

## CUPA-2023: Process To Earn CEUs

Tim Snellings, CalCUPA Webmaster

# For March 20-23, 2023 Conference



#### Overview of process to earn CEUs

1. You must have a calcupa.org account

2. You must be registered for the event

3. You must build your "My Itinerary"



#### **Begin HERE**



#### 25TH CALIFORNIA UNIFIED PROGRAM ANNUAL TRAINING CONFERENCE "HONORING THE PAST, EMBRACING THE FUTURE" - MARCH 20-23, 2023

MORE INFORMATION AND REGISTRATION FOR THE 2023 ANNUAL IN PERSON CONFERENCE TO BE HELD AT THE ANAHEIM MARRIOTT

IMPORTANT UPDATE: In case you haven't made your Hotel Reservation yet, you only have until March 10th to get this rate at the Hilton Conference Overflow
Hotel - Hilton Anaheim (directly across the street from the Marriott), 777 W. Convention Way, Anaheim, CA 92802 | Group Name: CalCUPA | Rate: \$189.00 | Call-in
#: 877-776-4932 | Weblink: https://book.passkey.com/go/CalCUPA2023 | Cancellation Policy: 72 hour cancellation

ONLINE Conference Draft Agenda (NOTE: You must be registered and logged in to view) | Conference Draft Agenda (PDF)

Confirm Your Lunch Selections (For Registered Attendees Only)

Golf Tournament Flyer/Info | (Player Registration Closed) | Sponsor Golf Tournament (SP-11)

Speakers Information | Exhibitors Information

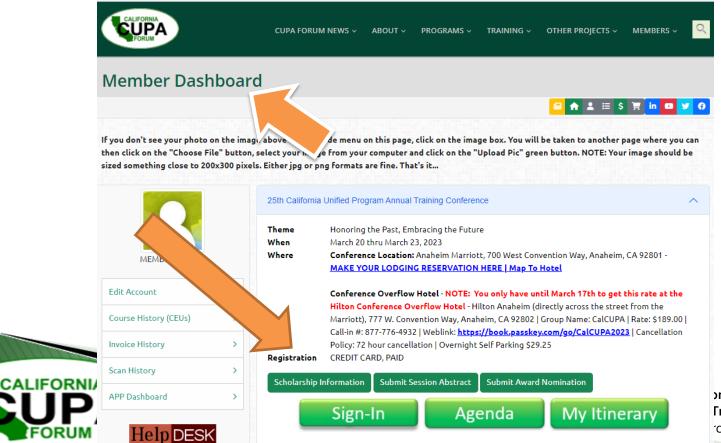
Conference Prospectus | Scholarship Info (CUPA/PA) | Scholarship Info (Students) / Download Student Flyer | Sponsorship Info | Sponsorship Opportunities |

Industry Free Session Sign Up Here 3 Unified Program ning Conference

10 - 23, 2023



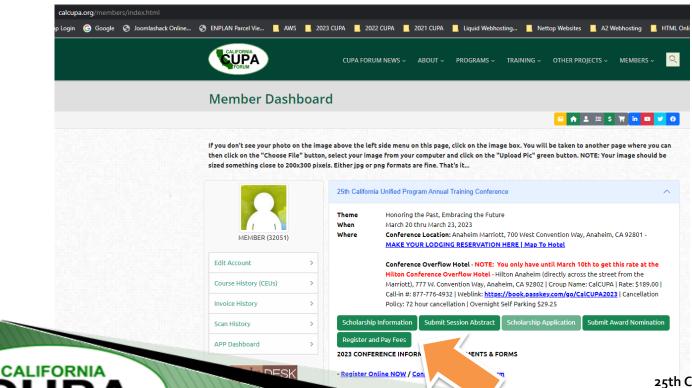
#### Am I Registered?



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2023 CONFERENCE INFORMATION, DOCUMENTS & FORMS

#### Next Step – Register for Conference



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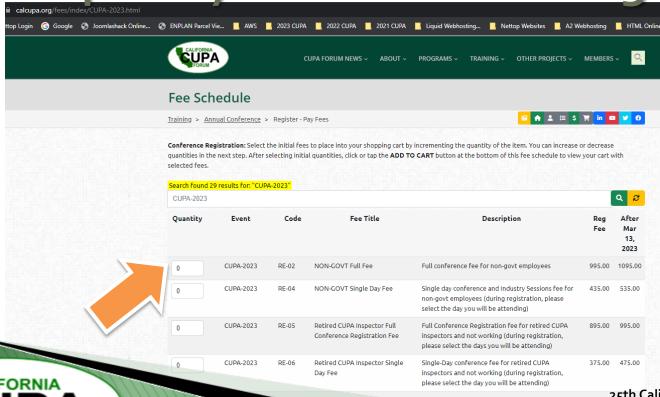
ndees Only)

: You must be registered and logged in to view) | Conference

25th California Unified Program Annual Training Conference

March 20 - 23, 2023

#### Next Step – Pay for Conference Reg Fee



CALIFORNIA

Student ID card required, proof of 12 units minimum, not working full time. This Student Full conference fee provides access to over 200 CUPA Training Videos us CUPA-2022 Virtual Platform website (requires page 3 and 3 and

Annual Training Conference

March 20 - 23, 2023

#### Check In/Out Instructions

SESSION CHECK IN/OUT INSTRUCTIONS



1. Sign-in to your member's account at calcupa.org.



Find the correct Session vou'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 vour reference.

6. Click Check-in.

a calcupa.org CUPA Conference Agenda & Scheduling All Sessions My Itinerary Volunteer Assignments



7. Before the Session is about to end. the check out button will turn areen.

**Check Out** 

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.

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

9. Click Check-Out.

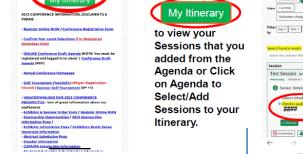
> Be sure to complete the Session **Evaluation to** receive your CEUs.

ified Program Conference



2. Scroll down and Click the green My Itinerary to view your added from the Agenda or Click on Agenda to Select/Add



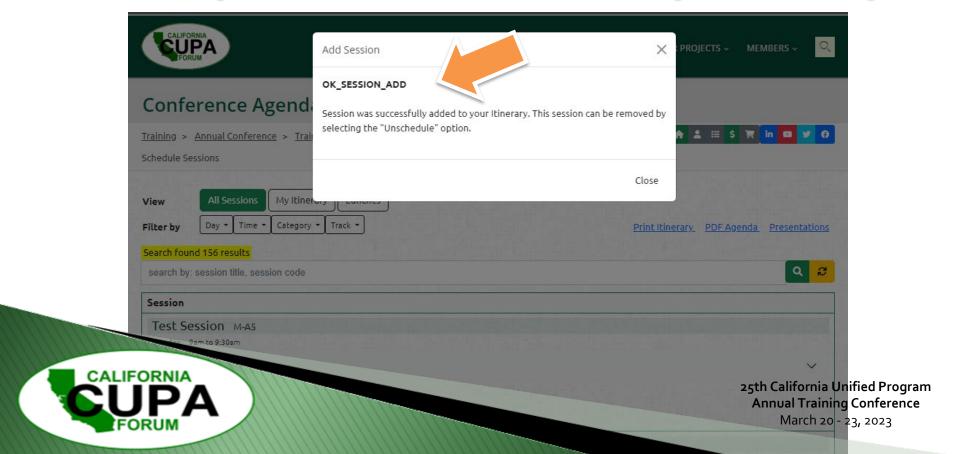


3, 2023

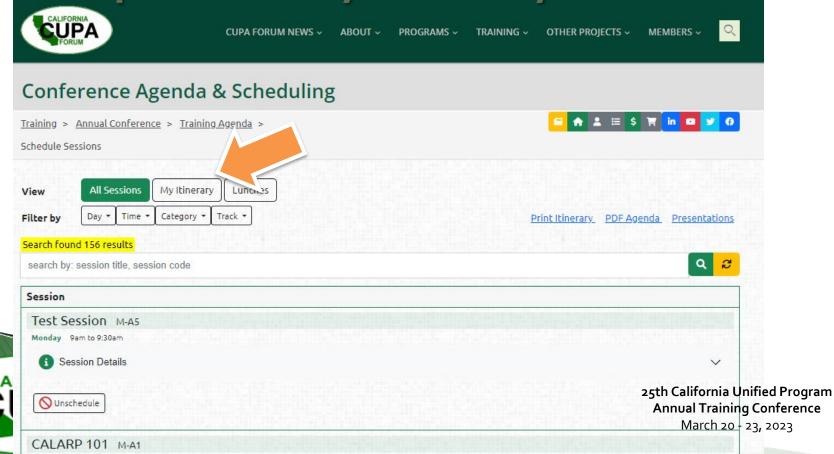
#### Next Step – Add Sessions to My Itinerary



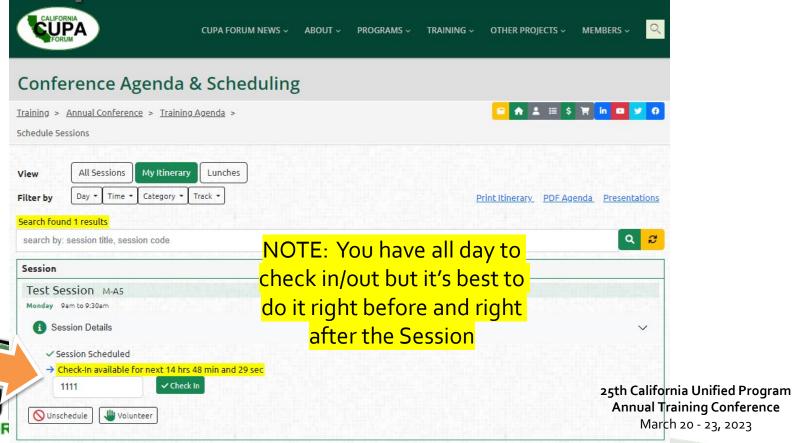
#### Next Step – Add Sessions to My Itinerary



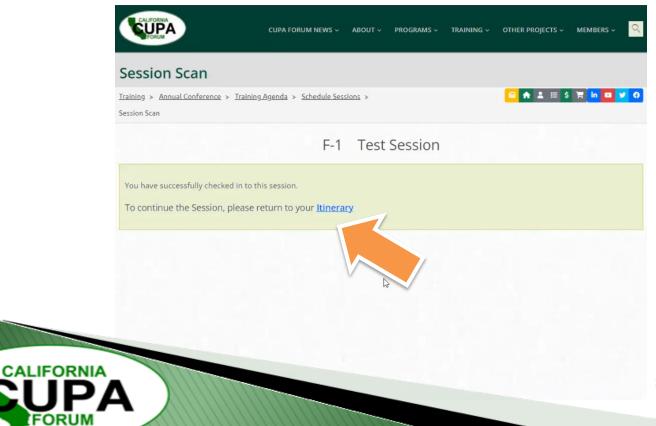
#### Next Step – View My Itinerary



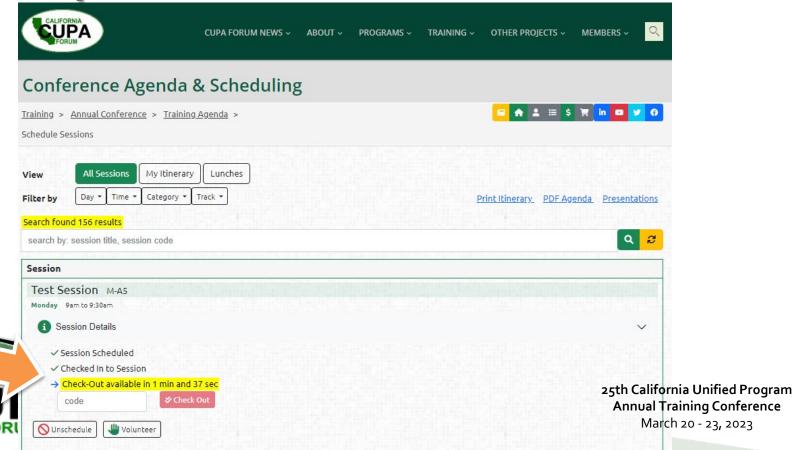
#### Next Step – Check In to the Session



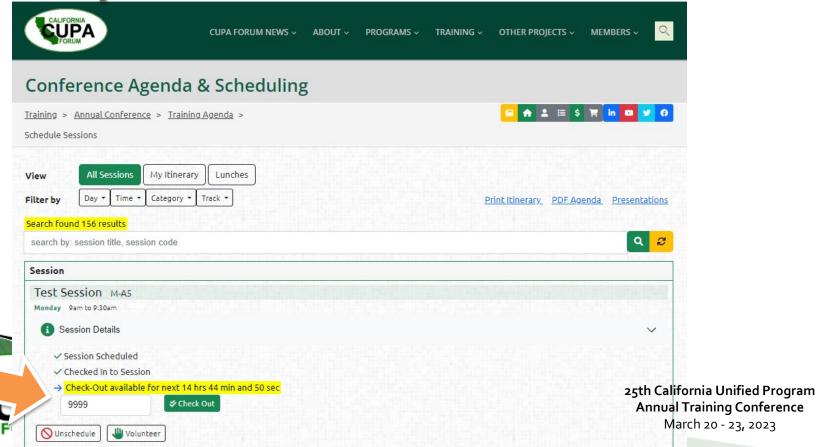
#### Next Step – Check In to the Session



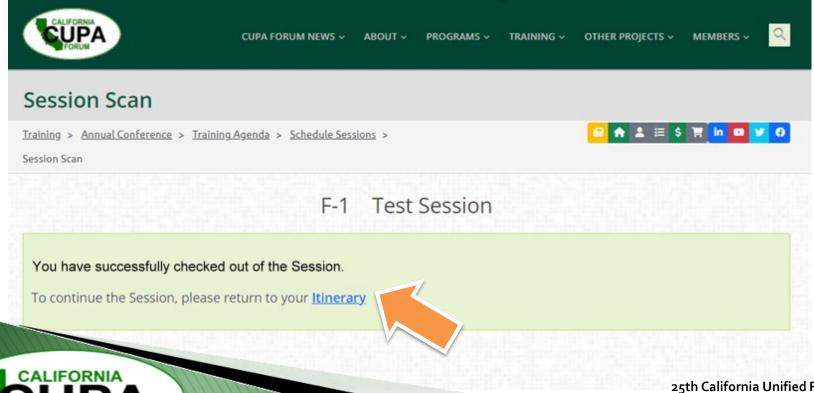
#### Next Step - Checked In to the Session



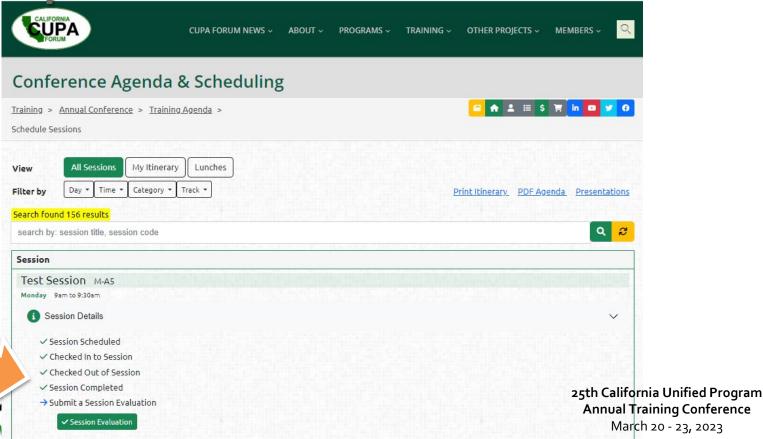
#### Next Step - Check Out of the Session



## Confirm – Check Out Completed

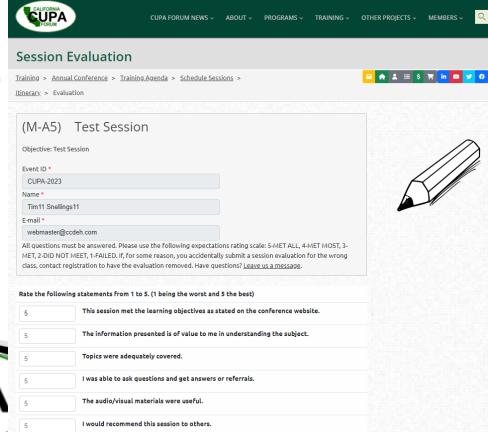


#### Next Step – Confirm Session Check Out



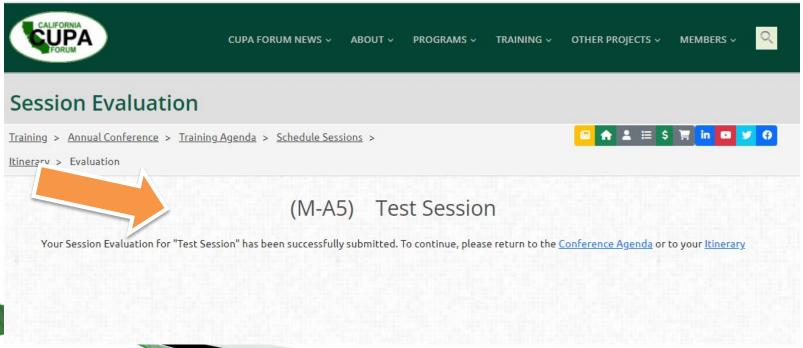
#### Next Step – Complete Session Evaluation





The session scope and duration were appropriate.

#### Next Step – Confirm Session Eval Submit





#### The Last Step to Complete the Process

Complete the Conference Survey

To Be Released on Wed, March 22



## Next Step – Complete Conference Survey





#### View Your CEUs in Your Course History

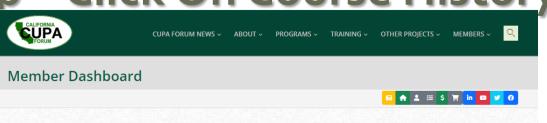
Click on the MEMBERS Top Menu Link

 Click on Member Dashboard Side Menu Link labeled "Course History (CEUs)"

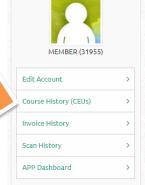
View/Download Your CEU Certificates



#### Next Step – Click On Course History



If you don't see your photo on the image above the left side menu on this page, click on the image box. You will be taken to another page where you can then click on the "Choose File" button, select your image from your computer and click on the "Upload Pic" green button. NOTE: Your image should be sized something close to 200x300 pixels. Either jpg or png formats are fine. That's it...





AL IFORNIA

25th California Unified Program Annual Training Conference 2. Schedule Sessions 3. My Itinerary 4. Conference Survey Theme Honoring the Past, Embracing the Future When March 20 thru March 23, 2023 Where Conference Location: Anaheim Marriott, 700 West Convention Way, Anaheim, CA 92801 -MAKE YOUR LODGING RESERVATION HERE | Map To Hotel Conference Overflow Hotel - NOTE: You only have until March 10th to get this rate at the Hilton Conference Overflow Hotel - Hilton Anaheim (directly across the street from the Marriott), 777 W. Convention Way, Anaheim, CA 92802 | Group Name; CalCUPA | Rate; \$189.00 | Call-in #: 877-776-4932 | Weblink: https://book.passkey.com/go/CalCUPA2023 | Cancellation Policy: 72 hour cancellation | Overnight Self Parking \$29.25 Registration COMP. PAID Scholarship Information Submit Session Abstract Submit Award Nomination 2023 CONFERENCE INFORMATION, DOCUMENTS & FORMS

ONLINE Conference Draft Agenda (NOTE: You must be registered and logged in to view) | Conference

- Confirm Your Lunch Selections (For Registered Attendees Only)

th California Unified Program

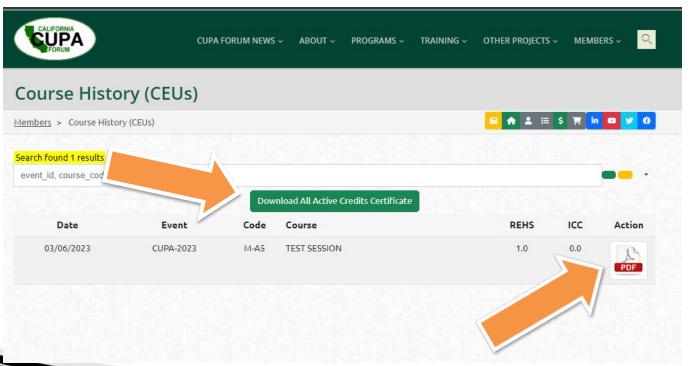
Annual Training Conference March 20 - 23, 2023

- Annual Conference Homepage

Draft Agenda (PDF)

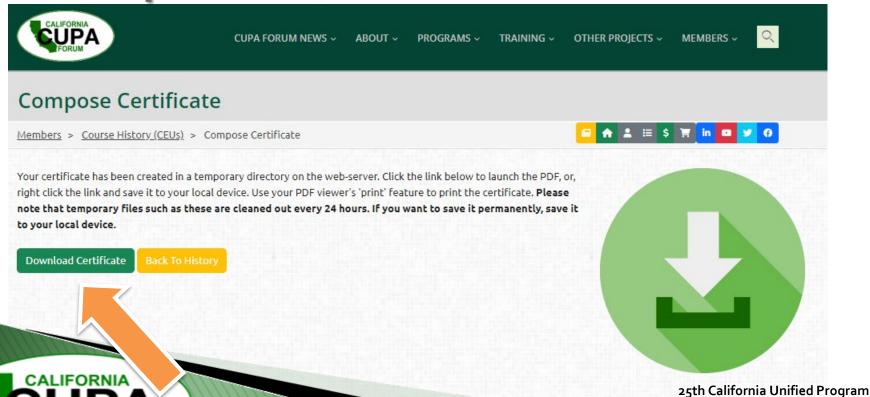
- Register Online NOW / Conference Registration Form

#### Next Step – View/Download CEU Certificate





#### Next Step – View/Download CEU Certificate



#### Next Step – View CEU Certificate



#### Certificate of Completion

25th Annual California CUPA Training Conference March 20, 2023 To March 23, 2023



**Participant:** Tim11 Snellings11 **Agency:** Nettop Publishing

Course Title

Hosted By:

CalCUPA Forum

REHS/ICC:

REHS ICC Completed Expires

1.0 2023-03-06 2026-03-06

M-A5 Test Session

Code



#### In Conclusion

- Add Session From Agenda to My Itinerary
- Attend Session
- Enter Check In/Out Codes
- Complete Session Evaluation
- Complete ONE Conference Survey
- View Your CEUs In Your Course History



#### If You Have Questions At The Conference

Visit the CUPA Kiosk

Ask For Tim or Deena

We Will Assist You



#### And Most Important...

# HAVE A GREAT IN-PERSON 25TH CALIFORNIA UNIFIED PROGRAM ANNUAL TRAINING CONFERENCE





# Any Questions?

Tim Snellings, CalCUPA Webmaster webmaster@calcupa.org | 530.263.8488 cell OK to text/call

