## CUPA-2024 SESSION CHECK IN/OUT INSTRUCTIONS

## Home



**Speakers** 

Students

- 1. Sign-in to your member's account at calcupa.org on your mobile phone. From the Members Dashboard, scroll down the Conference Homepage and select My Itinerary...see #2 below.
- CALIFORNIA **Conference Agenda &** Scheduling Volunteer Assignments All Sessions View Lunches Print Itinerary Filter Day - Time - Regulators Track -PDF Agenda Presentations Search found 9 results ່ຊ 🞜 search by: session title session code Session TEST OF CHECK IN/OUT PROCESS M-A21 Monday 6:30pm to 7pm Session Details  $\sim$ Check In available in 2 CALIFORNIA CUPA FORUM **Conference Agenda &** Scheduling
- Volunteer Assignments All Sessions View Lunches Print Itinerary Filter Day - Time - Regulators Track -PDF Agenda Only Presentations Search found 9 results <u>વ</u> ટ search by: session title, session code Session TEST OF CHECK IN/OUT PROCESS M-A21 Monday 6:30pm to 7pm Session Details 44 minutes 9 seconds ####

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



appear for check in.

4. 15 minutes 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 flip chart at the front of the room. Please write down the check in code for your reference.

6. Click Check-in.

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

'. 15 minutes before the Session is about to end. the check out button will turn green.

## **Check Out**

- **Repeat the** process from Steps 3-7 for Check Out. **Please write** down the check out code for your reference.
- Be sure to complete the Session **Evaluation to** receive your CEUs.
- 10. On Wednesday afternoon, we will release the Conference Survey which must be completed to earn your CEUs.

2. Scroll down and Click the green My Itinerary

> to view your Sessions that you added from the **Online Agenda or Click on Agenda** Online to Select/Add Sessions to your Itinerary.

26<sup>th</sup> California Unified Program Annual Training Conference Feb 26-29, 2024





