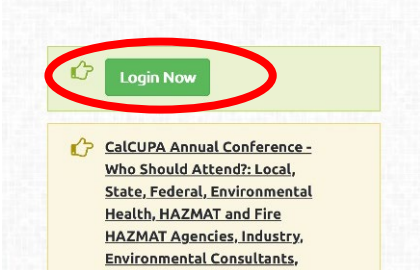# SESSION CHECK IN/OUT INSTRUCTIONS
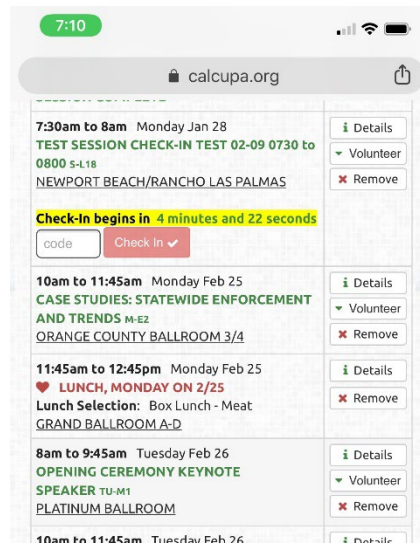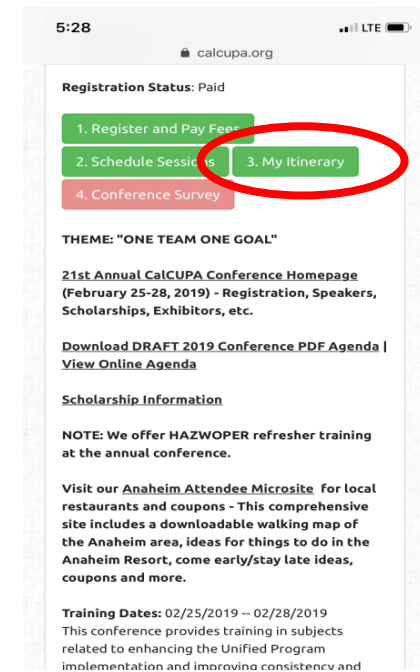

1. Sign in to your member's account.

2. Scroll down and Click the green

My Itinerary

to view your added sessions.

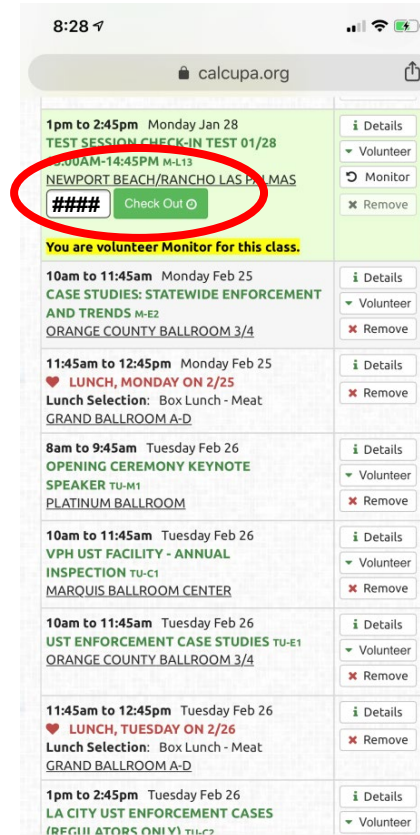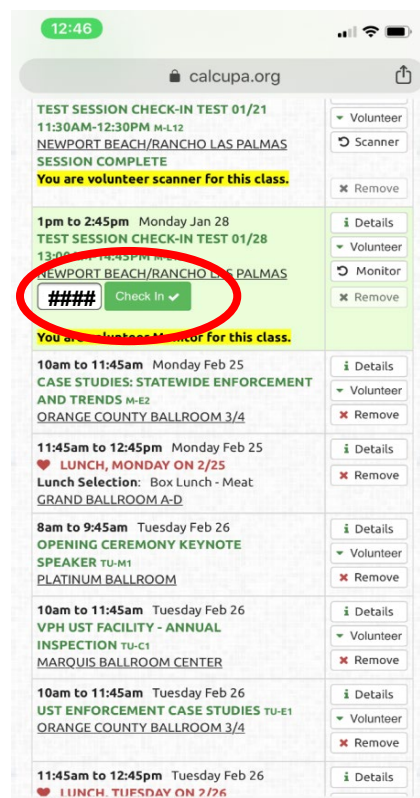3. Find the correct session you've added to your itinerary. A red button will

Check in

appear for check in.

4. Before the session starts, the check in button will turn green.

Check in

5. Enter the **unique four digit check in code** written on the easel at the front of the room. **Please write down the check in code for your reference**.

6. Click Check-in.

7. Before the session is about to end, the check out button will turn green.

Check Out

8. Enter the **unique four digit check out code** written on the easel at the front of the room. **Please write down the check out code for your reference**.

For questions and technical assistance, please go to the CUPA Kiosk.

9. Click Check-Out.

Be sure to complete the **Evaluation** to receive your CEUs.

21st Annual
California CUPA
Training
Conference

SESSION CHECK
IN/OUT
INSTRUCTIONS