

OMA APP USER GUIDE

Getting Started

STEP 1

Download the App!

SCAN



Apple

SCAN



Google Play



Determining your username and password

Your username and password are the same as your log in credentials with the League of Oregon Cities (LOC). If you update your password on the LOC site you will need to enter your new password into the app.

STEP 2

Enter your username and password

Username: your city email

Password: Mayors2023

STEP 3

Enjoy the App! Get the latest news and event info, connect with your peers and collaborate.

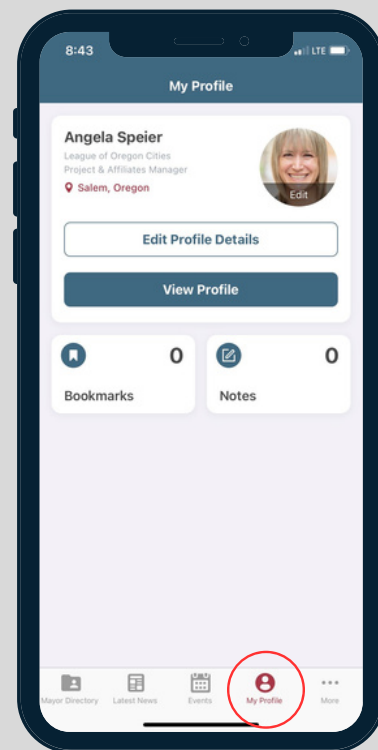
Don't have an account or having trouble logging in

Contact Angela Speier, OMA Staff Liaison at aspeier@orcities.org.

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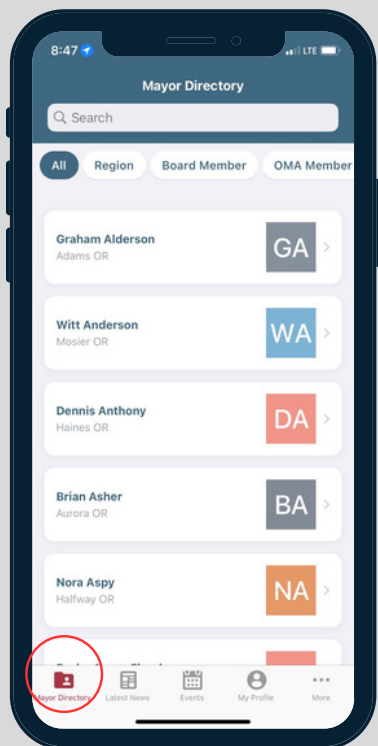
PROFILE

- Take a few moments upon logging in to add a profile picture! Just click "Edit" on the picture and upload a saved picture or take one.
- Click "View Profile" to make sure all the information is correct. To add a cell phone number or update your number, click the "More" button next to My Profile. Then select "Settings" and "Contact Details" to add your cell number.
- Saved content from the News Feed will appear under the "Bookmarks" tab.
- You can create notes about other OMA members when you are viewing their profile that will then save under the "Notes" tab. These notes are only seen by you.



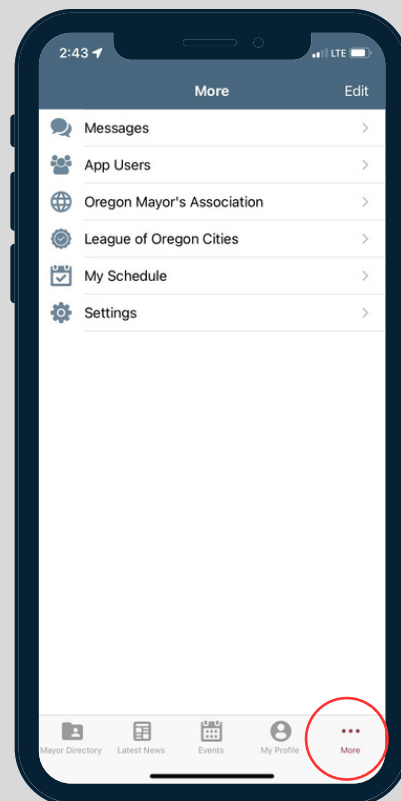
MAYOR DIRECTORY

- Welcome to the new electronic member directory! This will replace the paper directory and is linked directly to the LOC's database, so contact information will remain up-to-date throughout the year.

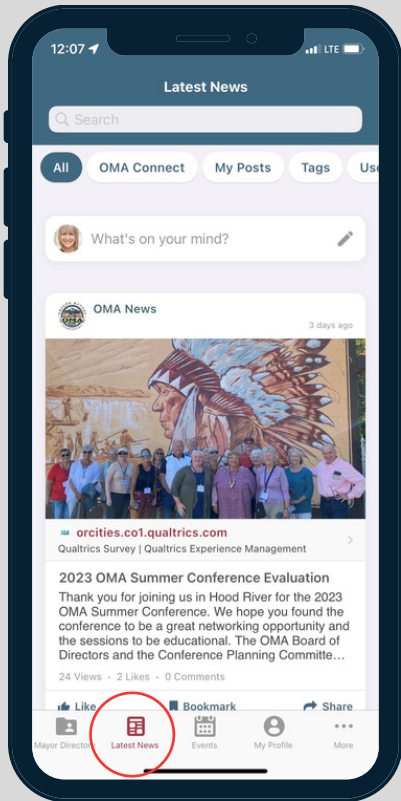


MESSAGING

- Click "More" and "App Users" to see the full app user list and directly message a user by clicking on the message icon to the right of their name.
- Under "More" you can also send a direct message to another app user or create a group message by clicking on the "Message" menu item.
- To create a group message click "Group" at the top of page and the "+" symbol to add app users to your group message.
- Inside of messages, you can attach photos or files by clicking on the paperclip at the bottom of the message screen.



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LATEST NEWS

- Keep up to date with happenings at the OMA and the LOC on this screen.
- The "Latest News" screen contains the OMA News Feed. In addition to news and information from the OMA, you can add content for OMA members.
- When you add content you can choose to post to All Users or Groups of OMA members you belong to. Be sure to allow comments when soliciting feedback.

EVENTS

- All OMA Events will display under the "Events" screen.
- For events like the OMA Summer Conference members can add sessions to the "my agenda" tab to keep track of which sessions you want to attend. To do this, switch over to the "Agenda" tab at the top, and click on the square + icon to the right of each session. This will automatically add the sessions to the "My Agenda" tab and you will have the option to also add it to your phone calendar.
- Speaker information and presentations can be found by clicking on the sessions.
- Current events will display when the "Events" screen is selected.
- Past events can be found by selecting the past tab at the top of the screen.

