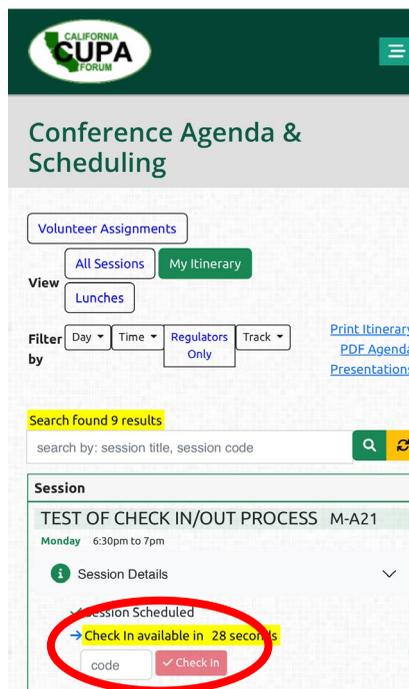


CUPA-2024 SESSION CHECK IN/OUT INSTRUCTIONS



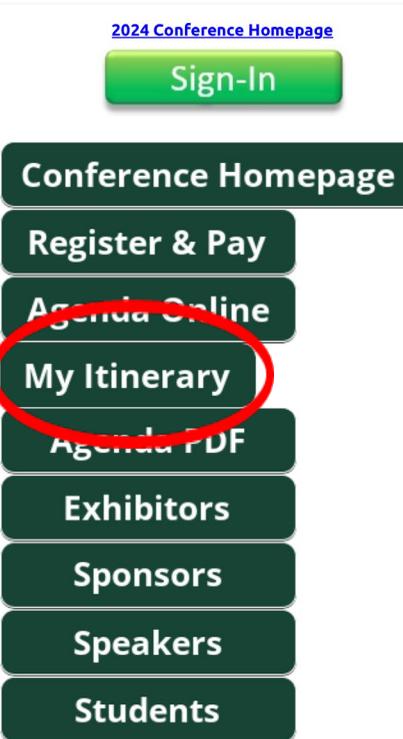
1. Sign-in to your member's account at calcupa.org on your mobile phone. From the Members Dashboard, scroll down the Conference Homepage and select My Itinerary...see #2 below.



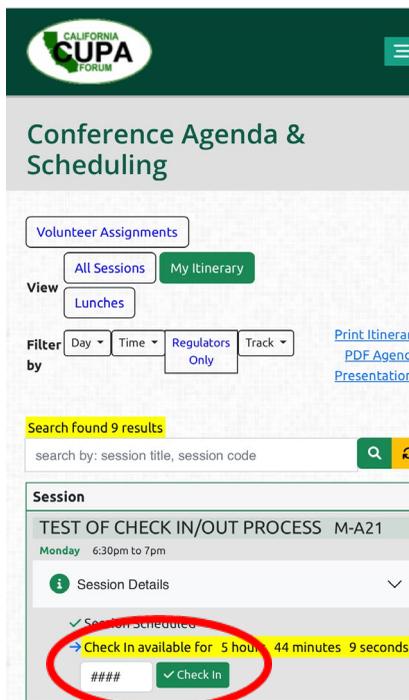
3. Find the correct Session you've added to your itinerary. A red button will appear for check in.



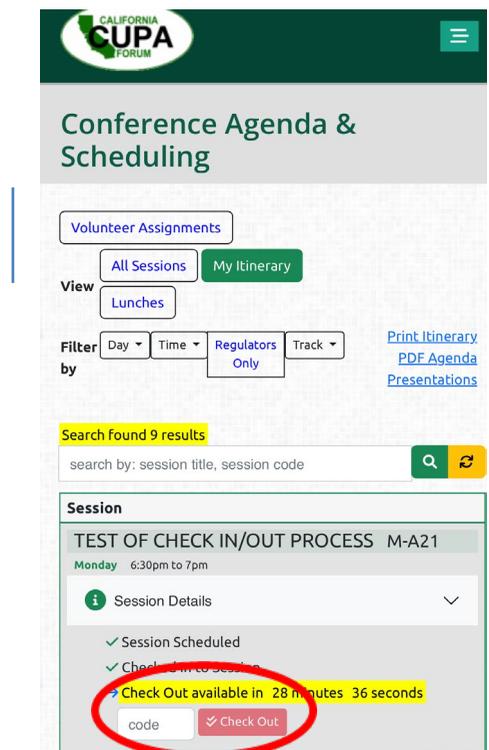
7. 15 minutes before the Session is about to end, the check out button will turn green.



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.



4. 15 minutes before the Session starts, the check in button will turn green.



8. Repeat the process from Steps 3-7 for Check Out. **Please write down the check out code for your reference.**

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.**

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

6. Click Check-in.

9. 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.**

**26th California
Unified Program
Annual Training
Conference
Feb 26-29, 2024**

**SESSION
CHECK IN/OUT
INSTRUCTIONS**

