

	<p align="center"> California Unified Program Agency (CUPA) Training Conference February 25 - 28, 2019 Anaheim Marriott Orange County </p> <p align="center">at www.calcupa.org</p>	
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2019 VOLUNTEER “Check In/Out” INSTRUCTIONS

We have a new process to check attendees in/out of their sessions this year (no scanners). Individuals are responsible to check themselves in/out using their smart phone, laptop or at the CUPA computer kiosk area for each session they wish to receive CEUs.

Your job is to provide the check in/out codes (located on your Itinerary or receive them from the CUPA computer kiosk volunteer table) and to assist them in their efforts.

- Must check in at the CUPA kiosk volunteer table 20 minutes prior to the session (for which you are volunteering) to review instructions on the Attendee Check In/Check Out process and receive your volunteer badge.
- Volunteers will be provided Check In/Check Out codes on their Itinerary (or receive them at the CUPA kiosk volunteer table) and assist Attendees with entering their codes during arrival/departure of the session.
- Volunteers will post the **Check In Code** on the Flip Chart in front of the room **15 minutes before the start of the session**.
- Volunteers will post the **Check Out Code** on the Flip Chart in front of the room **15 minutes before the end of the session**.
- Volunteers are to sit near session entrance during the entire session and assist attendees.
- If there are questions you can't answer, please direct them to the CUPA kiosk volunteer table.

Session ID: _____ Room ID: _____

Check In Code: _____ Check Out Code: _____

Your Name: _____ Signature: _____

Please return this form to the CUPA kiosk, signed, after your session is completed and return your volunteer badge – please note any suggestions or observations on the back of this sheet. If you have any questions regarding the Check In/Check Out process, please contact our webmaster at webmaster@calcupa.org or call Tim at 530.263.8488.