



My Military Communities

User Guide

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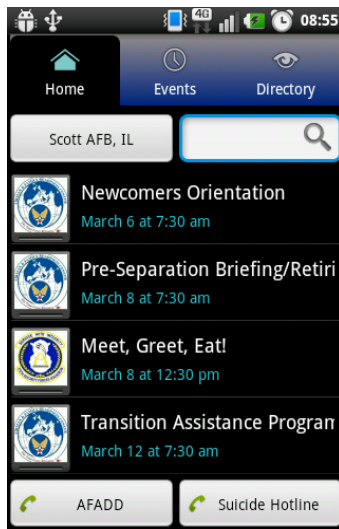
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Home tab



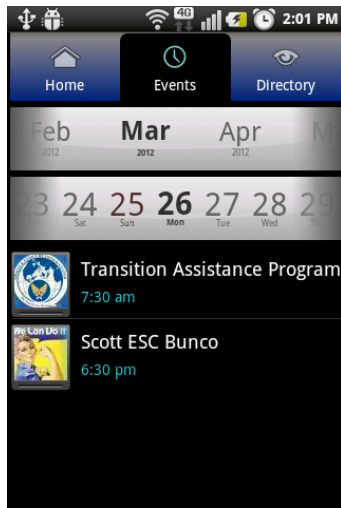
The home screen will display the next 4-6 events happening at your installation. Events will no longer appear on the home page 30 minutes after their start time. These events can be clicked to display more information such as location, point of contact and description (See “Events” image).

At the bottom of the page you will find two “quickcall” buttons that will be customized by your installation. These will be set to important services offered at your installation.

Your current installation is displayed at the left side at the top of the home page. If you click this button you will be taken to the installation’s public website.

At the top right side of the home page is the search box. Here you will enter in your search keyword(s) to search upcoming events. You will hit the “done” or bottom right button on your keyboard to initiate the search when you are done typing. Your search results will be displayed in a popup for your browsing.

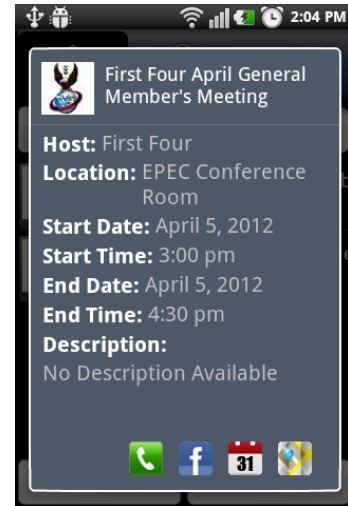
Events tab



On the calendar view, you are able to browse the events at your installation by picking a date. You will access this calendar by clicking the “Events” tab. To change the date drag the day bar left or right. As you drag the days by the middle of the screen the events for that day will display.

Each event, when clicked, will display a popup with more information. The event popup will include the host organization, location, start date/time, end date/time, and description. There may be up to four clickable icons at the bottom of this popup: a phone, Facebook icon, calendar, and map.

The phone will allow you to call the point of contact for the event. The Facebook icon will take you to the Facebook event. The calendar icon will add this event to your phone’s calendar. The map will open your map or GPS application to display the location and allow you to get directions. These icons will only display on events that have the correlating information added to them. *Example* – the phone icon will only appear on events that enter in a POC and phone number for that event.



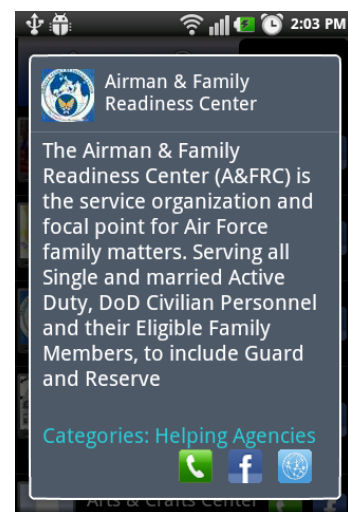
Directory tab



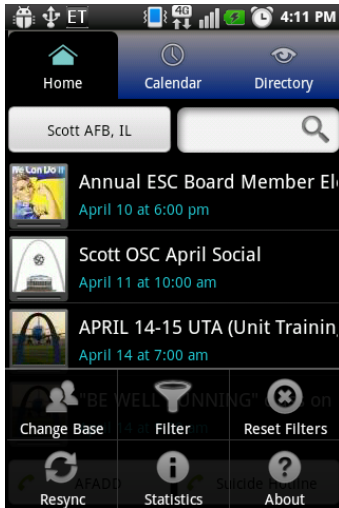
By clicking the “Directory” tab you will see a list of all the organizations for your installation. The MyMC² managers for your installation will control what organizations are available for your installation. The phone icon will appear if the organization has listed a phone number, allowing you to call this organization. The Facebook icon will appear at each organization and will take you to their Facebook page.

Clicking on an organization will open a popup with more information. The organization’s description will be listed as well as its categories. There may be up to three icons at the bottom of the organization popup: a phone, Facebook icon, and website icon.

The phone will allow you to call the organization listed. The Facebook icon will take you to the organization’s Facebook page. The website icon will take you to their website. These icons are only listed if the organization has input the corresponding information, so not all icons will be available for every organization.

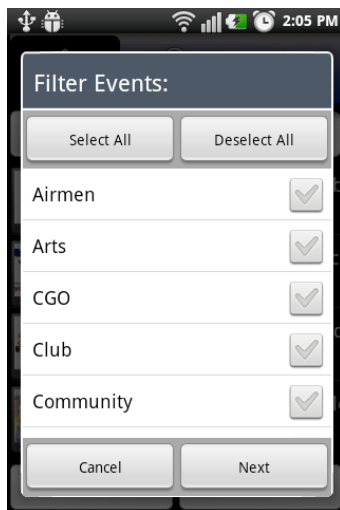


Menu Options

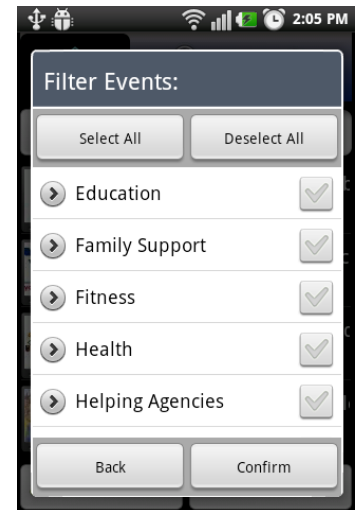


You can access the menu by clicking the menu button on Android or the “Settings” tab on iPhone. It will display your options including Change Installation, Filter, Reset Filters, and Resync. For more information on these functions please see below.

Filter

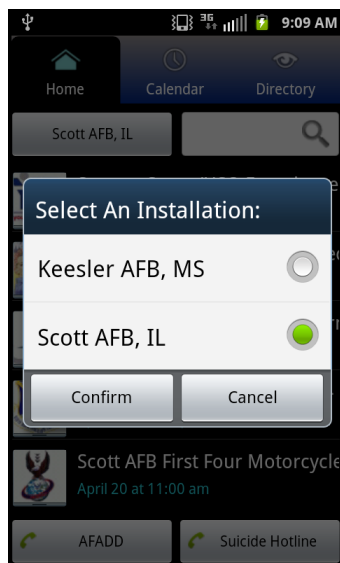


From the menu options, select “Filter”. Filtering allows you to sort events based on keywords associated with the events and organizations in the application. The first list of keywords are types of events. Click the checkbox next to any event types you want to sort by. To move to the next list or finish select “Next”. This list has the categories assigned to organizations. Click the checkbox next to any event types you want to sort by. “Confirm” will complete your filtering and bring you back to the previous tab, but it will be sorting the events displayed by the filters you selected.



To clear out any selected filters, select the “Reset Filters” button in the menu.

Change Installation



To change your location click the “Change Installation” option from the menu. This will bring up an alphabetized list of active installations in MyMC². Select your desired location and click “Confirm”. The application will repopulate with the selected installations events and information. The last selected installation is used each time the application is opened. You must use the “Change Installation” option to change your location.

Resync

You phone will “sync” once daily by pulling all the events and organizational information from Facebook. It will only automatically “sync” itself afterwards if your installation administrator changes any application settings. However, if you feel your data is not up-to-date you can force “sync” by clicking the “Resync” option from the menu.

Other

If you have any questions, feel free to post them on the MyMC² Facebook Page at <http://www.facebook.com/MyMC2support>. Your feedback and continued support is much appreciated!