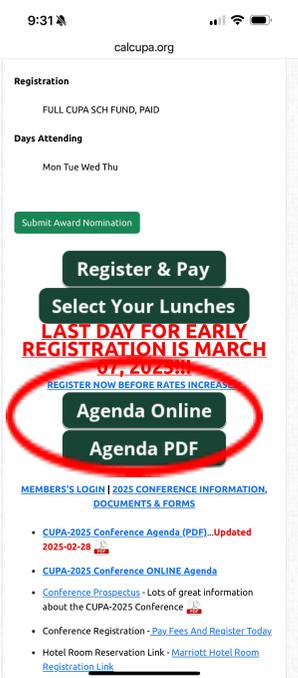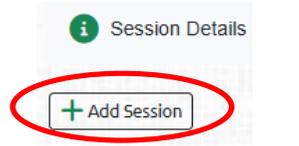# CUPA-2025 SESSION CHECK IN/OUT INSTRUCTIONS
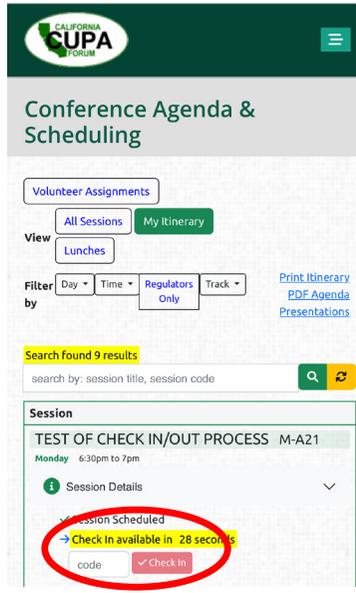

1. Sign-in to your member's account at calcupa.org on any internet connected device. From the Members Dashboard, scroll down the Conference Homepage and select Agenda Online…see #2 below.

2. From the Agenda Online, find the Sessions to add to your Itinerary by selecting the "+ Add Session" button.

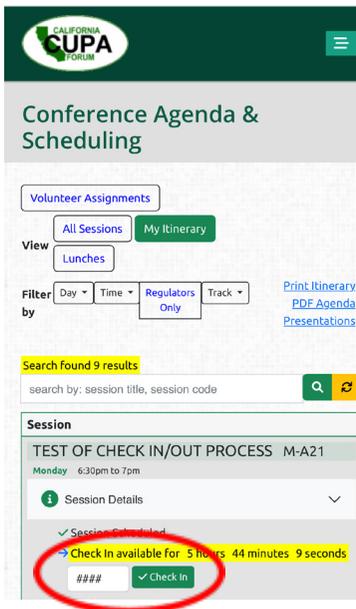
Click on the top button "My Itinerary" to view.

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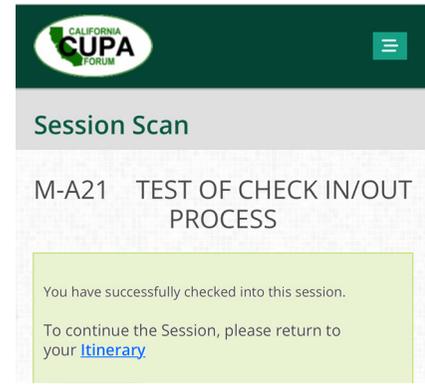

4. 15 minutes before the Session starts, the check in button will turn green.
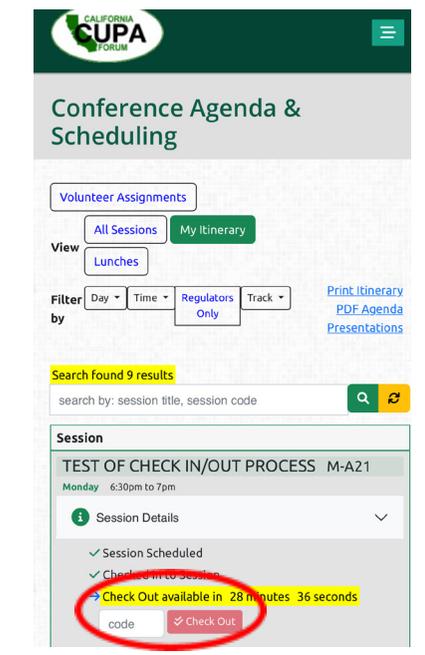

5. Enter the unique four digit check in code written on the flip chart at the front of the room. Please write down the check in code for your reference.

6. Click Check-in.

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

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

9. Be sure to complete the Session Evaluation for each Session to receive your CEUs.

10. NOTE: On Wednesday afternoon, we will release the Conference Survey which must be completed to earn your CEUs.

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

Complete entering ALL Session Check in/out codes the day of the Session (by midnight). Session Evaluations **AND** the Overall Conference Survey must be completed by **April 30, 2025** to obtain your certificates in your Member's Course History. Starting May 01, 2025, there will be a $50 charge to reactivate the closed Evaluation process. Check your status by logging into your account or stop by the CUPA Kiosk.

27th California Unified Program Annual Training Conference
March 24-27, 2025

SESSION CHECK IN/OUT INSTRUCTIONS