CUPA-2025 SESSION CHECK IN/OUT INSTRUCTIONS



calcupa.org

Register & Pay

Select Your Lunches

LAST DAY FOR EARLY REGISTRATION IS MARCH

Agenda Online

Agenda PDF

MEMBERS'S LOGIN 2025 CONFERENCE INFORMATION

<u>CUPA-2025 Conference Agenda (PDF)</u>...Updated

Conference Prospectus - Lots of great information

Conference Registration - Pay Fees And Register Today

Hotel Room Reservation Link - Marriott Hotel Room

CUPA-2025 Conference ONLINE Agenda

about the CUPA-2025 Conference

2025-02-28

DOCUMENTS & FORMS

FULL CUPA SCH FUND, PAID

Mon Tue Wed Thu

Registratio

Days Attending

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.

Check in

- 5. Enter the <u>unique four</u> <u>digit check in</u> <u>code</u> written on the flip chart at the front of the room. <u>Please</u> write down the <u>check in code</u> for your <u>reference</u>.
- 6. Click Check-in.





For questions and technical assistance, please go to the CUPA Kiosk. 7. 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. <u>Please write</u> down the check in/out codes for your reference.
- 9. Be sure to complete the <u>Session</u> <u>Evaluation</u> 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.



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

