

CM HQ App User Guide

Welcome to the CM HQ App!

Construction Management HQ is where the CM/PM industry comes together.

Login

All first-time users will be asked to login.

Login using your CMAA member credentials (username and password).

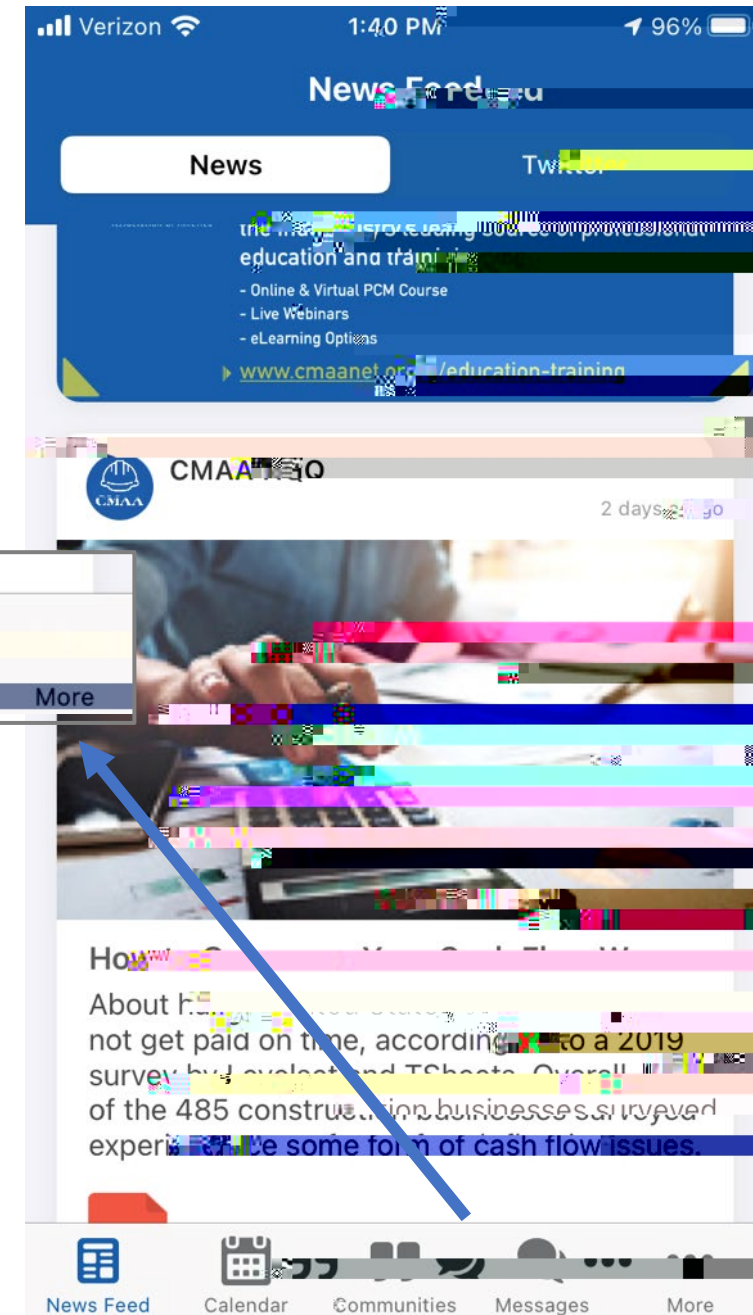
Your Name, Title, and Company are synced from

Bottom Navigation Bar

Once you're logged in, you'll want to check out the bottom navigation bar. This allows users to access different features of the app.

To start, your navigation bar shows:

- News Feed
- Calendar
- Communities (for CMAA members only)
- Messages (for CMAA members only)
- More



News Feed/Landing Page

All first-time users arrive at the News Feed. It is also the first icon on your bottom navigation bar.

At the top of the News Feed page you will see buttons for "News" and "Twitter".

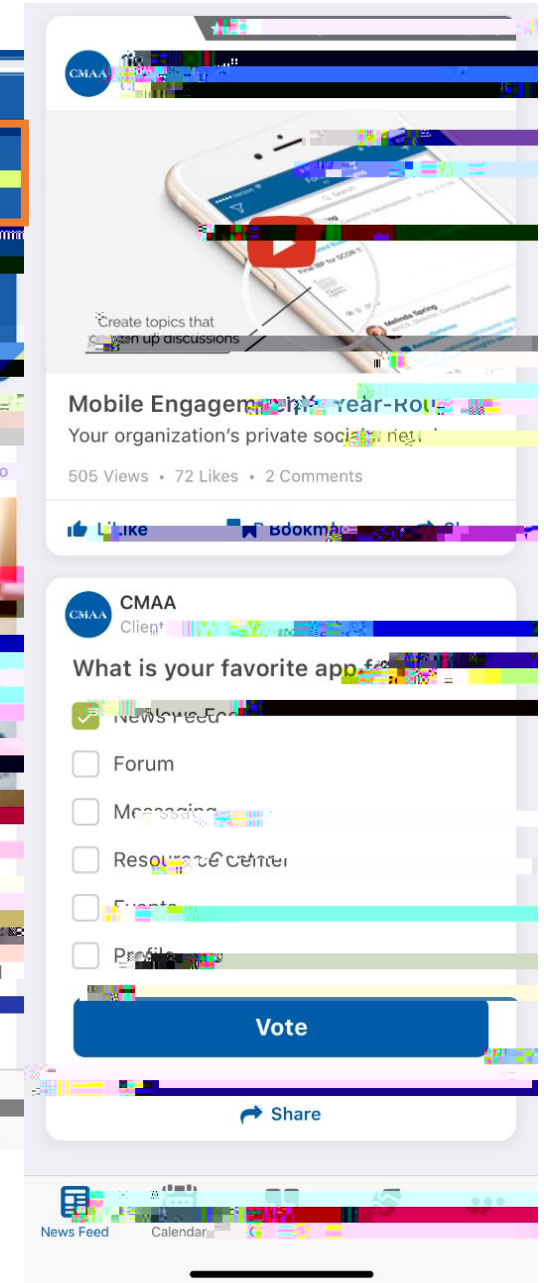
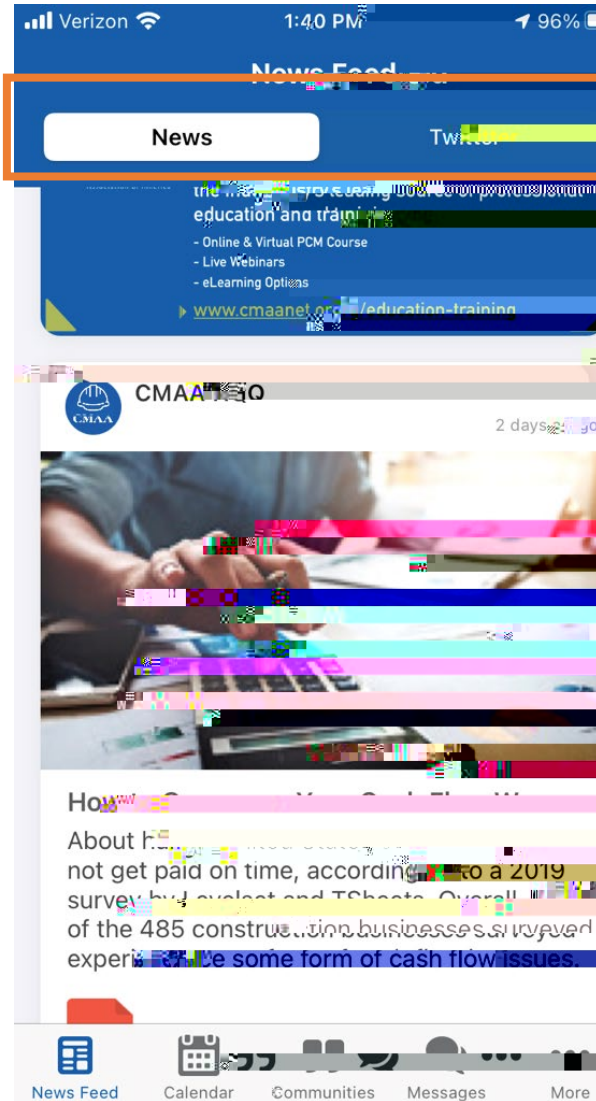
News Feed

News Feed includes MCX content, polls/surveys, videos, and more!

Interact with content in the News Feed by liking, saving, and sharing.

Twitter

Tap the Twitter button on the upper right to pull our CMAA_HQ Twitter Feed directly into the app.



Calendar

View Upcoming Events

An event is a CMAA program you can register for (e.g., webinar or PCM Course).

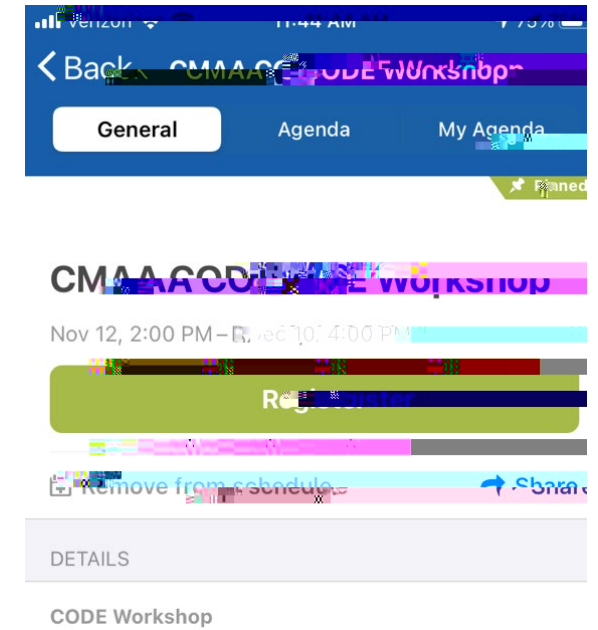
Tap the Calendar icon to view all upcoming events in either “List” or “Calendar” view by selecting either option at the top of the tab.

You can filter events by Category, Month, My Groups, Tags, etc. by tapping the button across the top of the screen.

Register for an event

Event details

An event is a CMAA program you can register for (e.g., webinar or PCM Course).



Event Page

Clicking on the Event takes you to the specific Event Page.

Agenda

Inside the “Agenda” you will find all sessions listed for that event. Add individual sessions to "My Agenda" and build out your schedule by clicking the “+” icon to the right of the session. All added sessions will

Communities

Communities is a members-only feature.

The first page contains a list of All Communities. Simply click on a title to open the Community, view all related posts, or start a new conversation by creating your own post.

Current Communities:

- CCM
- Standards of Practice
- Workforce Development
- Delivery Systems
- Technology
- Chapter Leaders

Comment

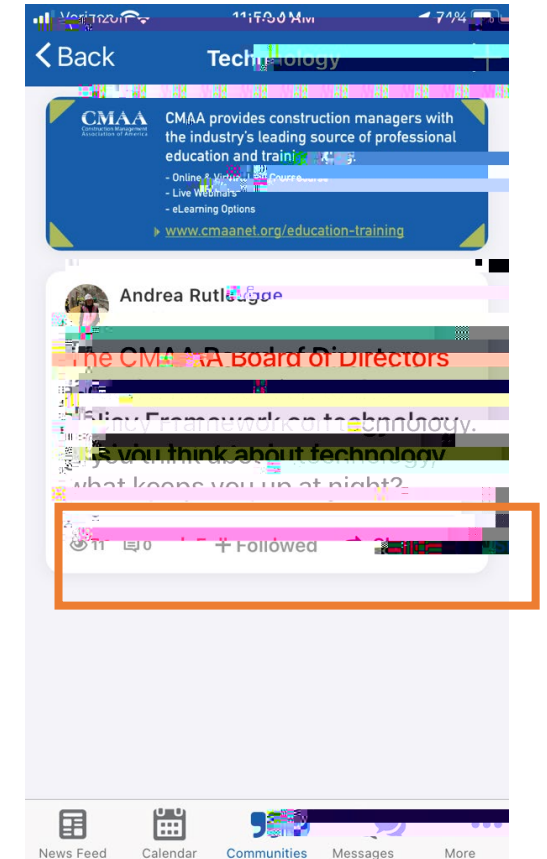
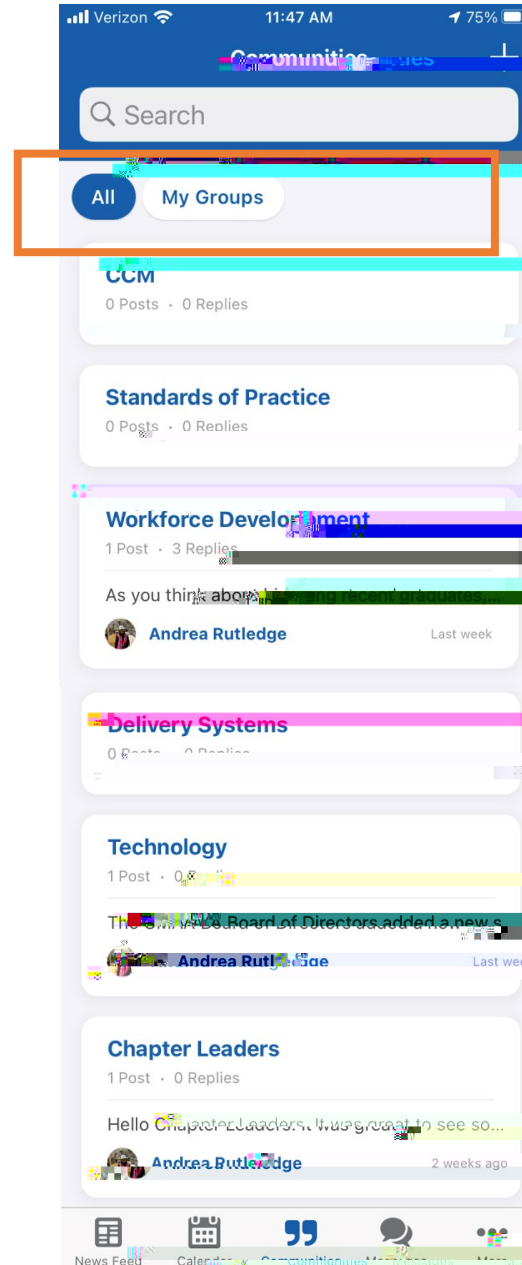
Users can comment on original posts by clicking the topic or thread and commenting at the bottom of the page.

Follow

Tap the +Follow to never miss a comment. When you Follow posts, they will then appear in your News Feed.

My Groups

Tap the My Groups button at the top of the Communities page to filter the list of Communities based on Groups that you belong to.



Messages

Messages is also a membership feature.

View

View

More...

iOS Devices

Tapping "More" will display additional menu items

Android

"More" display is the default



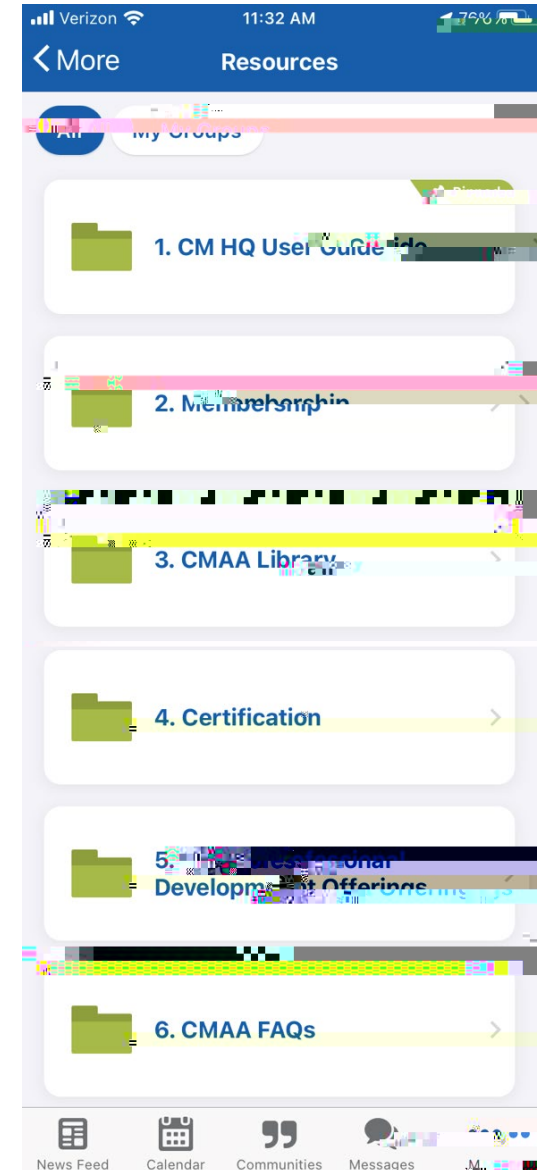
Resources

Have a question? Make this your first stop. The Resources library includes important CMAA resources such as the CM HQ User Guide, CMAA FAQs, and more.

Click a folder to open its contents, then click an individual file to view.

Currently available resources:

- CM HQ User Guide
- Membership
- CMAA Library
- Certification
- Professional Development Offerings
- CMAA FAQs



App Users

App Users List

This is a members only feature in which you can easily view and search for all app users.

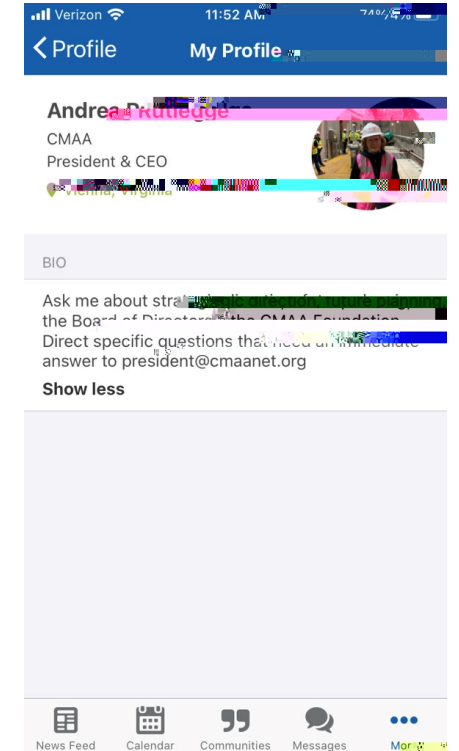
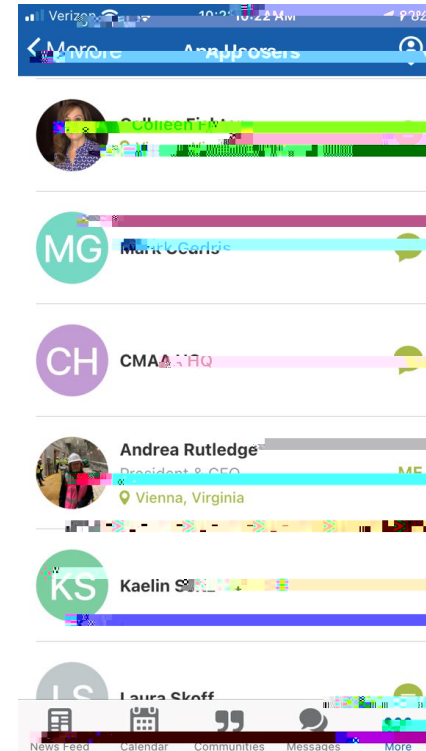
Open a user's profile to read their bio, add notes, mark as favorite, and send messages.

Name, Title, and Company are synced from your CMAA Member profile.

Your current City and State can be set in within your app settings.

Favorites

Favorited users will appear in your "Favorite" button on the top of the App Users list.



My Profile

Update CMAA Profile

Tap the green edit button in the upper right corner of the screen to be taken to your CMAA account, where you can update your complete member profile, browse the CMAA Store, register for events, and more. To change your company name, please email membership@cmaanet.org

Edit Profile Details

Tap Edit App Profile to change your app profile image and bio. View your app profile to see how it appears to others. Your title and other basic information can be updated within your CMAA profile at the top of the page.

Bookmarks

Saved content from the News Feed will appear under “Bookmarks”.

Notes

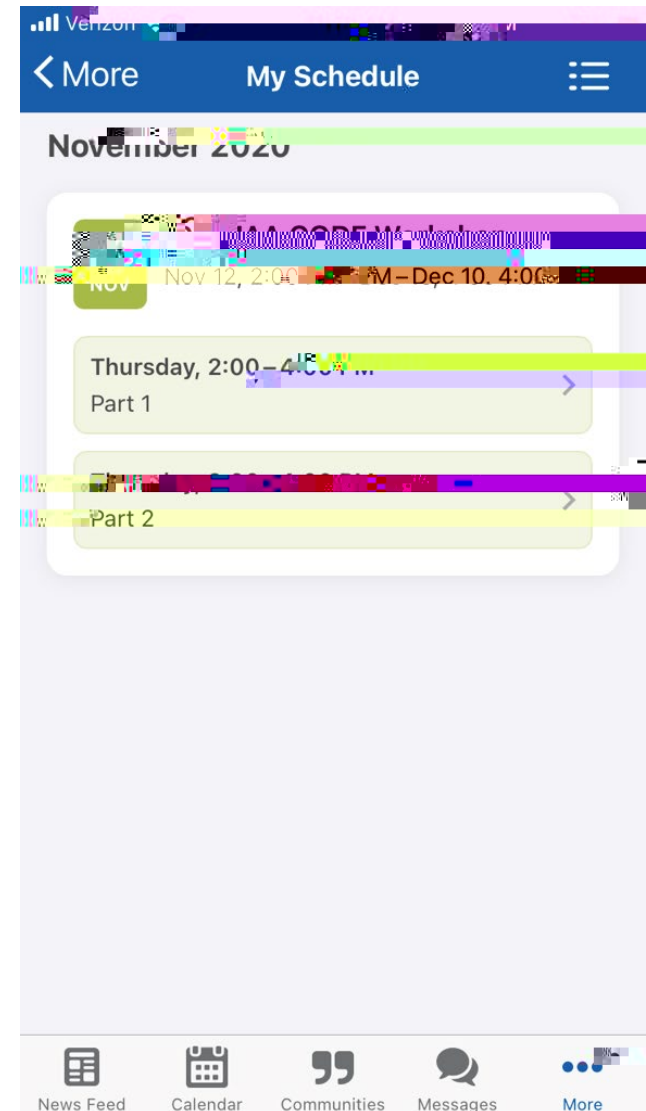
You can create notes about other users on their profiles, which will then save to your profile under the “Notes” tab (this is only seen by you).

My Schedule

Add Events

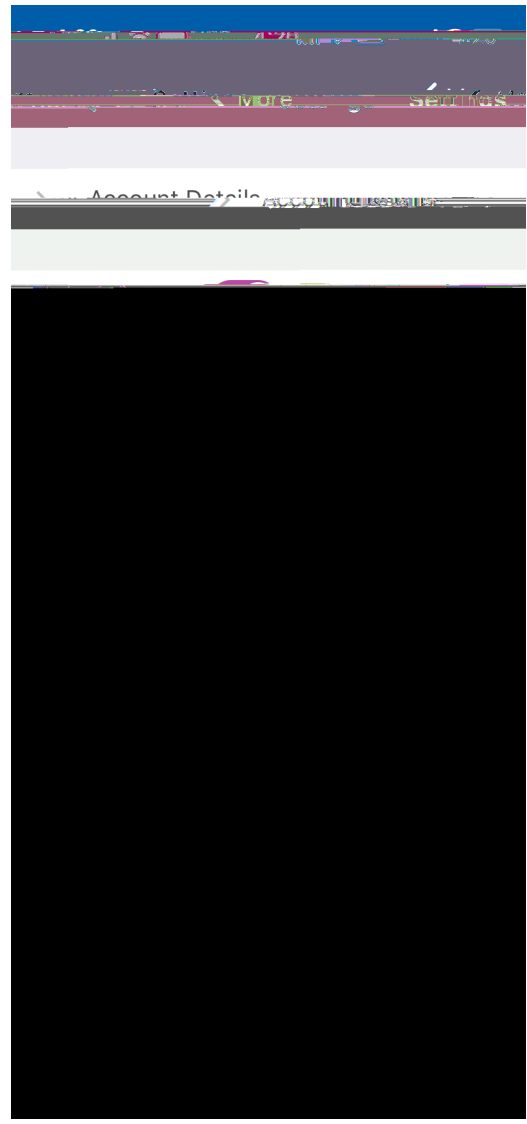
All events and sessions added to your schedule will appear under the “My Schedule” tab.

When you click on an event, any sessions you’ve added to your schedule will appear.



Settings

Account details



FAQs / Troubleshooting

- To manually refresh app content, completely close the app from your app drawer. Then, re-open the app.
- Check your app store quarterly for new app updates.
- Login is required for certain restricted areas of the app. If you have trouble logging in, please contact support@cmaanet.org
- If you receive any error message, take a screenshot. This allows our development team to get a better idea of what's happening.
- If any issues persist, please reach out to support@cmaanet.org and provide the following:
 - A description of the problem
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