



# Certificate of Attendance Instructions

**THERE ARE TWO WAYS TO REQUEST A CERTIFICATE OF ATTENDANCE:**

## **OPTION 1: PAPERLESS**

Check-in to sessions you attend via the conference app. You must check-in while the session is in progress. Each presenter has a four-digit code that they will provide to attendees during their session. Use the step-by-step instructions below to check-in to sessions you attend. You **must** check-in to **every** session you attend.

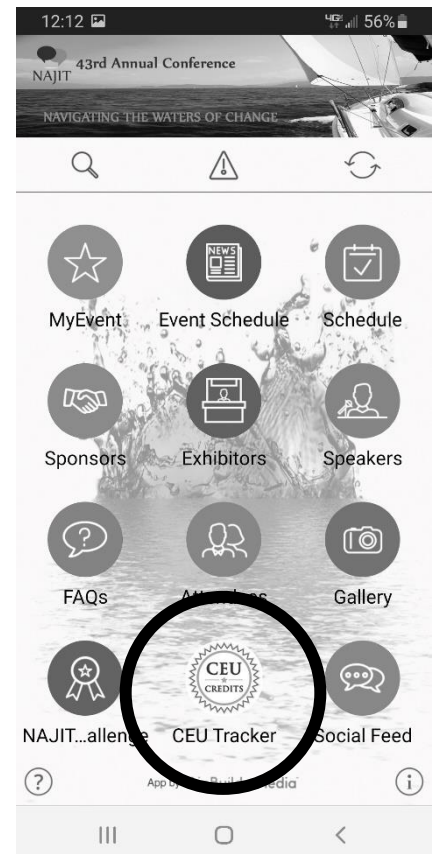
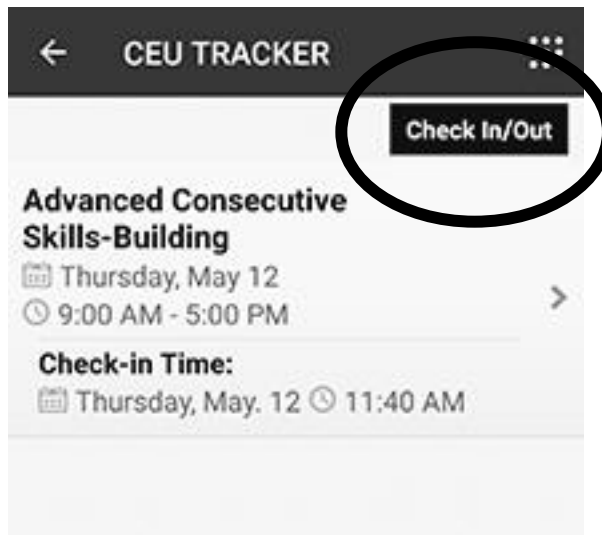
## **OPTION 2: USE THE PAPER FORM**

Get a paper form at the conference registration desk (a limited number of paper forms will be available). Drop your completed form off at the registration desk at the conclusion of the conference. Please **write your name on the top of every page**.

*NOTE: If you use the app and submit a paper form, we will use the paper form in case of discrepancies.*

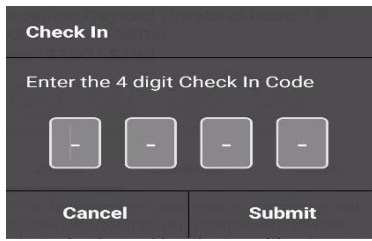
## **HOW TO CHECK-IN TO SESSIONS USING THE CONFERENCE APP**

1. Obtain the four-digit code for the session from the presenter.
2. Access the 'CEU Tracker' icon in the app. In the upper right-hand corner click on the words: 'Check In/Out'.



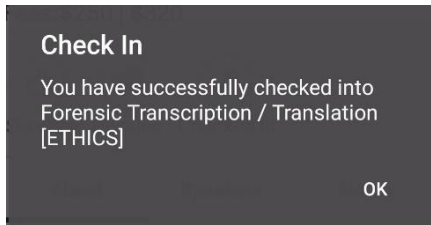
You will receive your certificate of attendance via email within 30-days of the conference.

3. Type in the code and click submit.



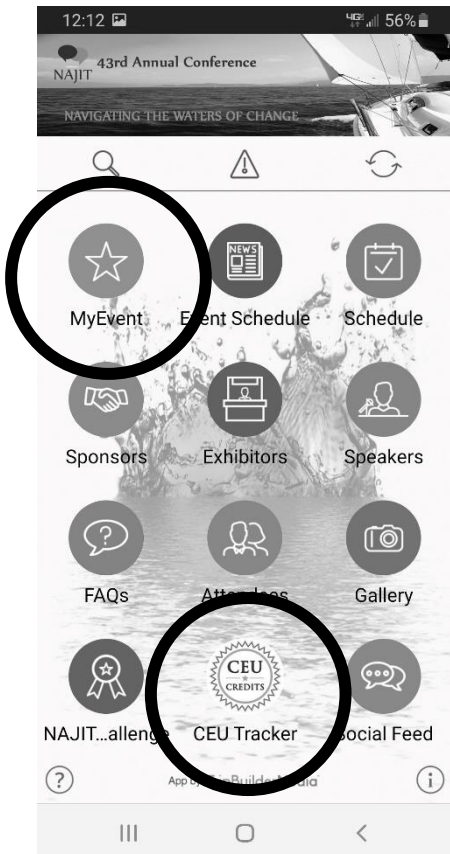
**THINGS TO KNOW:**  
*Check-in can be completed 5 minutes before the session begins and until 5 minutes after the session ends.*

4. You should receive a popup saying you successfully checked in.



**THINGS TO KNOW:**  
*Do not check-in to a session unless you are certain you intend to stay for the entire session. You will need the session check-out code before you can check-in to another session during the same time slot.*  
9.

5. Once you have checked-in to a session the icon changes to 'Check Out' in the app. The app will automatically check you out when the session ends. You are only permitted to check-in to one session per time slot.



### HOW DO I VIEW SESSIONS I CHECKED-IN TO?

You can view all sessions you have checked into via the 'CEU Tracker' icon or the MySession Tracking list (located within the 'MyEvent' icon). This list will contain the session title, session date and time slot, the date and time in which you checked-in to the session.

