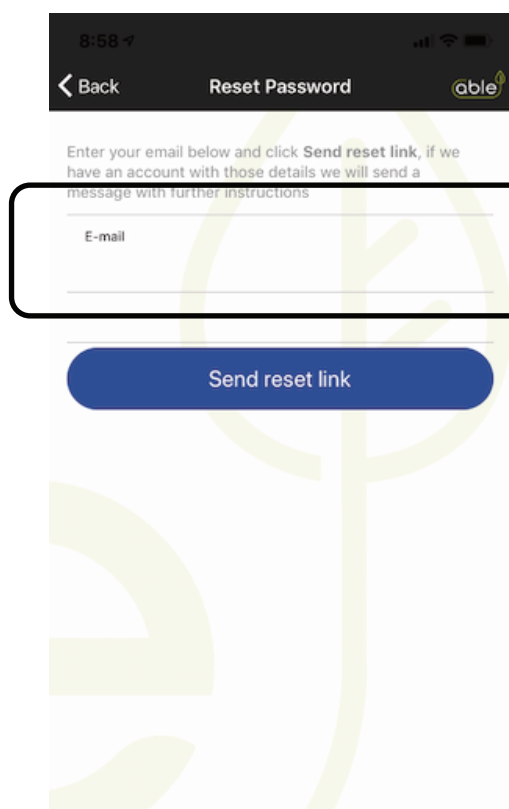
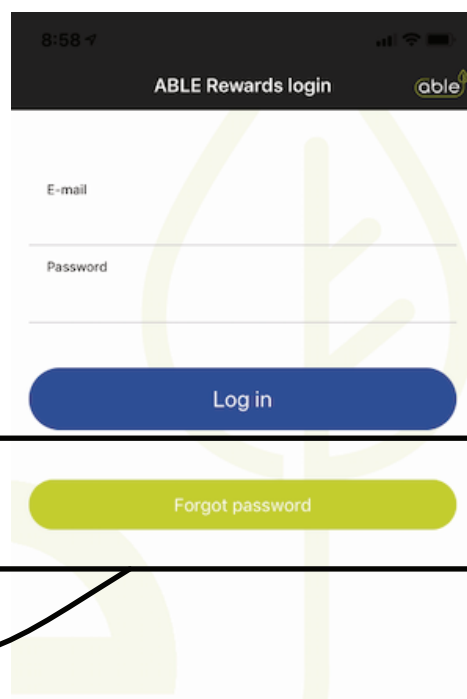


## Getting set up

1. Connect phone to wifi or switch on your data.
2. Go to your phone app store.
3. Search for: ABLE Rewards.
4. Download the app.
5. Locate and open the app on your phone home screen.
6. Click 'Forgot password'.



7. Type your email address in.
8. Click 'Send reset link'.
9. Go to your email inbox.
10. An email is sent within 5 minutes.
11. Check the junk folder if you can't see the email.
12. Read the email and follow the instructions to set a password.
13. Go back to the app.
14. Use the password you have just created to log in.

## App guided tour

**1** Conference resources can be found here and downloaded as a PDF to your phone to access offline.

**4** Special offers and promotions for members.

**6** Go back to this Home menu.

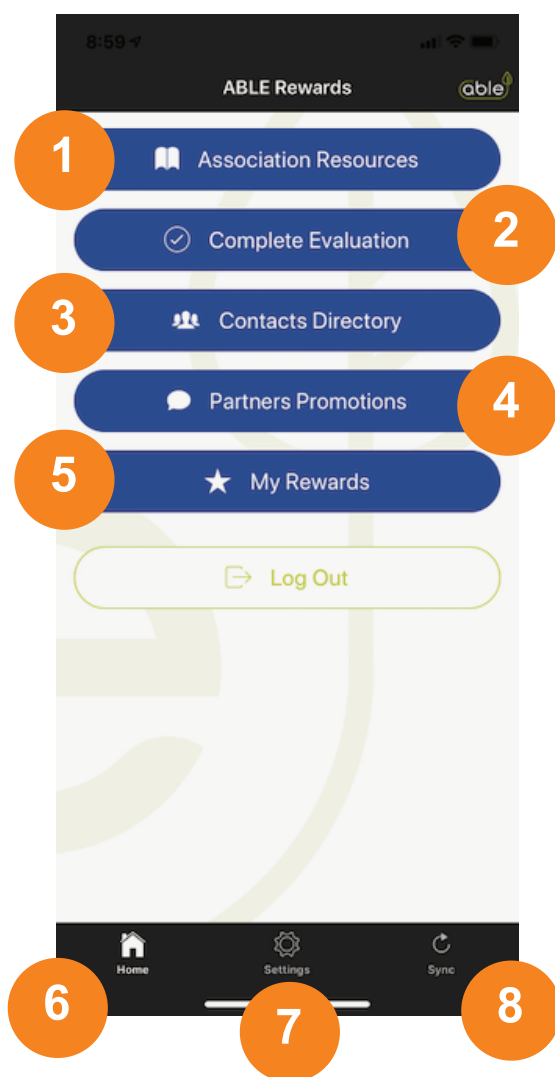
**7** Set up your profile that others will see in the Contacts area. Use the Settings icon (see next help sheet.)

Link to the conference / training evaluation.

Contacts directory of the ABLE members, their schools and skills.

See your Rewards statement and spend your Rewards.

Check your app data is up to date using Sync.



## Setting your profile so others can see it

**1** You can update your details in the Account area.

**4** Your name and email addressed used for logging in to this app.

**6** Click on skillsets to select or unselect areas that you are confident in.

**7** Any changes you make need to be authorised by putting in the app password and clicking Save changes.

**2** In the Administration area you can manage your account.

**3** Click the toggle to 'green' and other members will see your details on the app Contacts area.

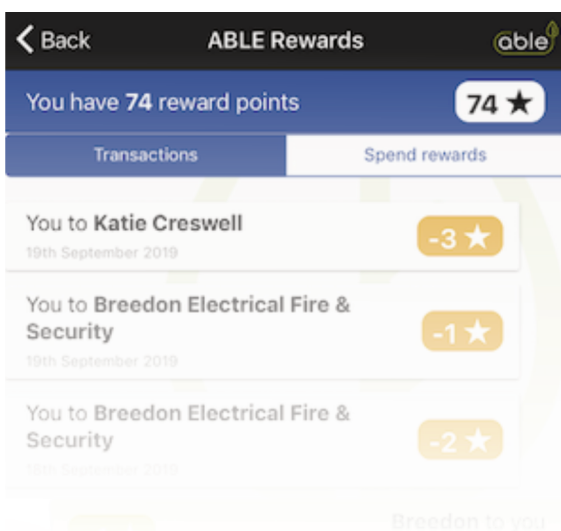
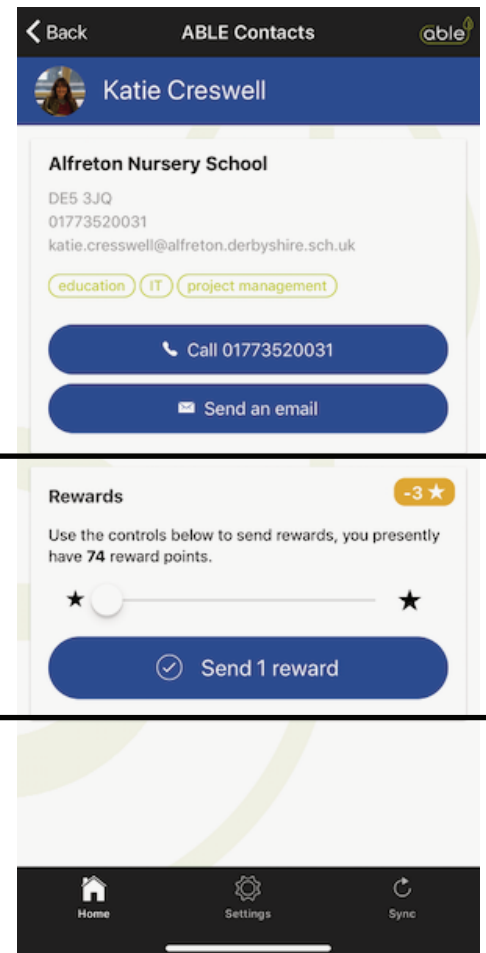
**5** School name, postcode, school number and school email address are all optional.

**8** Add your picture. One click launches camera, a long press opens your gallery.

## Using Rewards

### Giving someone a Reward

1. Open the app.
2. Go to the Contacts Directory.
3. Locate the person you want to give a Reward to.
4. Click on their profile.
5. Use the slider to decide how many Rewards to give them.
6. Click Send Rewards.
7. Use the pop up window to explain why you are giving them this Reward.
8. Click Send Reward.



### Rewards Statement

1. Open the app.
2. Go to Home.
3. Go to My Rewards.
4. This a statement of the Rewards you hold, how you have gained Rewards and how you have spent Rewards.