



2021 Virginia Synod Assembly App Frequently Asked Questions

1. What is the Assembly App?

It's a mobile app (preferred for tablets and can be used on phones) created by the synod office to reduce printing paper resources for the assembly and be an information source for assembly participants.

2. What are the minimum requirements for using the Assembly App?

While the Assembly app will work across multiple devices (and even in a [standard web browser](#)), it is optimized for an iPad. Apple devices' minimum requirement is iOS version 10.0 or later, a Lightning power connector, and a greater-than 9-inch screen. The minimum requirements for Android devices are Android OS version 5.0 and greater than 9-inch screen size.

3. What is the Bulletin of Reports?

Information in the Bulletin of Reports will be referred to during the assembly. This section within the Assembly App is a replacement for the paper binder distributed in the past to assembly voting members. The e-binder has sections and sub-sections for organizing the reports, nominations, and other files. The documents are "PDF" files that you can open to read, annotate, and search.

4. How do I access/install the Assembly App?

There are three ways to access the Assembly App (also highlighted on this web page:

<https://guidebook.com/g/#/guides/2021vasynod>):

- As an "App" you install on your **iPad** or iPhone. For Apple devices, go to the Apple App Store and search for ELCA Organizations and Events. After installing that app, download the 2021 Virginia Synod Assembly guide.
- As an "App" you install on your **Android** phone or tablet. For Android devices, go to the Google Play Store and search for ELCA Organizations and Events. After installing that app, download the 2021 Virginia Synod Assembly guide.
- Some functions are available through any **web browser**; just go to this web address:
<https://guidebook.com/guide/174251/>.

6. Why should I create an ELCA Organizations & Events account?

A free account allows you to log into the iOS or Android version of the app and the guide's web version, so features like 'My schedule' will stay in sync. In the apps, you are also able to find and message other attendees.

7. What's the best way to navigate forms linked in the Assembly app?

The submission forms and surveys in the Assembly App open in a web browser to complete and submit the form. When navigating through forms, avoid using navigation buttons provided by Guidebook or a web browser; instead, use the Next button on each page of each document. Using other navigation buttons can cause form submission errors.

8. How do I annotate documents in the Assembly app?

iAnnotate is special markup software that is built into the iPad version of the assembly app. It allows you to set personal bookmarks in a document, mark sections of interest to you with a color highlight, draw on the document with your finger, underline portions of a document, and copy a highlighted section of text to the clipboard to paste into another application (e.g., an email). Non-iPad users can annotate locally saved documents using Adobe Reader or other software.

9. If I annotate a PDF using the Assembly app's annotation features, will the notes carry over to the new version of that PDF?

No, because document updates often change a document's structure, it is impossible to carry over your annotations. However, you will retain the notes on the version of the document you have annotated.

10. How do I keep a copy of my document and notes after the assembly is over?

Each document in the Assembly App may be emailed using the email icon in the bottom right corner of

the screen:



Non-iPad users can click the Share icon in Adobe Reader:



11. How will I know I have the latest version of a document being considered by the Assembly?

Any document files that have been revised will have revision numbers in the file name and description.

12. How will the Assembly App content be updated?

When changes to the Assembly App are published, it can take a few minutes for the new content to appear on your device. To be sure your app is up-to-date, tap the refresh icon at the top of your screen.



13. I'm new to using the iPad; where can I go for basic help for using that effectively?

Here are some resources and references about the iPad:

- iPad user guide: <https://support.apple.com/guide/ipad/welcome/ios>
- Guided tour: <https://www.lifewire.com/guided-tour-of-ipad-1994403>