# 2022 ELCA Churchwide Assembly Guide – Frequently Asked Questions

## What do I do if I have a question/issue not covered here?

At the assembly, go to the Tech Support tables located in the back of Hall A. You may also ask any Tech Support Volunteer (wearing blue shirt) for assistance. Outside of plenary hours or prior to the assembly, you may send your question to cwaguide@elca.org.

## How do I access the CWA Guide?

The Guide is available as an iOS or Android app, or through any web browser. In the Apple App Store or Google Play app store, search for **ELCA Events** (the developer is Bravura). At this assembly we will NOT be using the "ELCA Organizations & Events" app by Guidebook. Churchwide Assembly Voting Members may install the app on their own iPad (9.7" display or larger with iPadOS 9 or higher) or Android tablet (10" display with Android OS 4.4 or higher). Voting Members who asked for a loaner during registration will receive an iPad onsite in Columbus. The Guide is also available on the web at www.elca.org/cwaguidelogin.

## How do I log in to the CWA Guide?

This guide, which requires a log in, allows Voting Members to annotate documents in the Pre-Assembly Report, and access those documents across devices and on the web. Here are your **login steps**:

1. Open the iOS or Android app on your device, or go to www.elca.org/cwaguidelogin on the web
2. In the app, pick the **2022 ELCA Churchwide Assembly** event and tap "Select Event"
3. If you haven't logged in before, tap "Sign up" and fill out the form. If the app responds "This email is already registered …" go back and select Login
4. When you select "Login," enter your email address and select "Sign in."  You only need to enter a password if you have set one before, inside the app.
5. If you get an "Invalid Login Details" message, use the option for "Email me my password" to retrieve it. Once you have your password you can log in and reset it if need be.
6. When logging in on the app you may be prompted to apply updates. For subsequent uses of the app, you probably won't be prompted to login, but it will periodically apply updates.

## Should I set a password for the Guide? How do I do that?

While a password is not required when you Sign Up to access the CWA Guide, setting one will secure your Guide account for your use. Here are the steps:

1. From the app Home or Dashboard screen, tap "My Meeting"
2. Tap "My Profile," then "Change Password"

## How do I make sure my Guide is up to date?

The Guide apps should automatically update every couple minutes (the web version is always up to date), but at any time, you can start a sync with these steps:

1. Tap "My Meeting" and then "My Profile"
2. Tap "Settings" and then "Sync App Data"
3. Tap "Sync Now" and confirm with "OK"

If the update is taking a while (sometimes up to around 40 seconds, if lots of updates are arriving), just wait. If the expected update hasn't arrived, try a couple more syncs. If you still don't think you have everything, go to the Technology Support desk in the back of Hall A, or email cwaguide@elca.org.

## How can I tell if I have the special PDF viewer for Voting Members?

The default PDF viewer in the CWA Guide offers the ability to scroll through PDF pages. A special PDF viewer is available for Voting Members, **only in the Pre-Assembly Report section of the CWA Guide**. It offers the following features: go to a specific page number; create comments or highlight portions of the document; search for a word or phrase; navigate the Outline of a document, if one is present; change from full page to page width view; change from flipping to scrolling through pages; and more. Your Guide login gives you access to your annotated documents across all your devices and on the web. If you are a Voting Member and you don't see these features, go to the Tech Support tables in the back of Hall A, or email cwaguide@elca.org. If you are a Voting Member, the top menu of a document in the Pre-Assembly Report should look something like this:
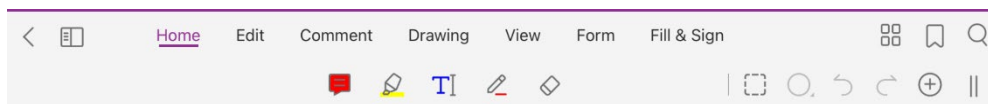


## How do I navigate through a document in the Pre-Assembly Report?

These instructions are written specifically for iOS and Android versions of the Guide. All of these features are available for Voting Members' Pre-Assembly Report on the web. But behave a little differently:
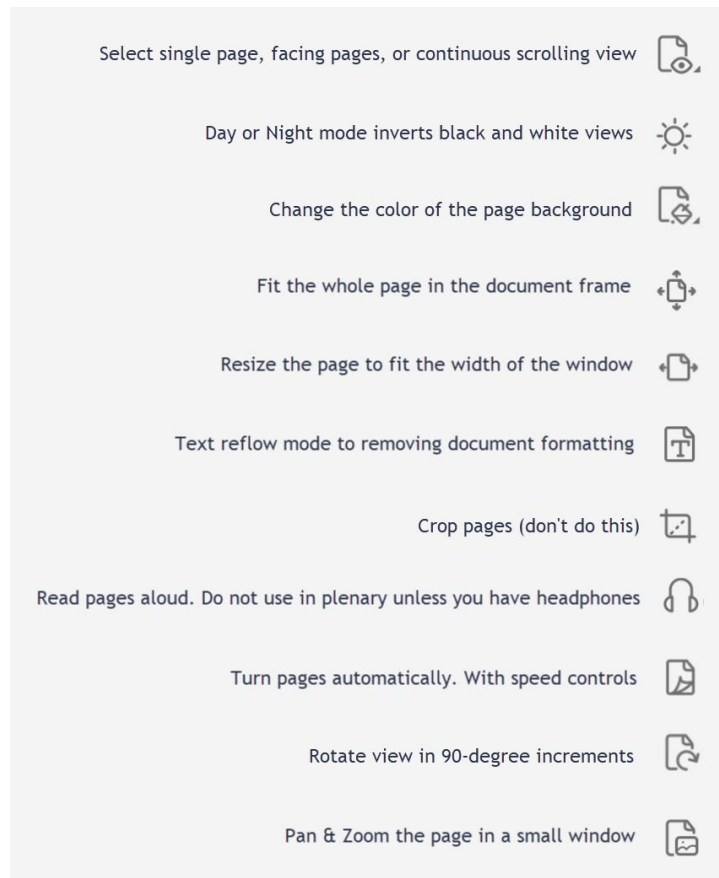


1. **Go to a specific page**: tap the page # in the lower left, enter the page #, click OK.
2. **Swipe pages**: left or right in single page viewing mode, or up or down in continuous scroll.
3. **ControScroll through pages:** drag the scroll control right or left in the single page mode, or up or down in the continuous scroll mode.
4. **Jump to sections in an outline**: tap the Outlines menu symbol to the right of the < symbol at the top of your tablet. Then pick Outline symbol to select the Outline of the document (if available). Tap the section you want to jump to. The < symbol will make you **Exit the document**, so be careful when tapping the control to get to the Outline.
5. **Search for a word or phrase**: tap the "magnifying glass" in the upper right hand corner of the screen. Type the word or phrase to search for and press return or search key. You can press the Search settings control to make your search case sensitive or limit the search to match whole words only. After you tap and go to the results you want, you can navigate forward or backwards through the results or get back to the list of results, using the Search results navigator.

## How do I change my view in a Pre-Assembly Report document?

Use the controls under the "View" menu in the special PDF viewer in the Pre-Assembly Report to adjust your view of the document. Here is what the icons mean:

Select single page, facing pages, or continuous scrolling view

Day or Night mode inverts black and white views

Change the color of the page background

Fit the whole page in the document frame

Resize the page to fit the width of the window

Text reflow mode to removing document formatting

Crop pages (don't do this)

Read pages aloud. Do not use in plenary unless you have headphones

Turn pages automatically. With speed controls

Rotate view in 90-degree increments

Pan & Zoom the page in a small window

## How do I download or email a Pre-Assembly Report document to myself?

- The best way to save a file from the Pre-Assembly Report is to **log into the web version of the CWA Guide** (www.elca.org/cwaguidelogin) and open the document you'd like to save. Press the "Download" button in the menu ribbon at the top of the document. The dialog menu should appear that let's you save the PDF file on your device, somewhere you can find it. You can even do this process when you get home from the assembly (your files follow your login).
- The process above can even be done on an ELCA-provided iPad, but to find the file on that device you will need to use the Apple "Files" app, search for all PDFs, open your file, and then **tap the "Share" icon to email the file to yourself**.
- Another option is to **email links to documents to yourself**. This is done by "Downloading" documents (even documents that aren't in the Pre-Assembly Report") to your "Tote Bag" which is located in the "My Meeting" section. Tap the "Search" icon on the app home page and enter at least part of the title of the document you want to email to yourself. When you see the document in the Search results, tap the title and then select the "Tap/click here to view the file" link. If the document isn't already in your Tote Bag, you should see an option to "Download" it to your Tote Bag. You can accumulate a list of documents in this manner to your Tote Bag and then email links to all your Tote Bag documents to yourself. When you open that email and click a link for any document, the document will open in a browser window, and you can save it on your device from there.

## How do I add items from the Schedule, and personal items, to "My Schedule"?

1. In the Schedule, tap the item you want to add and select "Add to My Schedule"
2. To add a personal event entry to your "My Schedule," go to "My Meeting," "My Schedule" and tap the "New Event" tab to make your entry.
3. You can export your "My Schedule" and email the calendar file to yourself if you want to import it into your personal calendar.