



Get Started* in 5 Easy Steps:

- Download the “NHCAA Annual Training Conf.” app in your Apple or Google Play store.
- Make a Plan – click on “Create My Show Planner”
- Login with your email address and Badge ID.
- Confirm information, opt in/out to connect with Exhibitors and create your free account.
- Check out all of the great sessions happening!

Frequently Asked Questions

We've answered a few of the common questions below. If you haven't found the answer you are looking for, contact mkoroma@nhcaa.org.

HOW DO I GET THE APP?

To download the mobile app, search "NHCAA Annual Training Conf." in your iTunes or Google Play Store. You can also visit <https://atc2025.mobile.mapyourshow.com> and quickly download the app.

HELP! I CAN'T DOWNLOAD THE APP

Is your device connected to the Internet? You must have a working Internet connection to download and install the app. If you can't download or install the app on your phone – please visit the web browser link - <https://atc2025.mapyourshow.com>

I DON'T HAVE AN APPLE OR ANDROID DEVICE?

Use the web app by entering <https://atc2025.mapyourshow.com> in your browser address bar.

HOW DO I LOG INTO THE APP?

Login using Badge ID and Email Address. Badge ID was emailed to all registered attendees, if you can't locate yours, please email mkoroma@nhcaa.org.

HOW DO I FIND COLLEAGUES WHO ARE ATTENDING THE CONFERENCE?

This feature is not available on the app. The conference provides networking opportunities for attendees to meet and exchange information.

HOW DO I EVALUATE SESSIONS & SPEAKERS

- *Sessions and Speakers:* Click on the Session Title. Click on “Fill out survey” and respond to the survey questions.

HOW DO I USE THE PLANNER?

Login with your Email and Password credentials. Select a session and click on the first icon (planner icon) to add to your planner. You can also add exhibitors to your planner.

Note: you must be a registered attendee to create a planner.

HOW DO I VIEW THE HANDOUTS?

Go to the session and scroll down to the “Handouts” section. The app will require login in to view the handouts. Use your app login credentials.

HOW DO I RECEIVE PUSH NOTIFICATIONS

Please accept and allow push notifications to be sent to your phone. We’re working actively to inform attendees of changes and information. Stay informed and allow push notifications. View your phone Settings to configure app notifications.

HOW CAN I LOCATE THE EXHIBITORS?

Use the floorplan and click on a booth and locate the exhibitors in the Expo Hall. Booth numbers, exhibitor details can all be located using the floorplan.

HOW DO I RECEIVE APPC CREDIT?

Attendees wishing to receive AAPC credit must attend the sessions to receive the Code. The Code will not be provided after the sessions. Please download the Code Card to track the codes and receive AAPC credits.

CAN I SHARE MY PROFILE WITH OTHERS ATTENDING THE CONFERENCE?

No, but you do have the option to share your info with exhibitors added to your planner.