Thank you for using the BTU Building Reps App. This guide aims to provide you with a step-by-step process on how to use different features of the app.

The BTU Building Reps app can be downloaded on your iPhone or Android through your device’s app store, or you can use the links or QR codes below.

**For iPhone or iOS**

![QR Code for iPhone or iOS](image)

**For Android**

![QR Code for Android](image)

This is an app which allows building reps to check in and get points for completing goals for the Boston Teachers Union (BTU) Local 66.
Click on the icon on your phone and open the app.

Enter your username and password, and click on “Log In.”

Your username is not your email address. If you have registered using the app before and don’t recall your username, please send an email requesting your username to BTU@617mediagroup.com.

If you don’t remember your password, you can either use the “Lost Password” function on the app or you can send an email to BTU@617mediagroup.com to request a new password.
If you haven’t registered using the app, please click on “Register” to use the app.

Enter all the information and click “Sign Up.” Once you fill out the form, you will be logged into the app automatically. The screen below will be the first screen you see after logging in.
The “Activity” page is the first page that appears once you are logged in. Click on the three bars on the top left corner to view the navigation menu.

Click on “Scoreboard” to see the points total for all Building Reps. On this page, you can see where your points total stands in comparison to other Building Reps.
Click on “Profile” to see and edit your profile. Your points total will be displayed at the top of your profile page.

*To learn how to edit your profile, visit page 9.

To log out of your account, visit the main navigation menu and click on "Logout."

Click on "Click here to logout."
NAVIGATING THE APP

Any time you see the option "Back" on the top left, click on it to return to the previous page, and click on the activity icon on the bottom of the page to return to the “Activity” page dashboard.

At any time, you can use the menu options on the bottom of your screen to visit any of the three pages.
Click the “Profile” option within the “Navigation” menu and a new “Profile” menu will appear. Use the options here to edit or change your profile elements, including cover or profile image.
Click on "Notification" option within the "Navigation" menu and a new "Notification" menu will appear. Click on "Read" or "Unread" to sort your notifications.
Click on “Settings” option within the “Navigation” menu and a new “Settings” menu will appear. Use the options below to customize your in-app experience of using the app or change your password on this page.
Click on the top right corner icon to enter the details of your points.

Once the points screen appears, select the action using the drop-down menu.

Enter the information of your action.
Click on "Attach Photo" to add an attachment. Please note: Only .jpgs and .png format attachments will be accepted by the app.

Click on "Post Update."

Once the points have been saved, you'll be back on the "Activity" page, where you can view your points or others.

Additional step: To delete an entry, click the "Delete" button under the activity on the "Activity" page. Repeat the above steps again to re-enter or enter more points.