



# Certificate of Attendance Instructions

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

### OPTION 1: PAPERLESS

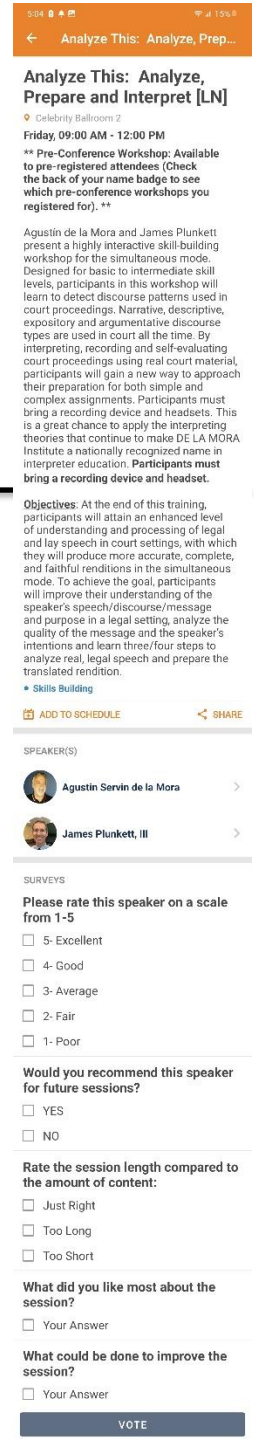
Attendees will need to share feedback to receive a certificate of attendance.

Attendees must submit a survey for **every session** where a certificate of attendance is required. Submitting a session survey via the NAJIT app will trigger a certificate of attendance to be emailed to you after the event. Use the step-by-step instructions below to submit feedback for sessions you attend.

### OPTION 2: FILL OUT A PAPER FORM

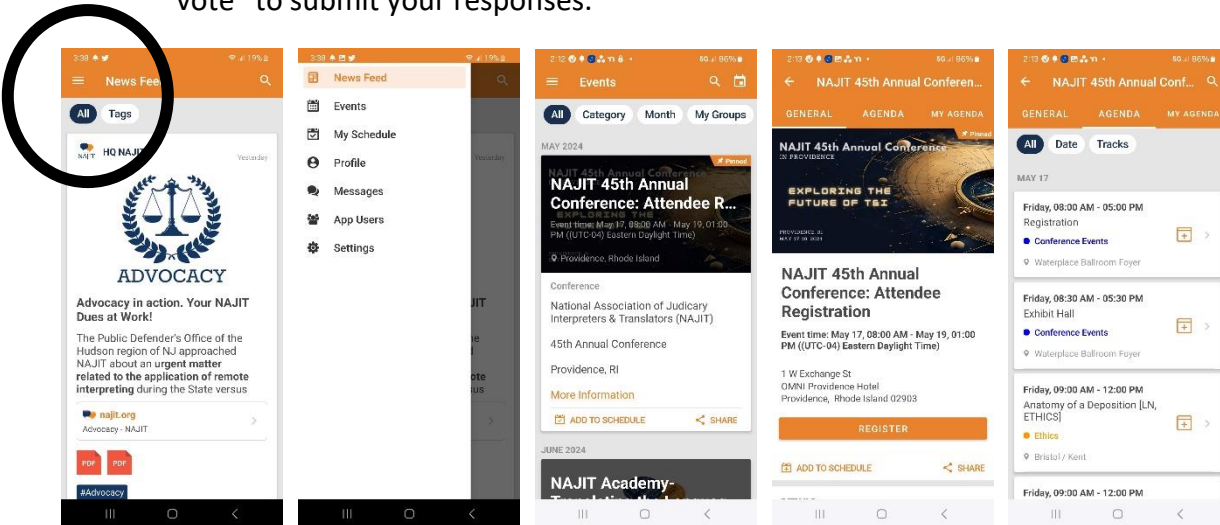
Get a paper form at the conference registration desk (a limited number of paper forms will be available). Drop your completed form off at the registration desk at the conclusion of the conference.

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



## HOW TO SUBMIT A SESSION SURVEY USING THE NAJIT APP

1. Open the NAJIT APP. Tap the three-bar icon in the upper left corner. Tap "Events".
2. Tap on the NAJIT 45<sup>th</sup> Annual Conference graphic.
3. Tap on "AGENDA" at the top of the screen. Scroll to locate the session you wish to complete a survey.
4. Tap on it to open it. Scroll to the bottom of the screen. Underneath the presenters is the survey. Answer the five questions and click "vote" to submit your responses.



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



# How to access the NAJIT App

1. Your username and password are the same as your credentials to log into your NAJIT Member account. If you have not created a username or password or do not remember it, use this link: <https://najit.app.neoncrm.com/requestPassword>. To reset or create a password, you must use the email address associated with your NAJIT account or event registration.

2. Download the NAJIT App via your app store. Or scan one of these bar codes:



3. Navigate the app using the 3-bar icon in the upper left corner (circled on the app photo on other side).
  - a. Things you can do in the app:
    - i. **News Feed:** Read the latest NAJIT news. See your member dues making a difference!
    - ii. **Events:** See events listed on the NAJIT calendar as well as NAJIT events.
      1. Click on an event for complete details. For the Annual Conference you can access details about individual sessions, events, submit session surveys, and more!
      2. On the event details page, you will see links at the top to the event “Agenda” and “My Agenda”. Use the agenda tab to identify sessions you wish to attend, add them to your personal agenda, and your phone calendar too!
    - iii. **My Schedule:** This is where you will see any items that you added to your schedule.

Please take a few moments to submit feedback for sessions you attended and feedback on the overall event. The Conference Committee uses this information to ensure NAJIT brings you relevant content that meets your needs while providing an amazing conference experience.