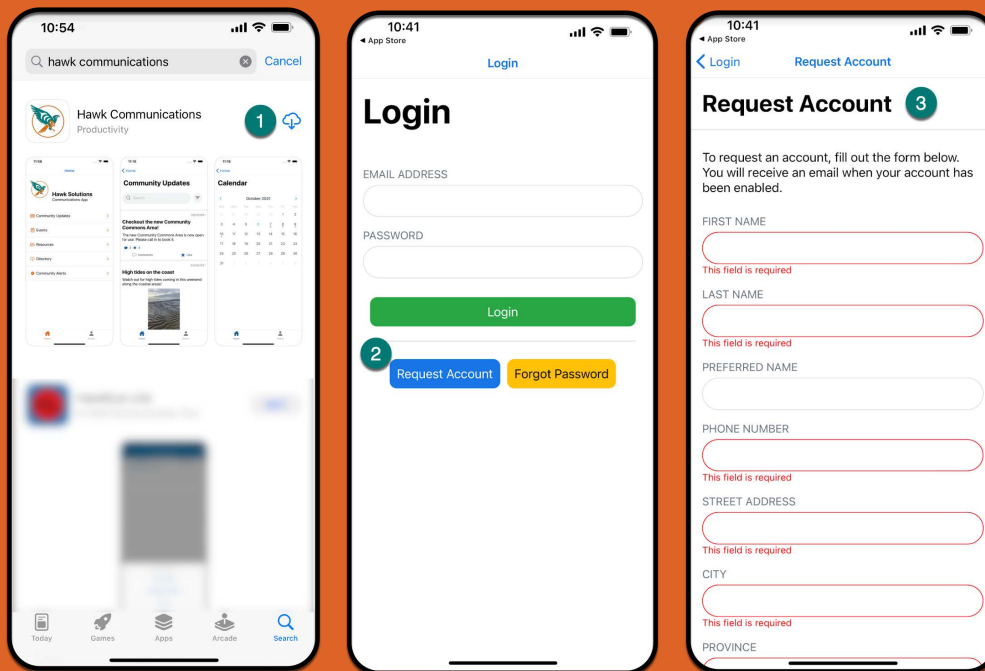# Hawk Communications Mobile App User Guide

How to install Hawk Communications Mobile App:
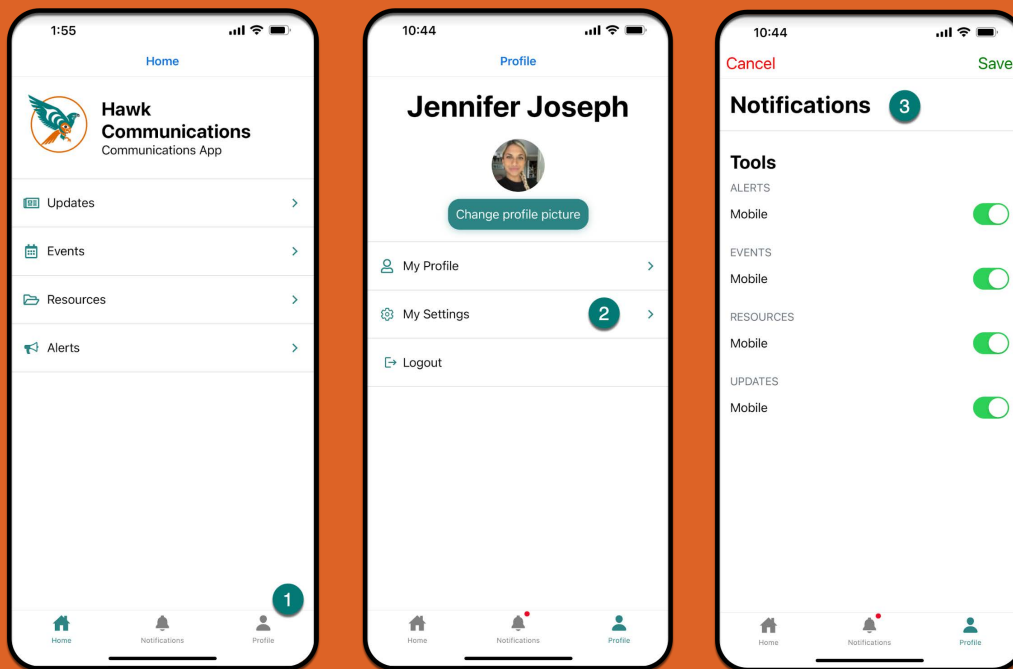

1. Install the **Hawk Communications** app the from your **Google Play Store** (Android) or **App Store** (iPhone).

2. Launch the app and you will 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 select appropriate Nation/Organization. Once completed, click **Submit**. After your account request has been approved by the administrator, you will receive an email notification that your account has been approved.

4. Click the link in the email to activate your account. If you have difficulty finding the approval email, check your junk or spam folders for an email from "noreply@einsight.net".

Note: If you have been pre-approved for an account by the system administrator, once you have been added to the system, you will receive an activation link to set up your password from noreply@eingsight.net. Please note this link is inly available for 24 hours.

If you don't open the link in time, simply click "Forgot Password" to set your password and gain immediate access to the Mobile App.
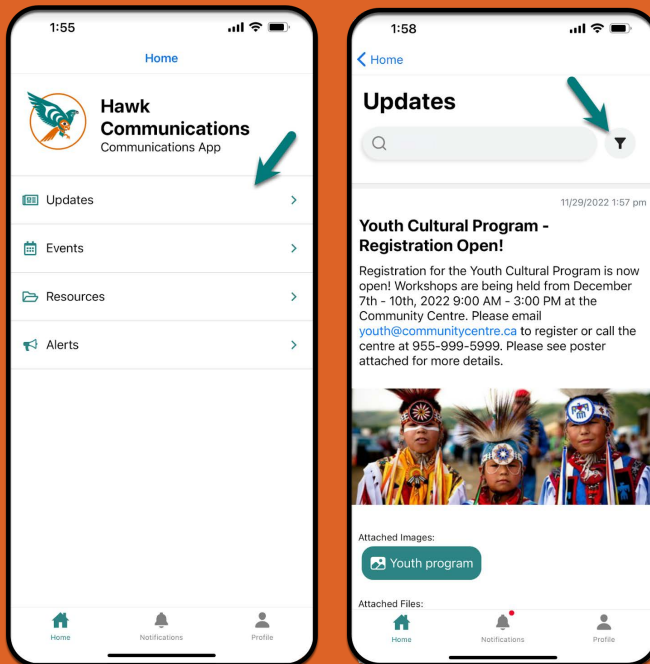
How to set up your user profile:

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 under the **My Profile** tab.

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

3. Under the **Notifications** settings, you can select which features you would like to receive notifications for (*Updates*, *Events*, *Resources*, or *Alerts*). The enabled notifications will appear in your app and can be found at the bottom of the home page under **Notifications**.

Features & Functions

On the home page, there are four features or categories to select from (*Updates*, *Events*, *Resources*, and *Alerts*). Below is a brief overview of each feature.
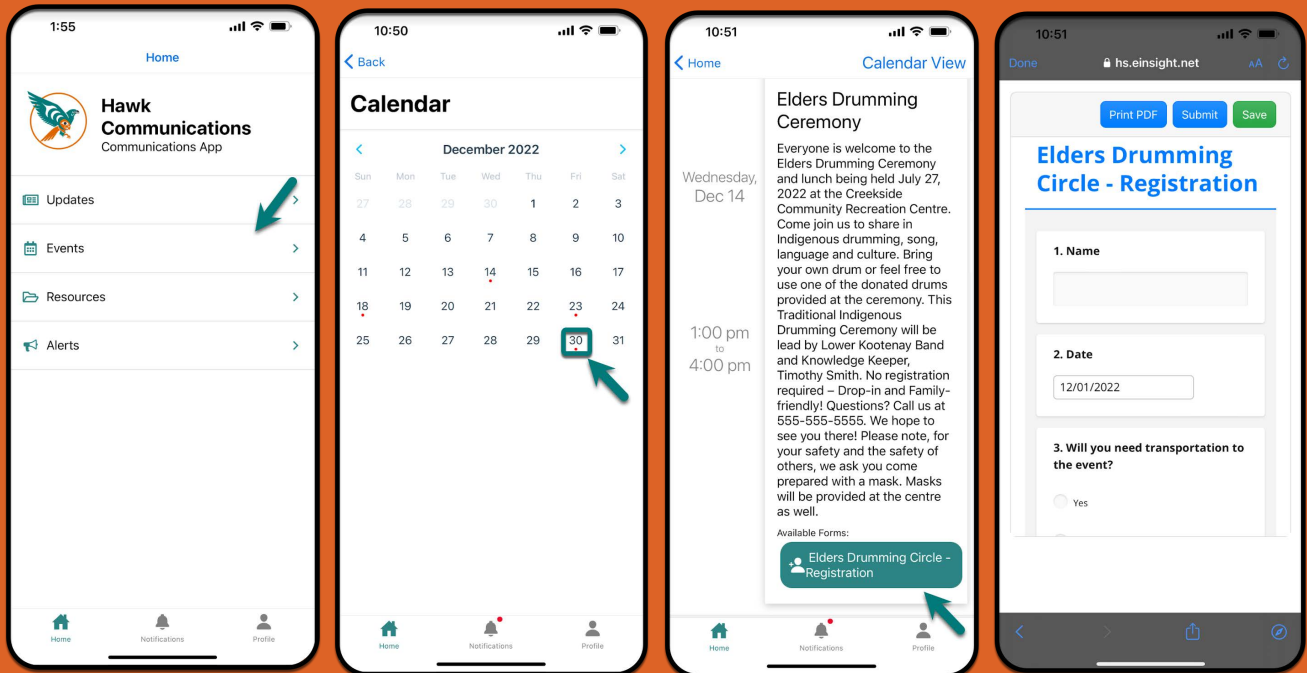
Updates

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, or alternatively you can search an update 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.
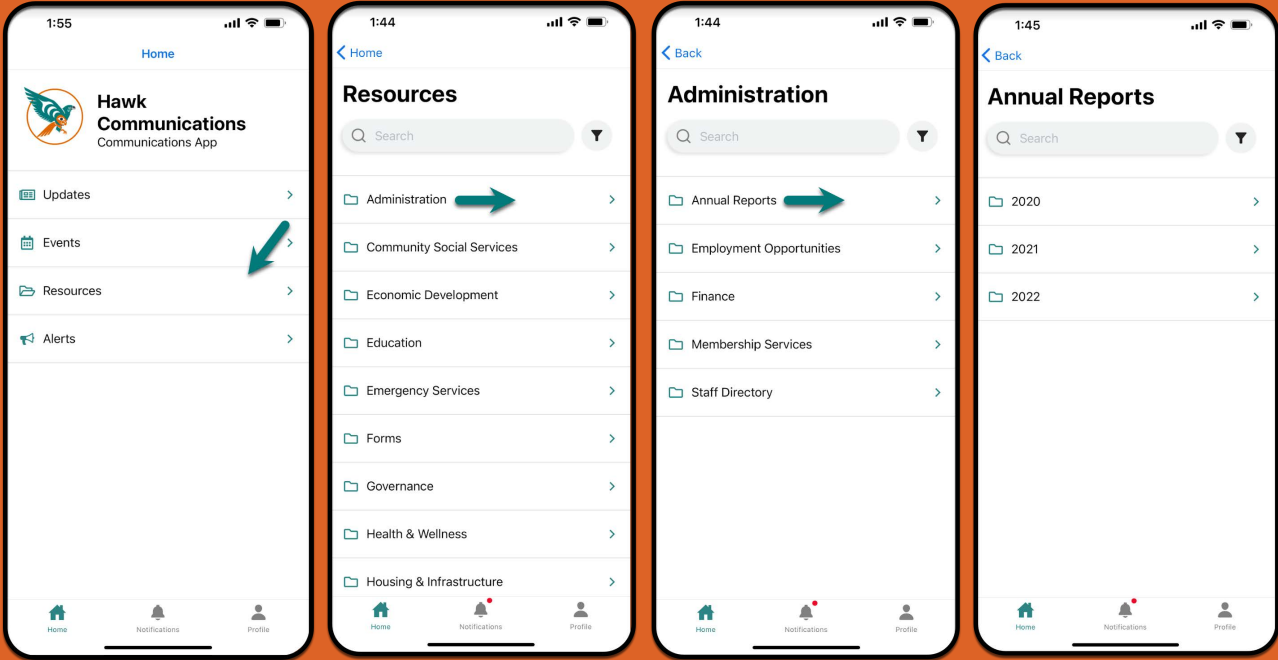

View events by list view, search for an event in the search bar, or open the calendar view to see events by month (indicated with a *red dot*). Click the calendar date and you will be directed to events taking place on that specific date.

Register for an event directly in the app by simply clicking the form linked under the **Event** or **Update**, fill out and click **Submit**! No time to complete the form now? Just click **Save** to create a draft and then come back to it later to submit. Fill out Polls, Surveys, Evaluations, and more in the App!

Resources

Resources provide an opportunity to find useful information for you and other community members. Access resources or solutions instantly with this feature.
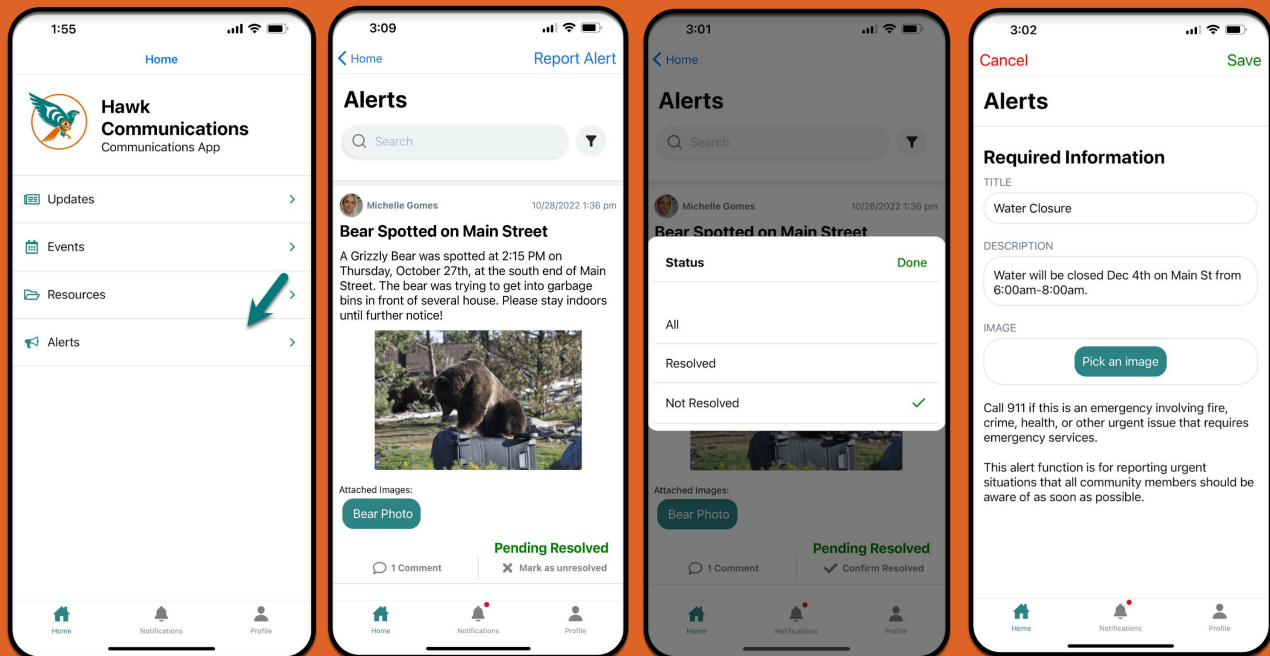
Search resources by categories and browse all folders. Select the category you are interested in, select from available folders under each category, and gain access to all types of useful information - from council updates, financial templates, job opportunities, annual reports, policies, and more!

Alerts

Alerts notify app users of potentially hazardous or critical information. Potential alerts may include a bear sighting, highway closures due to an accident, or a broken water pipe causing localized flooding.

If you know more about the posted alert, share your information by adding a Comment. Filter searches by All, Resolved, or Not Resolved.

Mark an alert as resolved, if you are certain that the hazard has passed. The alert will be noted as Pending Resolved until another mobile user has confirmed that 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, and members will receive an instant notification.

Remember, this feature is meant for reporting urgent situations that all community members should be aware of as soon as possible 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.

If you have questions about the App or require further assistance in using it, please contact your band office or App administrator.