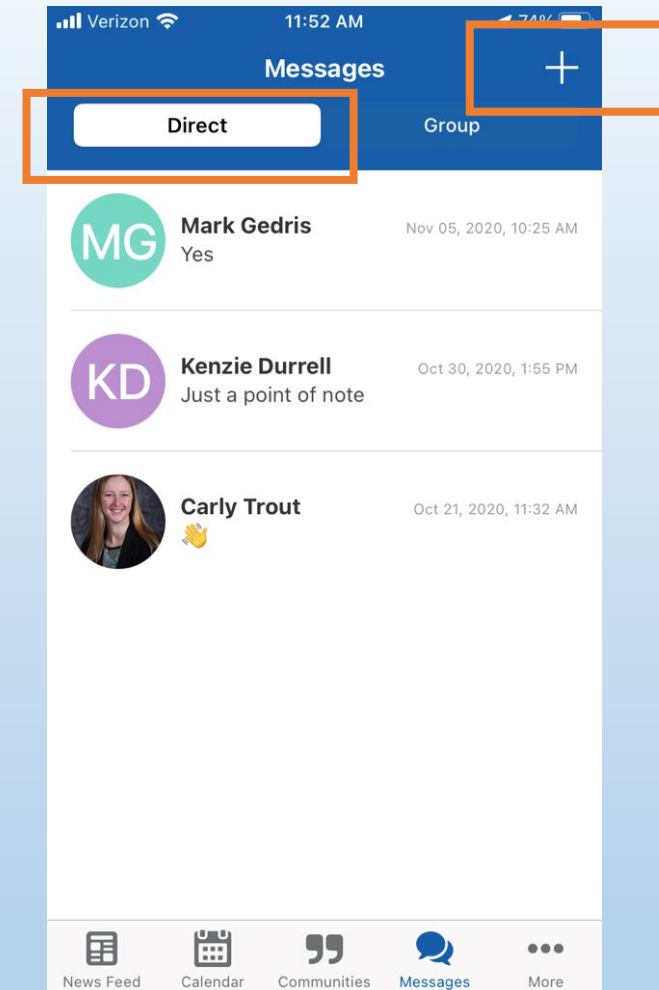
# Messages

Messages is also a members-only feature.

**View**
View sent and received messages in the "Direct" and "Group" buttons at the top of the screen.

**New Message**
Create new messages using the "+" icon at the top right of the screen. Users can attach photos or files, visit user profiles, add users to a Message, and leave a Message.
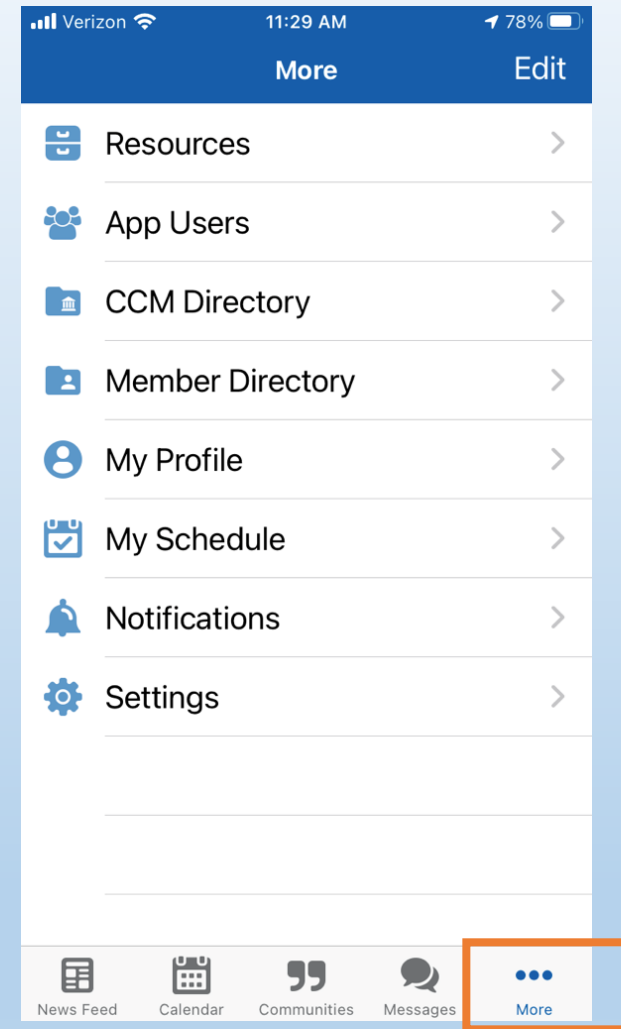
# More...

**iOS Devices**

Tapping "More" will display additional menu items

**Android**

"More" display is the default

# Resources

Have a question? Make this your first stop. The Resources library includes important CMAA resources such as the CM HQ User Guide, CMAA FAQs, and more.

Click a folder to open its contents, then click an individual file to view.

**Currently available resources:**

- CM HQ User Guide
- Membership
- CMAA Library
- Certification
- Professional Development Offerings
- CMAA FAQs
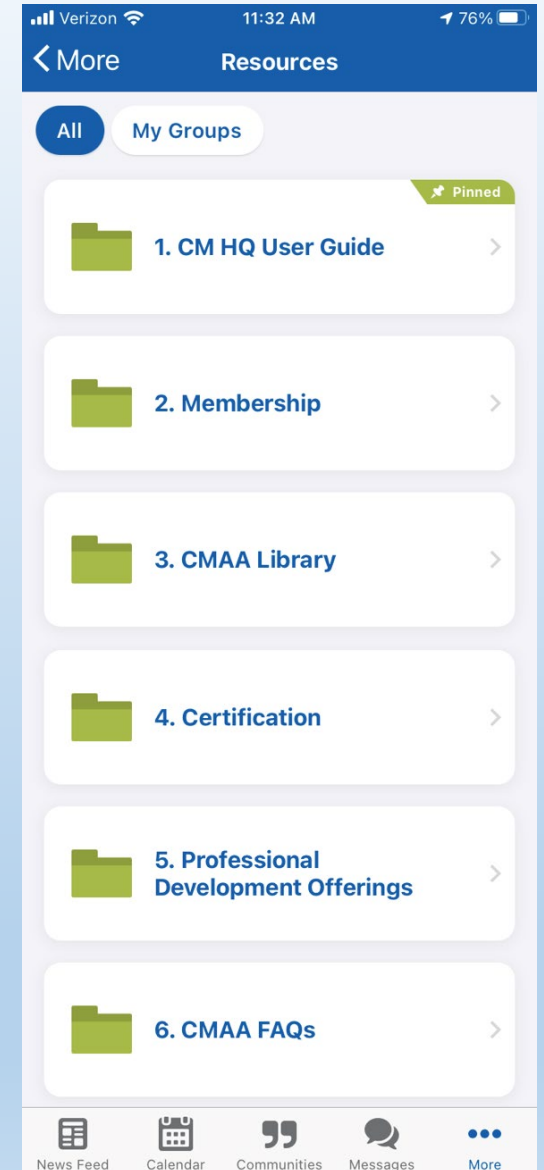
# App Users

## App Users List

This is a members-only feature in which you can easily view and search for all app users.
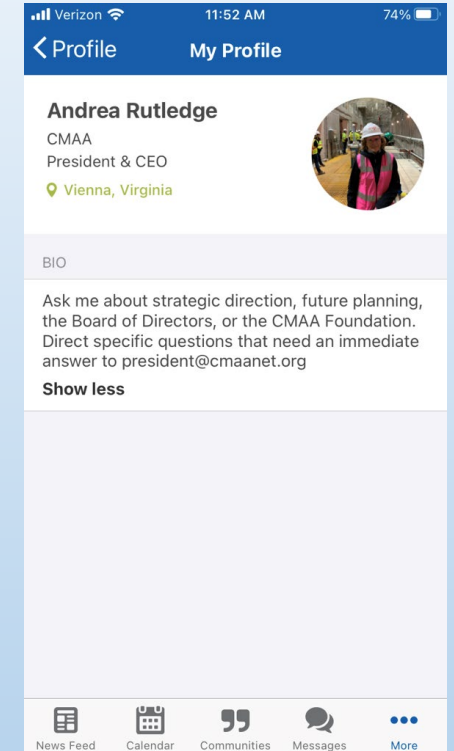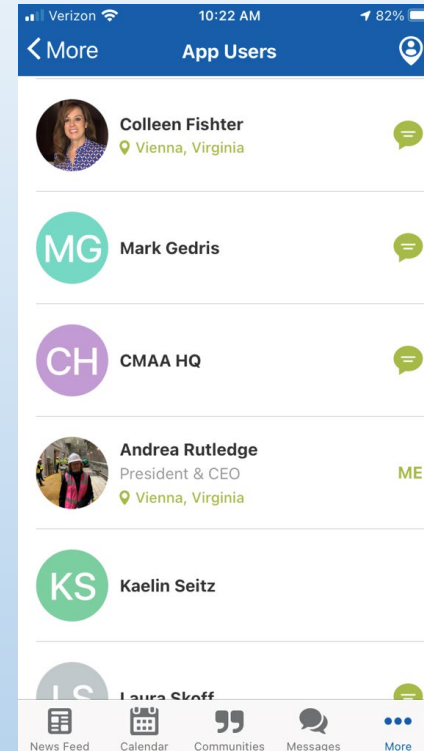
Open a user's profile to read their bio, add notes, mark as favorite, and send messages.

Name, Title, and Company are synced from your CMAA Member profile.

Your current City and State can be set in within your app settings.
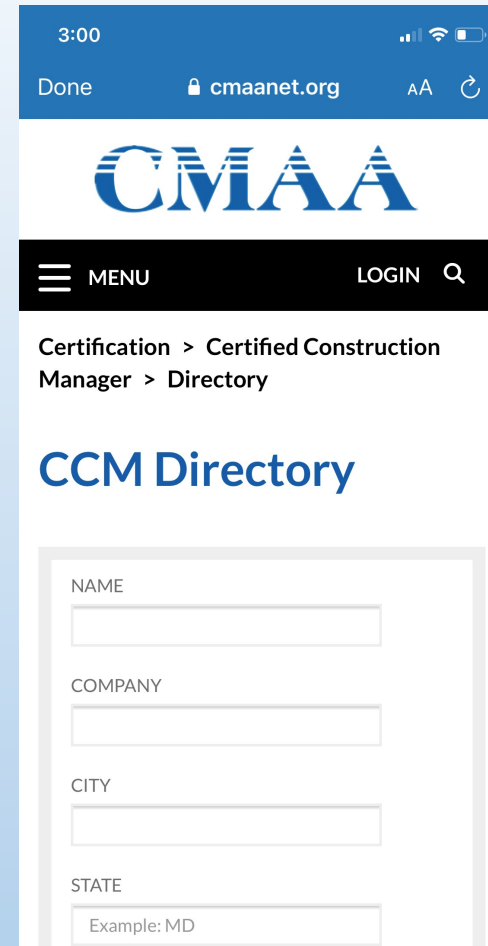
## Favorites

Favorited users will appear in your "Favorite" button on the top of the App Users list.

# Directories

**CCM Directory** and **Member Directory** will link directly to existing CMAA website directories.

To access either directory, you must login to the website and have an active membership.
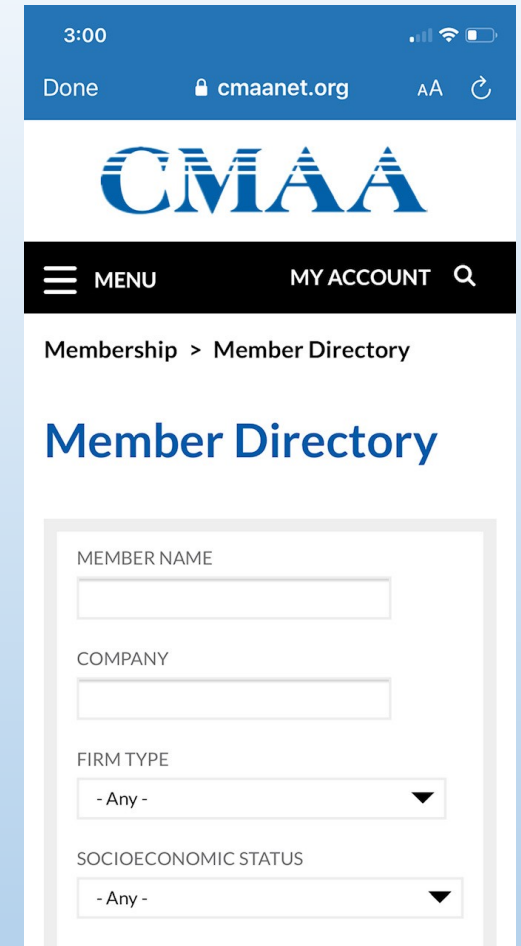
# My Profile

**Update CMAA Profile**

Tap the green edit button in the upper right corner of the screen to be taken to your CMAA account, where you can update your complete member profile, browse the CMAA Store, register for events, and more. To change your company name, please email membership@cmaanet.org

**Edit Profile Details**

Tap Edit App Profile to change your app profile image and bio. View your app profile to see how it appears to others. Your title and other basic information can be updated within your CMAA profile at the top of the page.

**Bookmarks**

Saved content from the News Feed will appear under "Bookmarks".

**Notes**

You can create notes about other users on their profiles, which will then save to your profile under the "Notes" tab (this is only seen by you).
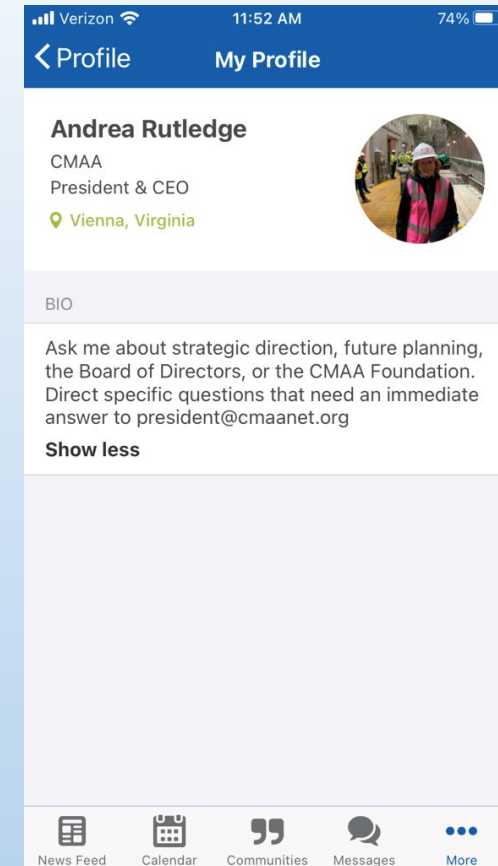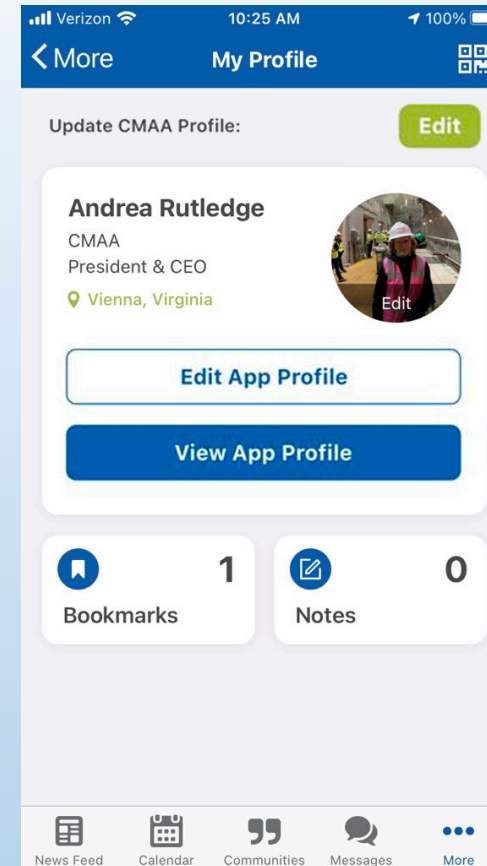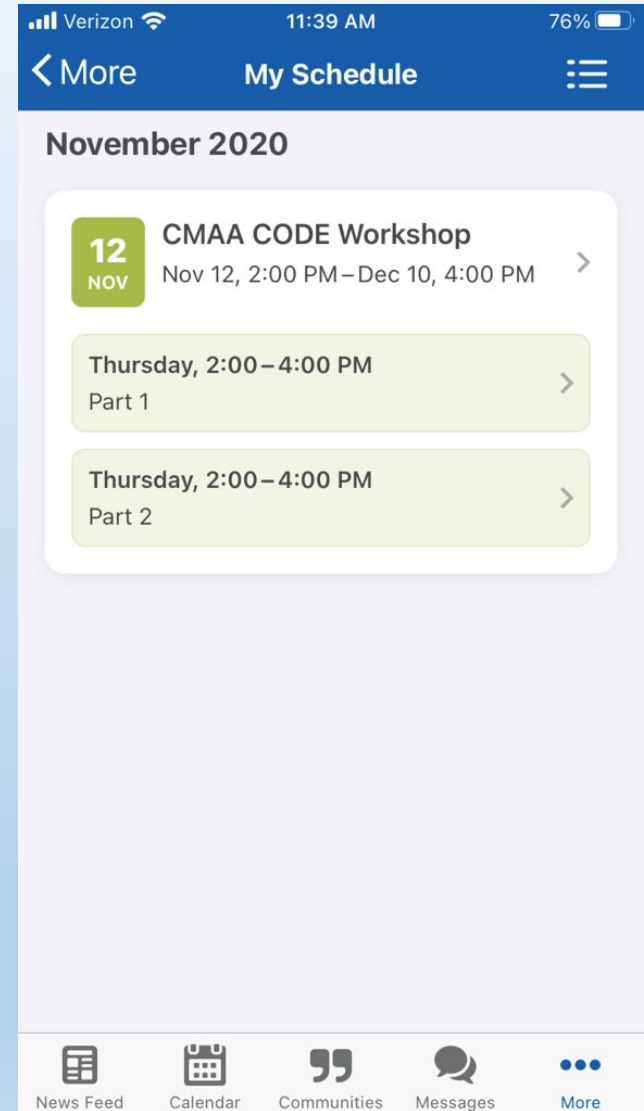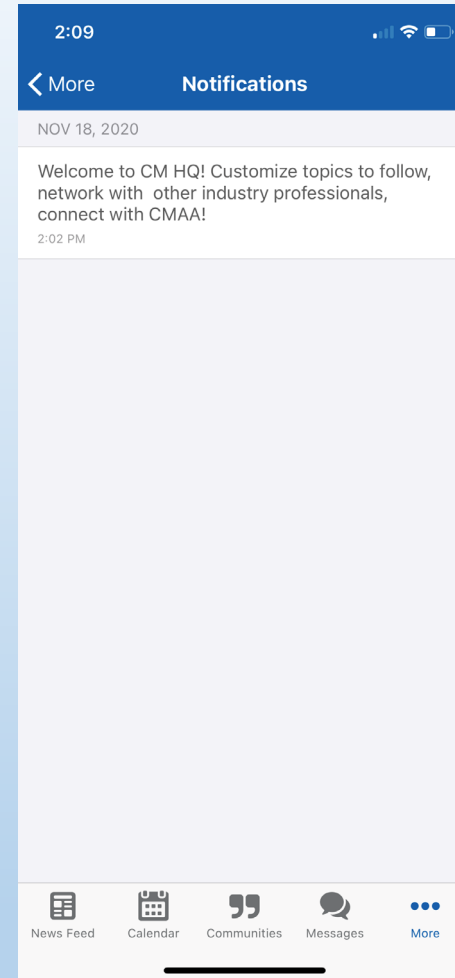
# My Schedule

**Add Events**

All events and sessions added to your schedule will appear under the "My Schedule" tab.

When you click on an event, any sessions you've added to your schedule will appear.

# Notifications

View a historical log of push notifications received from the CM HQ app.

# Settings

**Account details** is where you can add your Bio. Your Name, Company Info, and Member Info pull from your CMAA profile.

**Contact Details** can be changed in the App to indicate your current City and State.

Toggle **Near Me** on to allow other App users to see who is near them (geographically) based on the City, State entered in user's app settings.

**Notification Settings** is where you decide which notifications to allow, including Events, News, Polls, Communities, Tags.

**Blocked Users**, as well as our **Privacy Policy** and **Terms of Use** will also appear in Settings. This is also where you would **Log Out** of your account.
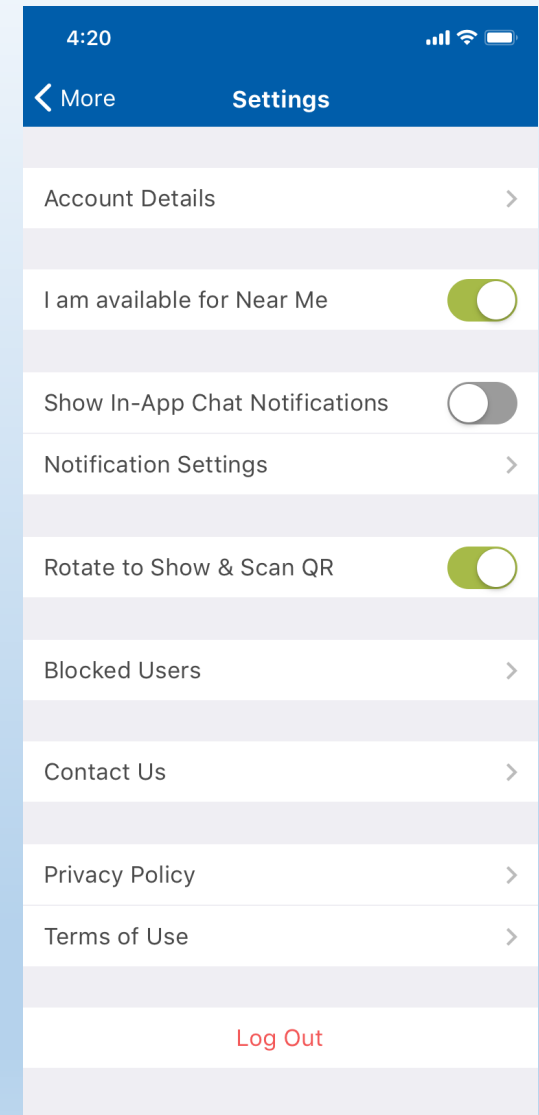
# FAQs / Troubleshooting

- To manually refresh app content, completely close the app from your app drawer. Then, re-open the app.

- Check your app store quarterly for new app updates.

- Login is required for certain restricted areas of the app. If you have trouble logging in, please contact support@cmaanet.org.

- If you receive any error message, take a screenshot. This allows our development team to get a better idea of what's happening.

- If any issues persist, please reach out to support@cmaanet.org and provide the following:
    - A description of the problem
    - A screenshot or screen recording of the issue
    - Device type (i.e. 8Plus or X)
    - Software version (i.e. 13.0.1)