SESSION CHECK IN/OUT INSTRUCTIONS

1. Sign in to your member’s account.
2. Scroll down and Click the green Check in button to view your added sessions.
3. Find the correct session you’ve added to your itinerary. A red button will appear for check in.
4. Before the session starts, the check in button will turn green.
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.
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.
9. Click Check-Out.

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

Be sure to complete the Evaluation to receive your CEUs.
SESSION CHECK
IN/OUT
INSTRUCTIONS

21st Annual
California CUPA
Training
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