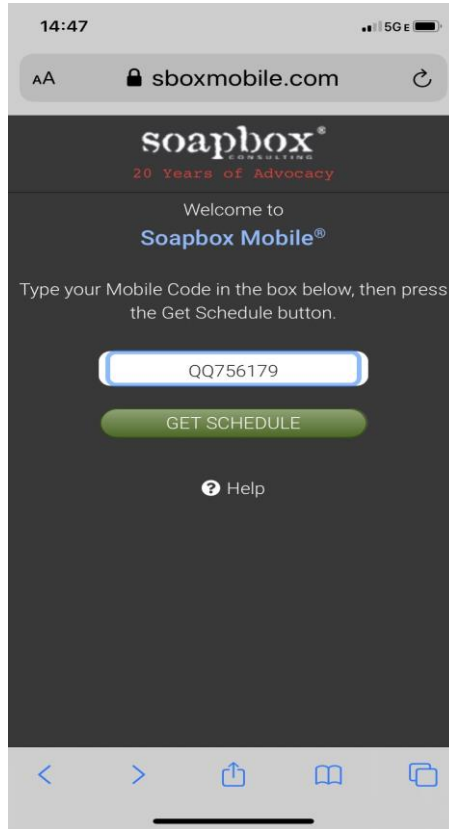
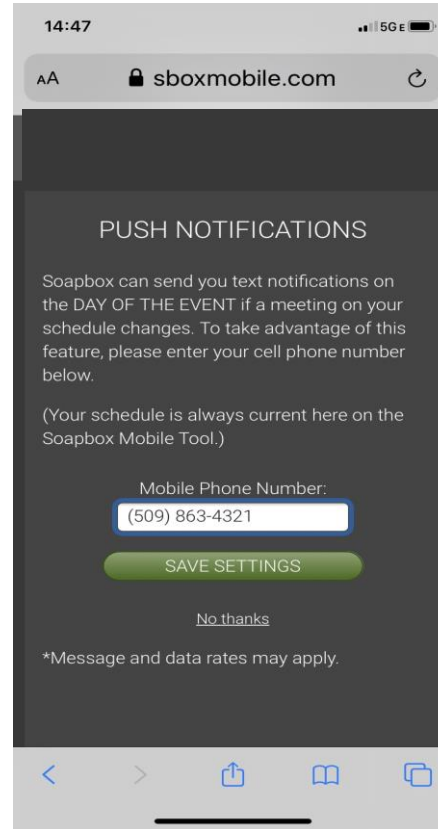


# Using Soapbox Mobile Tool

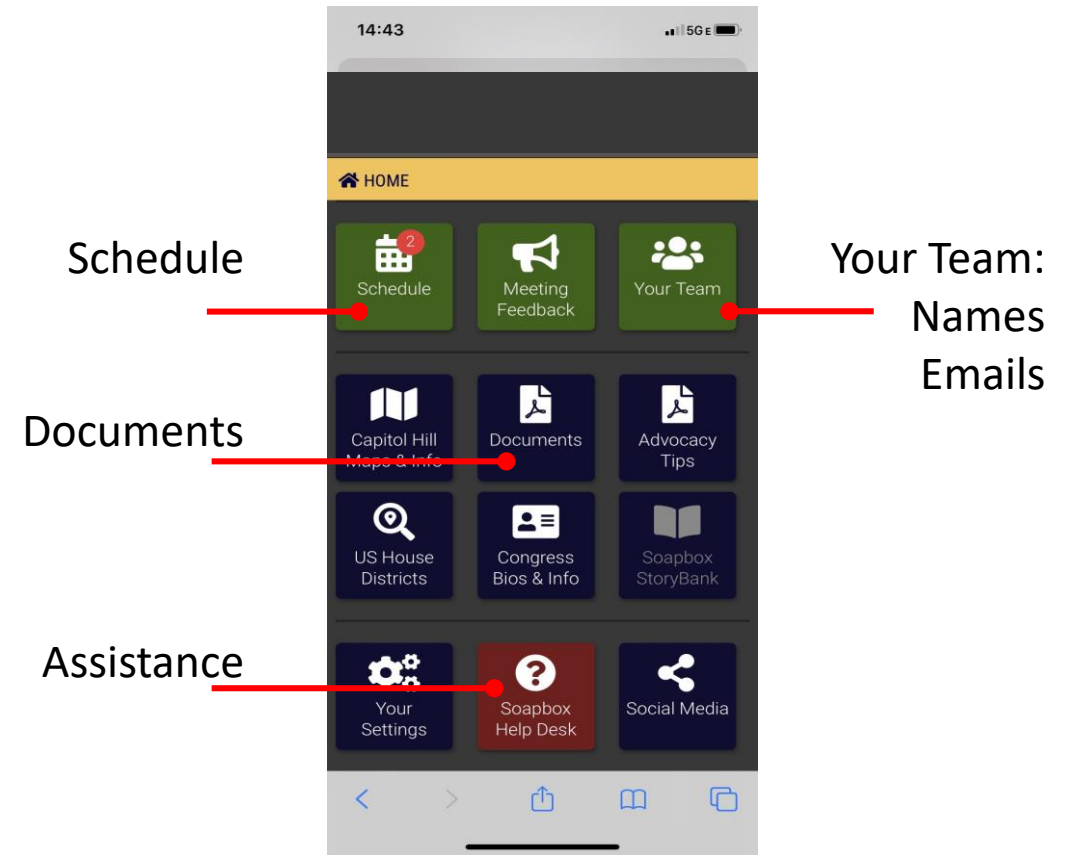
1. Log-in using information within the email sent to you from Soapbox



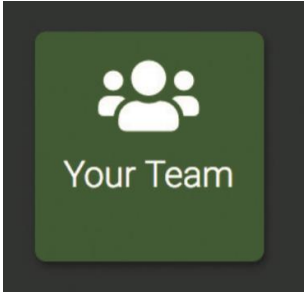
2. Accept Push Notifications



3. Main Screen



# Your Team



This is where you will review all other ACS CAN group members.

soapbox<sup>®</sup>

AMERICAN COLLEGE OF EMERGENCY PHYSICIANS (PHONE-IN)  
Virtual Hill Day 2020  
04/28/2020

HOME > YOUR TEAM

YOU

Kevin Cope DO (Team Leader) (EMail: kcope3@gmail.com)  
Birmingham, AL  
House Dist: AL-06  
Subgroup: AL-01  
Mobile Tool Code: XY940879

YOUR TEAM

Kevin Cope DO (Team Leader) (EMail: kcope3@gmail.com) (AL-06)

Emails for your group can be found here

# Soapbox Mobile Tool

## 4. Your schedule

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HOME > SCHEDULE LEGEND

1:30 PM (ET) – Sen. Doug Jones (with Katie Campbell, LD - Deputy) AL-S (D) Room: SH-330 [S.HELP-Full] (Up) Note: Conf. line (872) 240-3412, PIN 675-897-381#

Feedback (Submitted) Get Me There Meeting Roster

2:30 PM (ET) – Sen. Richard Shelby (with Andrew Burnett, HLA) AL-S (R) Room: SR-304 & Laura Katherine Crum Note: Conf. line (872) 240-3412, PIN 675-897-381#

Feedback (Submitted) Get Me There Meeting Roster

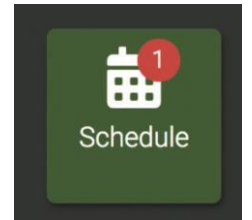
3:30 PM (ET) – Rep. Gary Palmer (with Member & Hunter Hobart, HLA) AL-06 (R) Room: CHOB-207 [Ldr] Note: Conf. line (872) 240-3412, PIN 675-897-381#

Feedback (Submitted) Get Me There Meeting Roster

Links for GoToMeeting & call-in info are at the end of each meeting line. When you practice, use the House GoToMeeting links.

NOTE: this info might change for Senate meetings. Be careful to use the links attached to the correct meetings

## 5. We need feedback right after your call



soapbox<sup>®</sup>

HOME > SCHEDULE > FEEDBACK

MEETING: 2:30 PM – Sen. Roy Blunt (MO-S-R) [Ldr]

With whom did you conference call?(Member/Staff/or both) If staffer, please give name

What issues did you cover in the meeting?

Did the Member (or staff) ask any questions? (Please note any questions to which HRC should respond)

Were there any commitments made by you or the Congressional office? (Please note who made them & any dates for response)

What was the tone of the meeting? Were there any particular problems, information needs or advice that would help move this Member on the issues or help in future lobbying?

Upload a photo of the meeting (optional):  
Choose File No file chosen

SUBMIT

Cancel

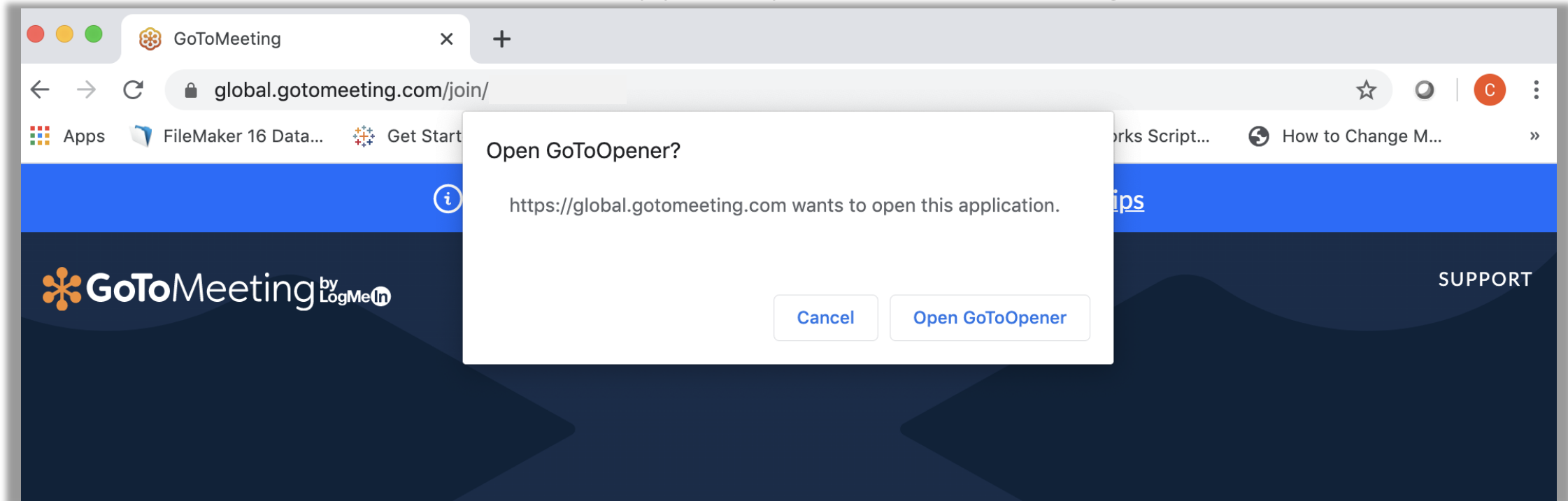
Soapbox Help Desk for  
**LIVE assistance:**  
**(202) 362-5910**

# Accessing GoToMeetings

From your schedule, either click or cut & paste the link from your Soapbox Mobile Tool into your internet browser.

We recommend you use Google Chrome. Install the software if necessary.

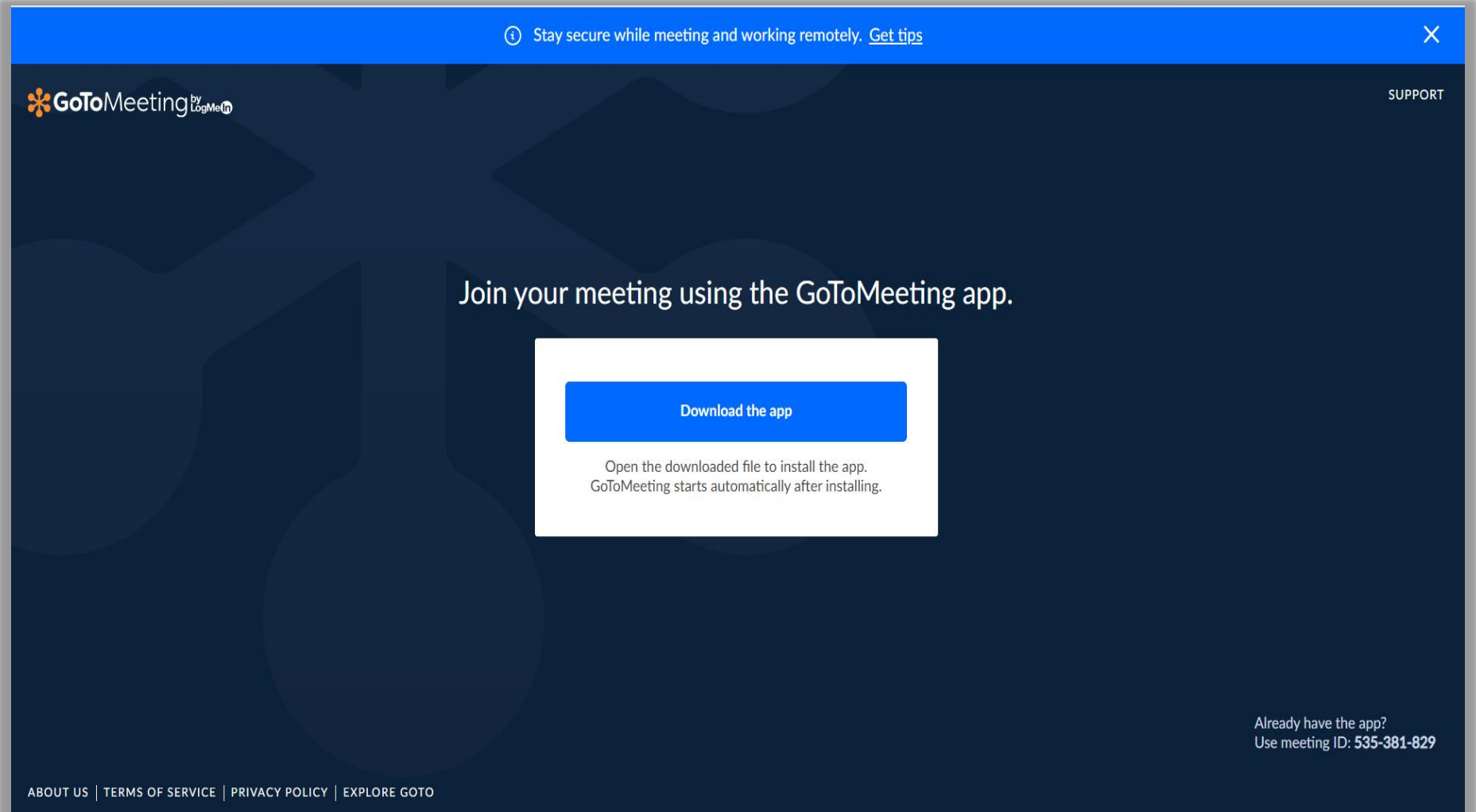
GoToMeeting works better on phones and computers than tablets. *If you have trouble with the link, it's best to copy and paste into the Google Chrome browser.*



## Click to download the app

During your Hill Meeting Prep by State training, you will meet by your smaller group to test GoToMeeting & organize your meeting roles.

Use the GoToMeetings room associated with your House meeting when you practice.

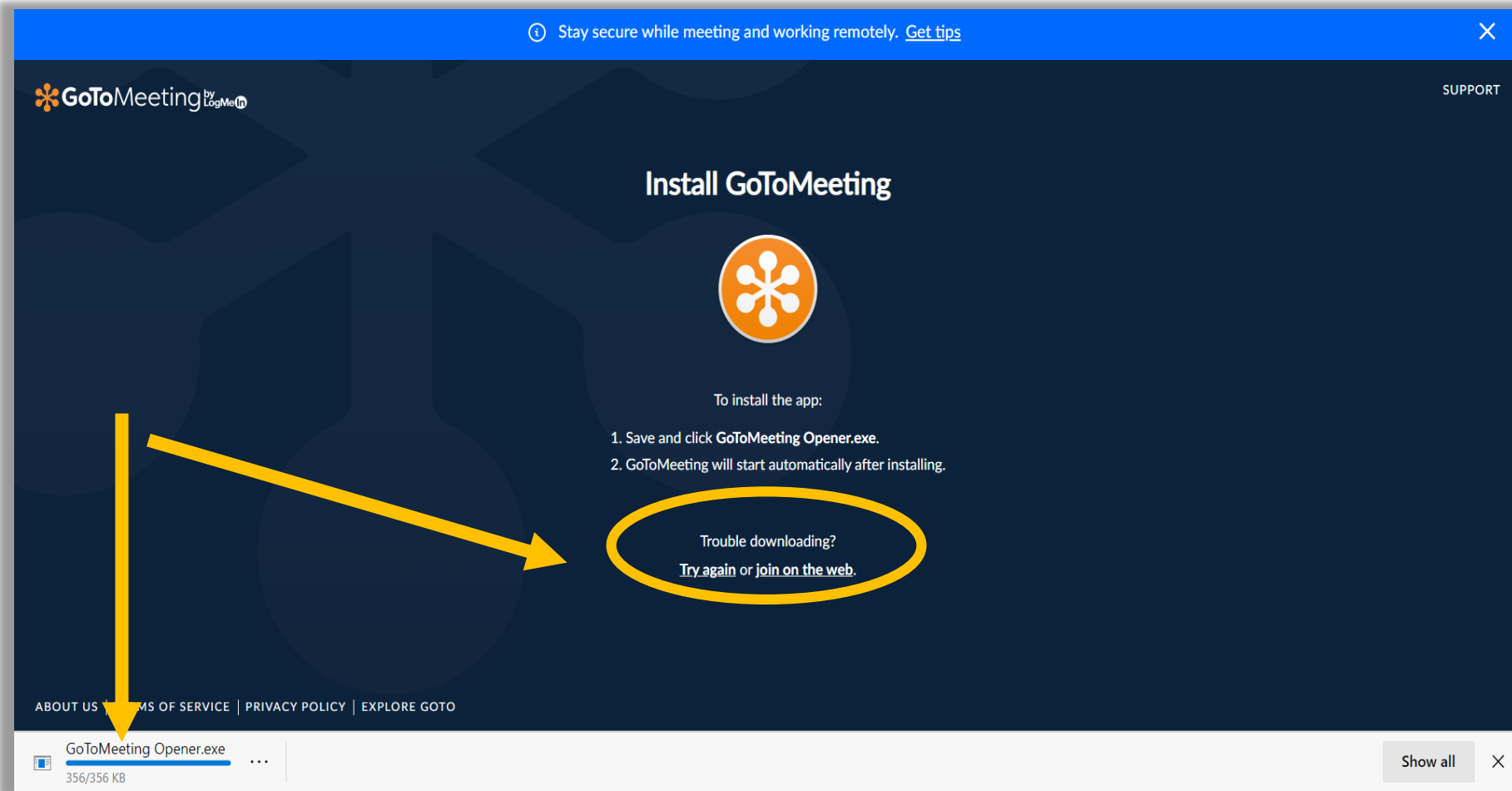


The screenshot shows the GoToMeeting app download page. At the top, there is a blue header with the text "Stay secure while meeting and working remotely. [Get tips](#)" and a close button. The GoToMeeting logo is in the top left corner, and "SUPPORT" is in the top right. The main content area has a dark blue background with a white box in the center containing the text "Join your meeting using the GoToMeeting app." and a blue button labeled "Download the app". Below the button, it says "Open the downloaded file to install the app. GoToMeeting starts automatically after installing." In the bottom right corner, there is a link for "Already have the app? Use meeting ID: 535-381-829". At the bottom left, there are links for "ABOUT US | TERMS OF SERVICE | PRIVACY POLICY | EXPLORE GOTO".

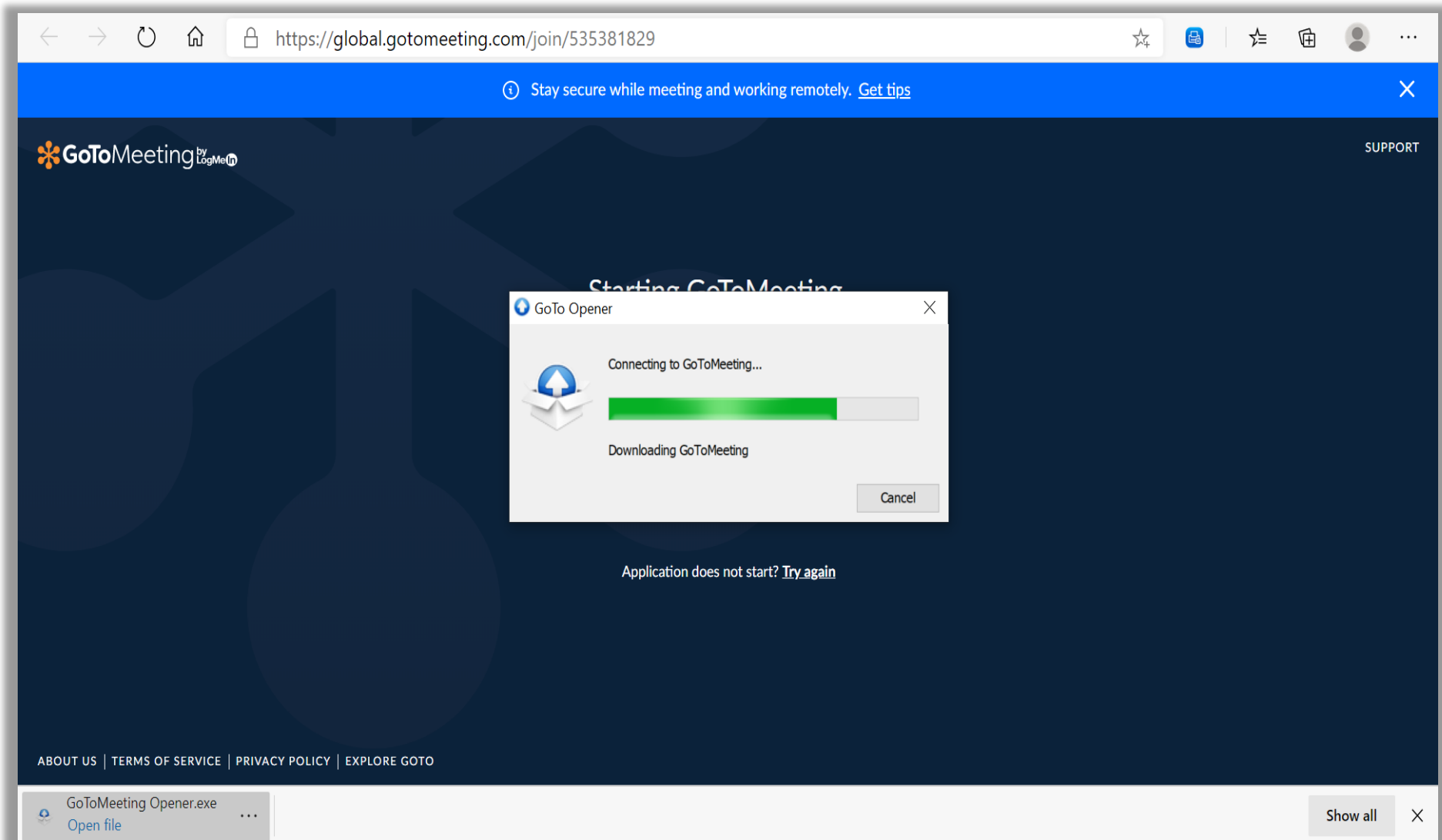
# Accessing GoToMeetings

**You might need to click the downloaded file.**

Note: you can also join online without the app but downloading works well!  
And, as always you can just use your phone using the call-in included in your schedule.

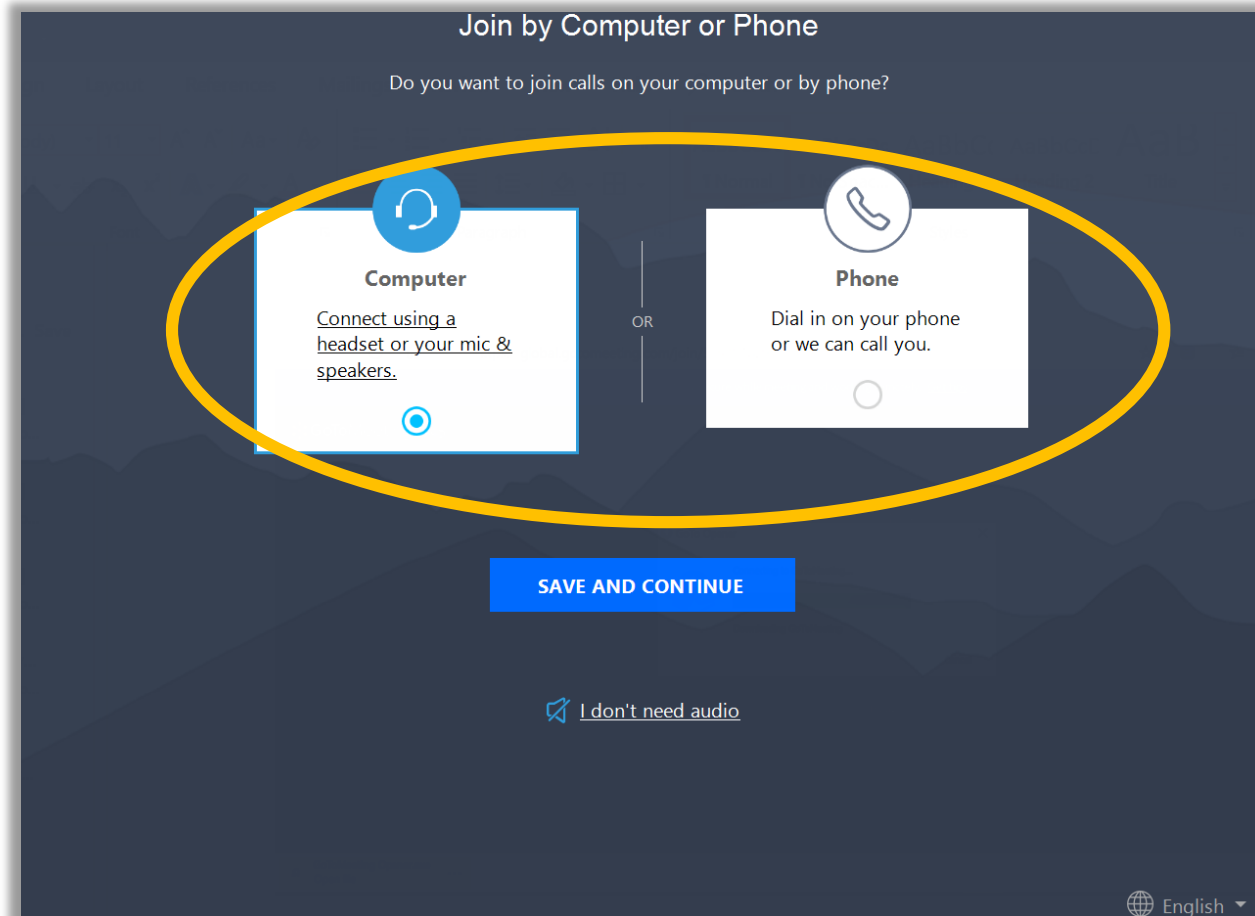


The app will quickly install.



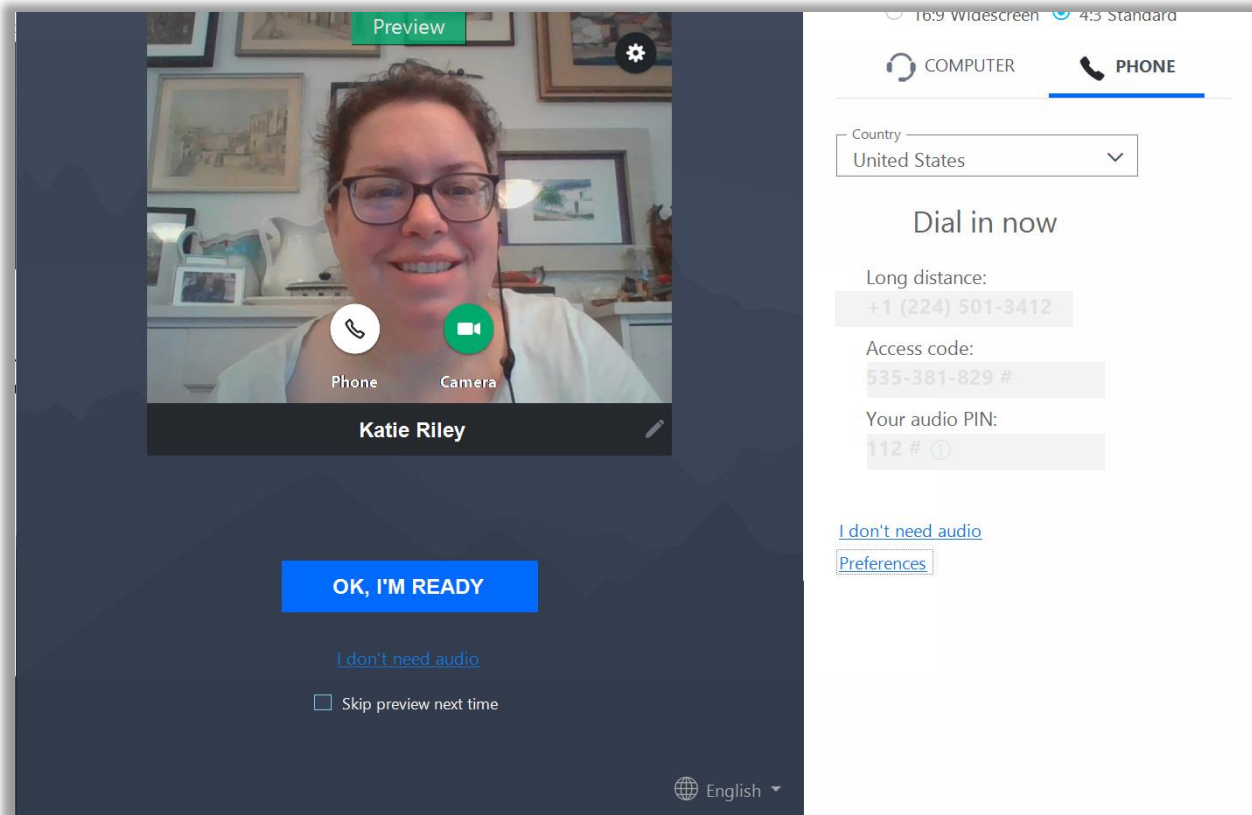
Either click to communicate through your laptop mic & speakers, or choose to use your phone by having the system call you/you call in. You'll still have the option to turn on your video camera.

Remember: you can also manually dial-in from your schedule in the Soapbox Mobile Tool.





You get a chance to see what others will see before you click into the meeting...



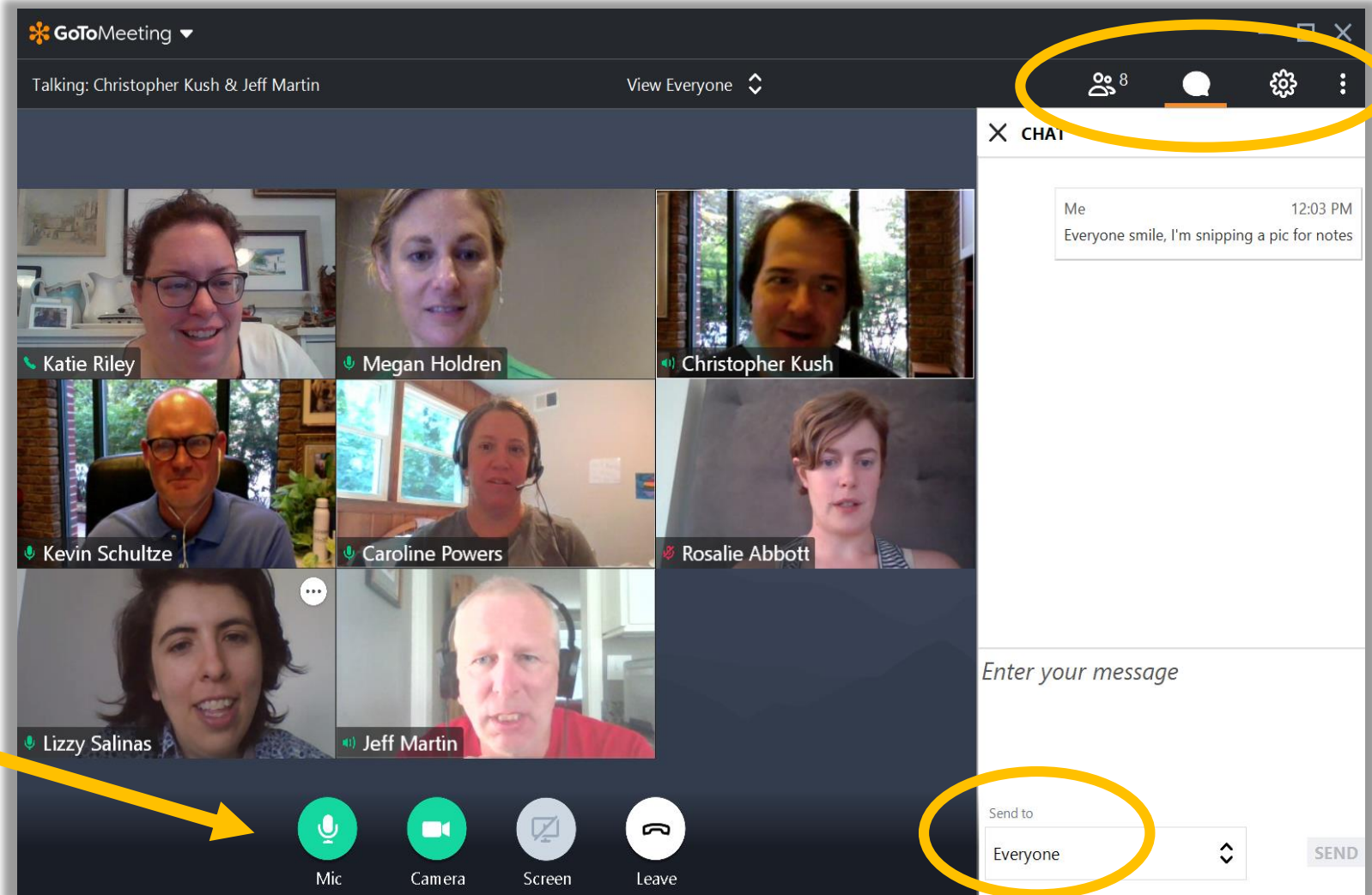
If you have concerns about the strength of your internet connection or if the audio/video is lagging for you: consider using your phone to connect into the meeting for audio.

Since video can be tough to keep up with if your wifi is struggling, using your phone for audio will ensure a good voice connection.

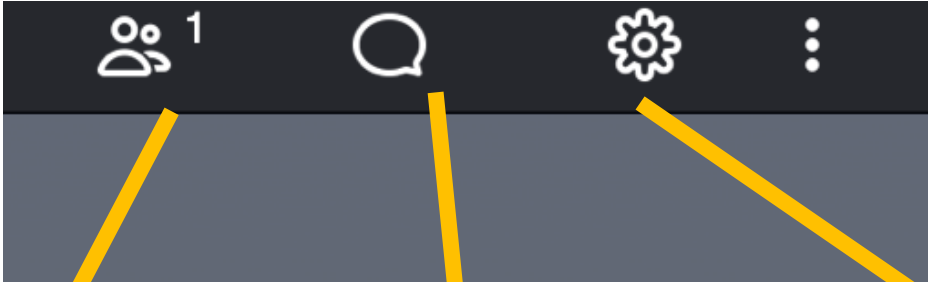
If you choose to do this, remember to mute your computer speakers to cut down on noise pollution!

# Inside GoToMeetings

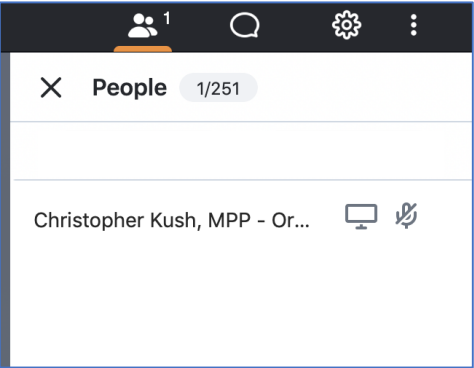
You can switch your camera on & off, mute/unmute yourself, chat to the group (remember: **everyone** will see your chats...)



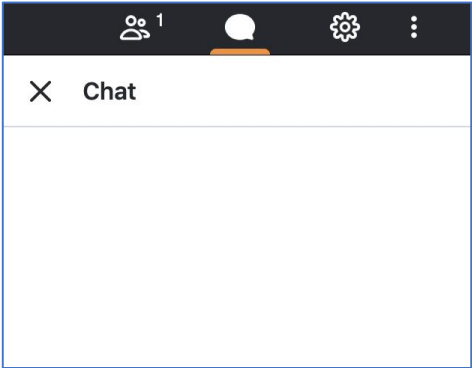
# Inside GoToMeetings



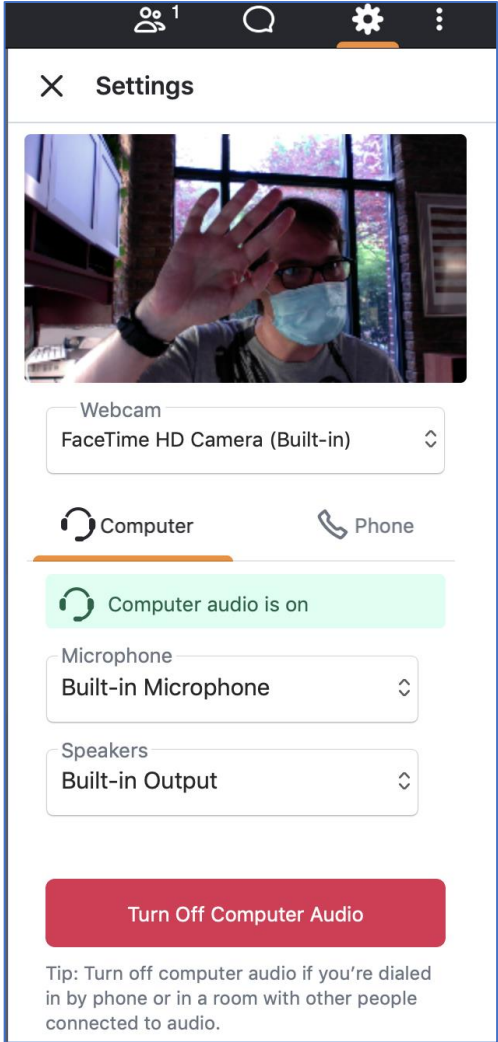
1. Participants



2. Chat



3. Audio Options



*A conference call (as opposed to video) will have limited visuals.*

## TIPS FOR ADVOCATES

- **Please do not delay or interrupt the meeting if you have challenges with the technology. Your options:**
  - Call in 15 minutes early to test your phone; ask your staff partner for assistance before the scheduled call time.
  - Follow any audible prompts to get live assistance via the platform.
  - Call the Soapbox Help Desk at (202) 362-5910.
- **Please put your phone and computer microphone on mute when not speaking.**
- As a courtesy to other advocates, please keep other people, pets, electronics, appliances, etc. out of the room during the call to further minimize distractions.
- Do not introduce topics that are not part of our shared messaging.
- Average length of call will be 15-20 minutes. Time is at a premium; be as clear and succinct with your stories and statements as possible. Do not monopolize the conversation.
- Fact sheets will be sent in advance to Capitol Hill offices by Soapbox. Fact sheets should also be available under the document icon of the Soapbox Mobile Tool.
- Do not share or post call-in information. The Team Leader may choose to end the call if unknown parties show up.
- Advocates should each complete and submit their feedback reports via the Soapbox Mobile Tool immediately following each call.
- Do not debrief in the meeting space unless you are certain that all staff and/or Members have left the meeting. **We recommend you debrief only if you have a 30 min buffer on either side of a scheduled meeting.**

# Virtual Meeting Reminders

## ADDITIONAL TIPS

- Make periodic housekeeping announcements about about noise control. (Directly address any off-topic issues or other serious distractions. )
- **Watch/listen for Member or staff arrival in the space.**
- Verbally begin and close the discussion.
- **Call Soapbox on another line if staff or Member is more than 10 minutes late. (Everyone else, should stay in the meeting space.)**

Soapbox Help Desk for  
LIVE assistance:  
**(202) 362-5910**