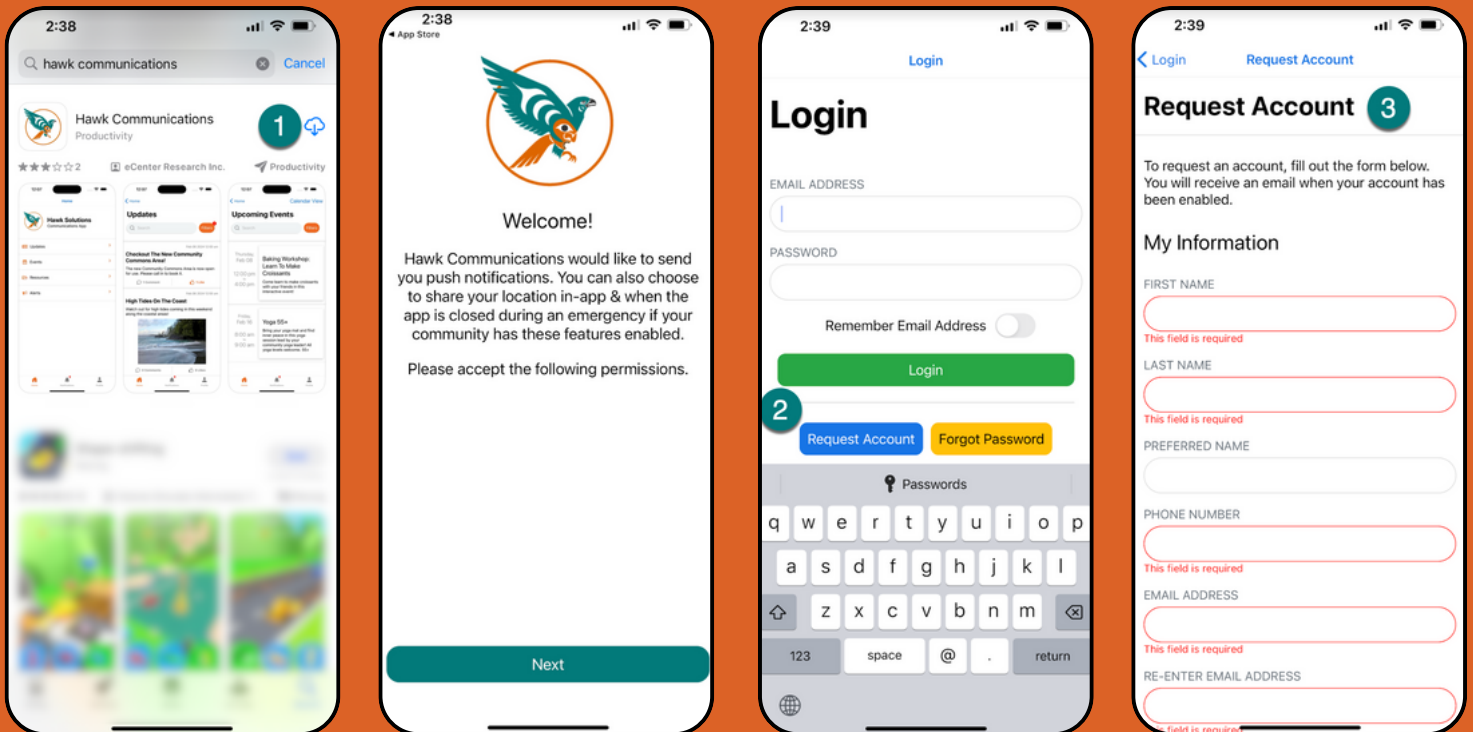# HAWK COMMUNICATIONS MOBILE APP USER GUIDE

HOW TO INSTALL HAWK COMMUNICATIONS MOBILE APP:

1. Install the Hawk Communications app from your **Google Play Store** (Android) or **App Store** (Apple).

2. Launch the app and choos your permission settings. You will then be directed to the login page. From here, click the **Request Account** button.

3. You will then be directed to a page to fill out your basic personal information. Fill out all required fields and under My Account Request, select the appropriate Nation or Organization. Once complete, click Submit.

4. After your account request has been approved by the administrator, you will receive an email notification that your account has been approved. Click the link in the email to activate yoru account. If youhave difficulty finding the approval email, check your junk or spam folders for am email from "noreply@einsight.net".

HOW TO SET UP YOUR USER PROFILE:
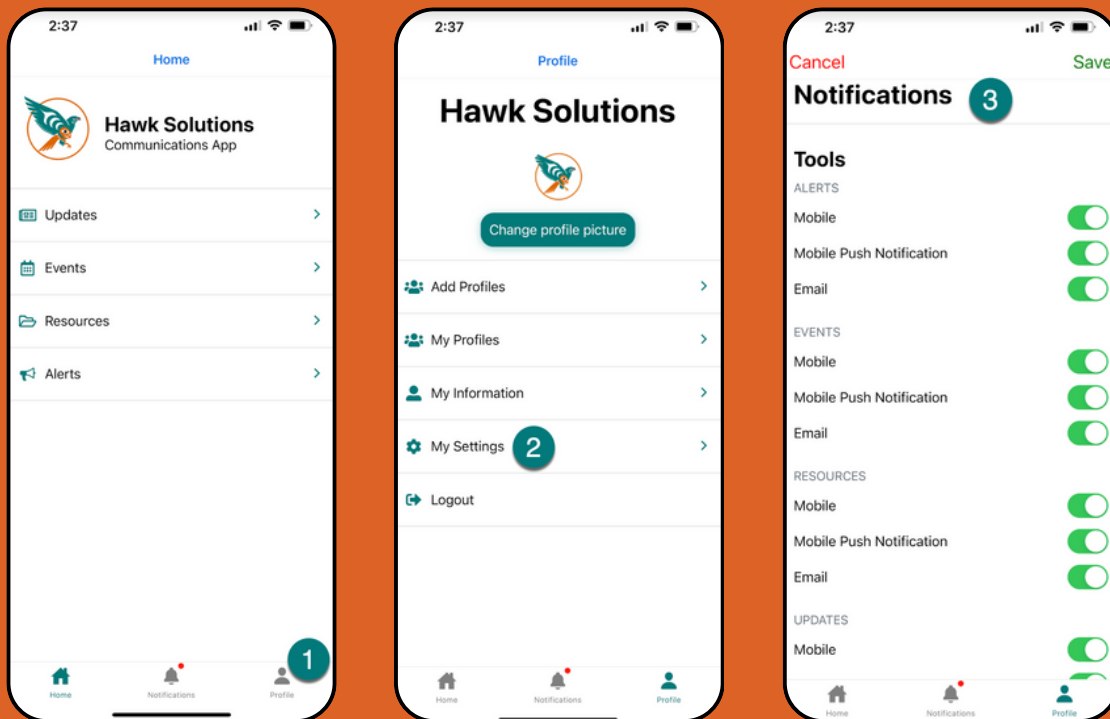
1. At the bottom right corner of the main home page, click **Profile**. From here, you can upload a profile picture and update your profile information.

You also have the ability to register for events utilizing the Hawk app under **Add Profiles**, or if you have an account with other locations, you can switch profiles under **My Profiles**.

2. Click **My Settings** to view *Notifications* settings, *Reset Password*, view the *Privacy Policy*, or view the *User Agreement*.

3. Under **Notifications**, you can select which features you would like to receive notifications for and select to enable in-app notifications (*Mobile*), push notifications (*Mobile Push Notifications*), and/or email notifications (*Email*).

FEATURES & FUNCTIONS

On the home page, there are four features: **Updates**, **Events**, **Resources**, and **Alerts**. Below is a brief overview of each feature.

UPDATES

Updates provide a platform for members (living in community and away from the community) to see updates of things happening in the community. Some examples are seasonal activities (such as gatherings, fishing, hunting, and canoeing), updated band office hours, new businesses opening, project updates, and more!
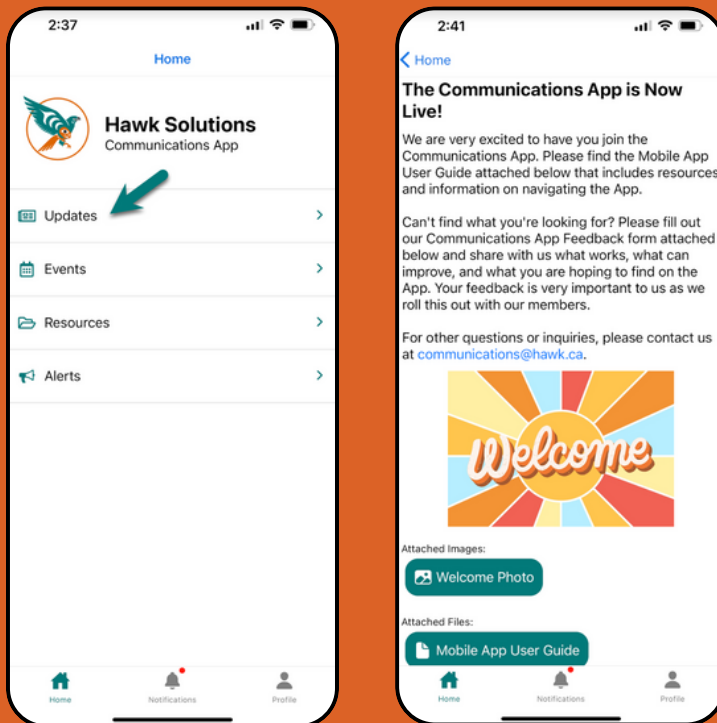
You can select categories using the filter button to search specific updates, show valid or expired posts, and alternatively you can search for updates using the search bar.

EVENTS

Check out this feature to stay up to date with current and upcoming events, including ceremonies, gatherings, training opportunities, and more. No time to go to the band office to register for an event? No worries! You can register directly through the App.
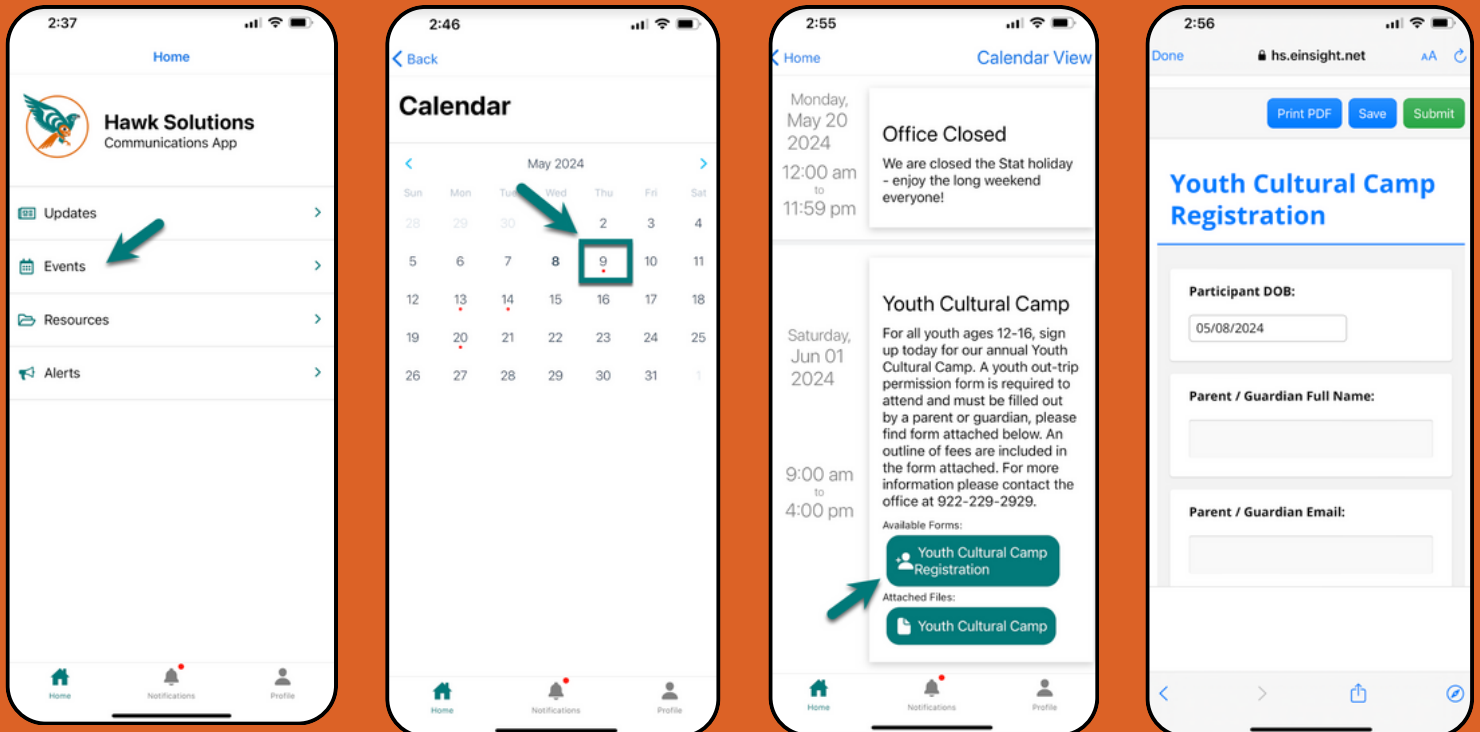

View events by list view, search for an event in the search bar, or open the calendar view to see events by month (indicated with a red dot). Click the calendar date and you will be directed to events taking place on that date.

Register for an event directly in the app by simply clicking the form linked under the Event, fill out and click **Submit**! No time to complete the form now? Just click **Save** to save your progress and then come back to it later to submit.

Fill out all types of forms provided by your administration such as polls, surveys, evaluations, applications and more in the app, under **Updates**, **Events**, and **Resource**s!

RESOURCES

Resources provide an opportunity to find useful information for you and other community members. Access resources or solutions instantly with this feature.
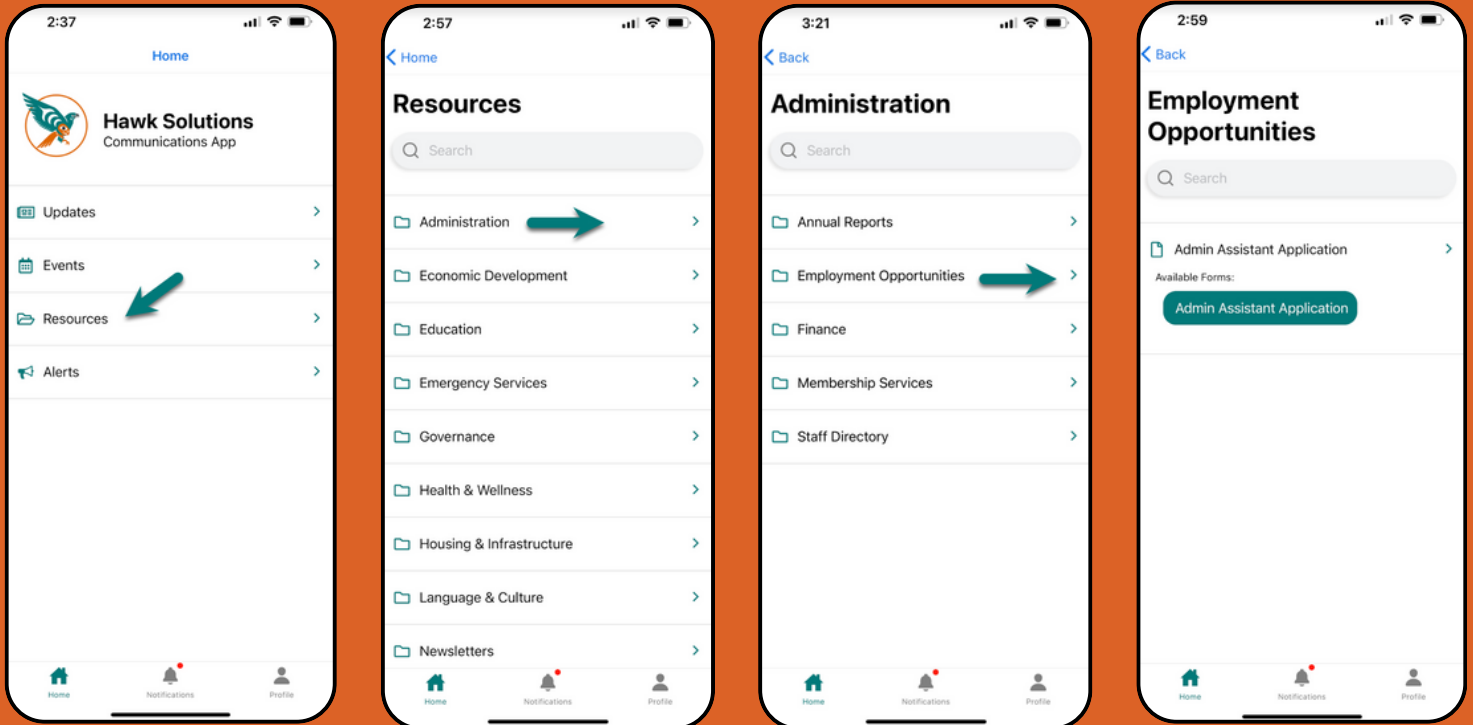

Search resources by categories and browse all folders. Select the category you are interested in, select from available resources under each category, and gain access to all types of useful information. From council updates, financial templates, job opportunities, annual reports, policies, and more!

Resources can also be searched in the search bar using key words to find information.

ALERTS

Alerts notify app users of potentially hazardous or critical information. Alerts may include a wildlife sighting, road closures, or a water shut off notice, for example.
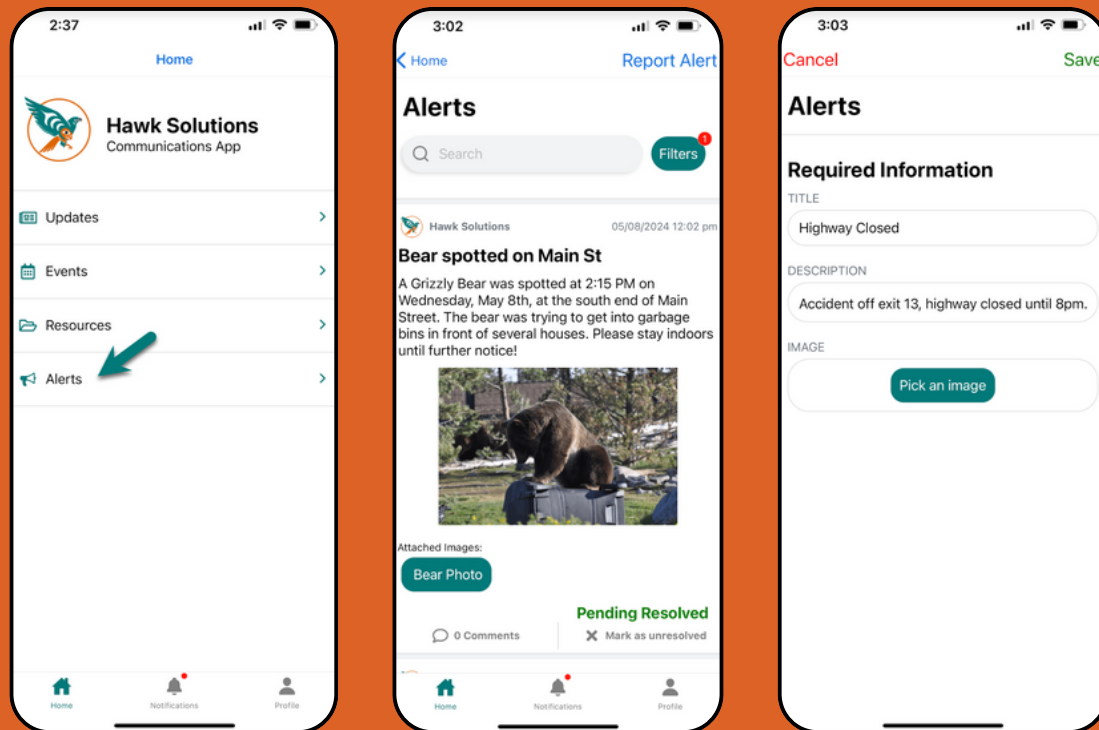
If you know more about the posted alert, share information by adding a **Comment**. Filter searches by *All, Resolved,* or *Not Resolved*. **Mark an alert as resolved** if you are certain that the alert has passed and the alert will be noted as **Pending Resolved** until another mobile user has confirmed the situation has been fully resolved.

Have you seen something you think it is important for app users to know about right away? You can post an alert yourself by clicking on **Report Alert** at the top right. Include a title, brief description, image (optional), and hit Save. The alert will be automatically posted for members to be notified.

Remember, this feature is meant for reporting urgent situations that all community members should be aware of and is not meant for reporting emergencies involving fire, crime, health, or requiring emergency services.

Note: App users posting inappropriate content will have this feature disabled on their accounts by the system administrator.