

PARTICIPANT USER MANUAL

SPPAC CONFERENCE PORTAL



Created by

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USE THE RIGHT BROWSER

Choosing the right browser is key to a seamless user experience, so make sure you always use one of the browsers recommended by the website (i.e., Chrome, Mozilla, or Safari). For best results, we suggest you always use **Google Chrome** while using the Convention portal.

BEFORE THE CONFERENCE

When you are first registered in the SPPAC Conference Portal by the site administrator, an automated e-mail is sent to you with your username and a temporary password. Please note that your username will be the e-mail address that you used to register for the conference.

Upon receiving the e-mail, you should log into the portal and immediately change the password to one you would prefer. Please remember to make this a password you can easily remember and/or write it down somewhere, as you will be using this email address/password combination to access the SPPAC Conference Portal in the future. This information is not dependent on the conference and does not change every year.

When you are added to a specific conference (e.g., SPPAC 2017) as an attendee, you will receive another automated e-mail informing you.

Dear <your name>,

You have been added to the convention <convention name>. Please log into <portal url> to update your personal information, as this will be used for badge printing prior to the conference.

Please contact the SPP Administrative Officer at apadiv54@gmail.com if you have any questions. Thank you and we are looking forward to seeing you at <convention name>!

-- The SPPAC Planning Committee

Please take advantage of this opportunity to log into the SPPAC Conference Portal and update your Profile as needed (e.g., name, credentials, institutional affiliation, etc.). This will ensure that your conference badge is printed using the most current/complete information.



HOW TO LOG INTO THE SPPAC CONFERENCE PORTAL

Go to <http://convention.societyofpediatricpsychology.org/user/>

The screenshot shows the login interface of the SPPAC Convention Management Portal. At the top left is the Society of Pediatric Psychology logo, and at the top right is the text "CONVENTION MANAGEMENT PORTAL". Below the header, there is a green message box that says "Please login first" with a close button. Underneath is a light blue box with the text: "For best results, please use Chrome, Mozilla, or Safari as your web browser whenever you log into the SPPAC User Portal." The main login area is titled "Sign In" and contains two input fields: "Username" and "Password". Below these fields is a green "Log in" button and a link that says "Have you forgotten your password?".

Login with your username and password. If you are a returning user, you will be taken directly to the Dashboard and can skip the remainder of this section.

If you are logging in for the first time, you will now be automatically redirected to your profile page to change your password and secure your account.


The screenshot shows the "User Edit Form" in the SPPAC Convention Management Portal. The form is titled "User Edit Form" and contains several input fields for user information: "First Name", "Last Name", "Email", "Password", "Credentials/Qualifications", "Organization/Affiliation", "Country", "State", and "City". Each field has a corresponding text input box. At the bottom left of the form is a blue "Submit" button.

Please make sure to change your password immediately. To do so, just type in a new password in the empty box and click "Submit" at the bottom of the page. Please note that the system will not let you proceed until you set a new password.



[Return to Dashboard](#)

Hello [indrajit.basu@gmail.com](#) [Log out](#)

 **CONVENTION MANAGEMENT PORTAL**

User Edit Form

Thank you, your submission has been received.

If you close out of the SPPAC Conference Portal before updating your password, you will be locked out of your account and will need to contact the MAL-CE for assistance.

COMPLETING/EDITING YOUR PROFILE

To access your profile, please click on the “Edit Basic Information” box on your Dashboard (more information on Dashboard functions can be found later in this manual).

Because your profile is used to populate your conference badge, the information on your badge will appear exactly as entered on your profile page. It is strongly advised that you maintain the structure suggested below in the example:

First Name: John Edward (Capitalize Each Word)

Last Name: Doe (Capitalize Each Word)

E-mail Address: john-doe@gmail.com (in small letters)

Credentials/Qualifications: PhD, ABPP (Highest Qualification(s) Here. Capitalize Each Word)

Organization/Affiliation: The National Institute of Nutrition & Child Health (Capitalize Each Word)

Country: AUS (ABBREVIATED FORMAT. ALL CAPS)

State: TAS (ABBREVIATED FORMAT. ALL CAPS)

City: Hobart (Capitalize Each Word)

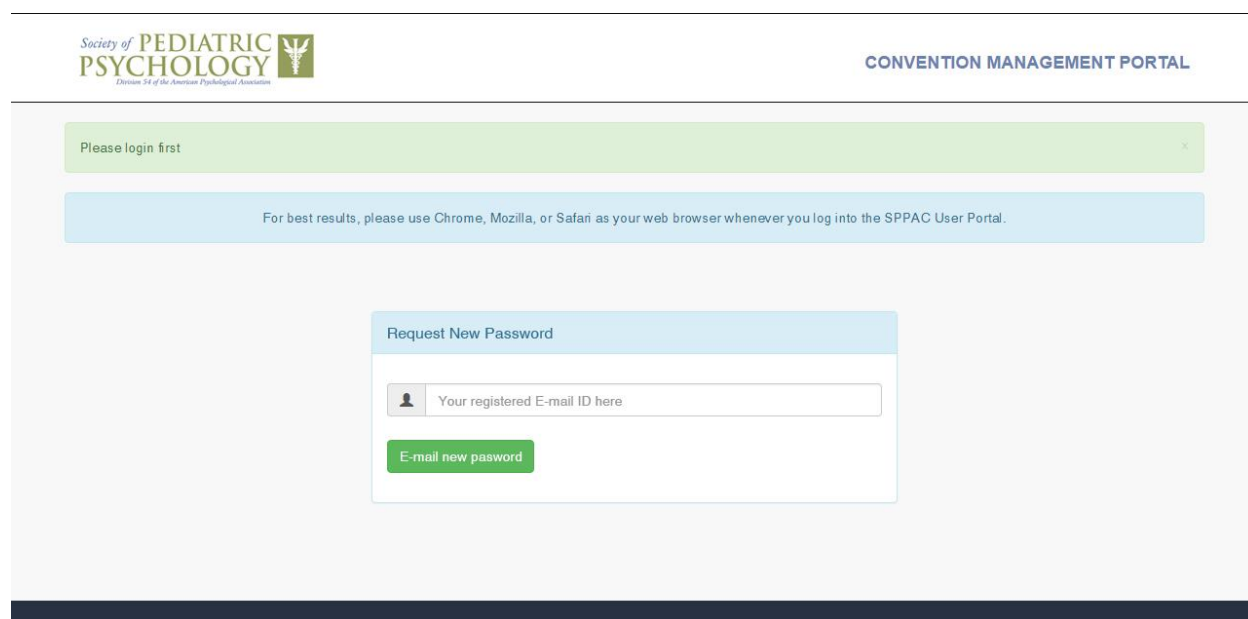
When you are finished updating your profile information, please click “Submit” to save your changes. Updating of your profile should be done annually to ensure that your current conference badge is correct and complete.

FORGOT USERNAME/E-MAIL ADDRESS

Please note that since your e-mail address is your username, you can't change your e-mail address on your own. If it needs to be changed due to any unavoidable circumstances (e.g., changed institutions, cannot receive conference-related e-mail at your previous e-mail address), you should contact the MAL-CE to update your e-mail address in the system. Changing your e-mail address will also update your username to the new e-mail address.

FORGOT PASSWORD

If you forget your password, you can reset it from the login page. Click on the "Request new password" link. A field will open where you need to type in your e-mail address (i.e., username). Once you do so, a one-time activation link will be sent to your e-mail address. When you click on the activation link, a form will open where you can update your password.



AT THE CONFERENCE

SPPAC offers several sessions for CE credit each year. The SPPAC Conference Portal is used to manage all of the documentation required for provision of CE credit. This includes two primary components, **documentation of full attendance** and **completion of a session evaluation**. Both of these components are required for a session if you would like to earn CE credit for that session.

Please note that the system is designed to be **self-service**. Volunteers will be available to answer questions and help trouble-shoot any difficulties that you may encounter, but it is your responsibility to



remember the steps that will be outlined below and to complete them for every session you attend in order to qualify for CE credit.

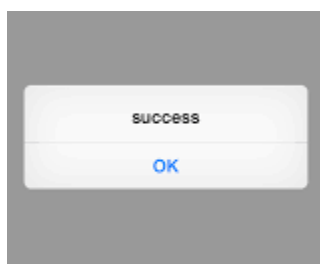
YOUR CONFERENCE BADGE

Once you register for SPPAC, a conference badge with a unique QR code will be generated for you. Please make sure that your first stop at the conference is the Registration Desk, where you can pick up your badge and conference materials. If you need to register onsite, please leave additional time to do so, as you will need your badge to be generated and printed before you attend your first session for CE credit.

Your badge is very important and you should always carry it during the conference. It will identify you as an attendee to other conference goers and staff, and – most importantly – is critical to earning CE credits.

SCANNING IN AND OUT OF SESSIONS

All sessions being offered for CE credit will have iPad kiosks at their entry and exit points. You will need to scan in and out of these sessions to register your entry and exit time in the system. To register your entry/exit time, please place the QR code on your badge in front of an iPad kiosk available for that session. You will hear a beep and the screen will show you a pop-up message. Press “OK” to complete the process and make the iPad kiosk ready for the person next in line. Your scan in/out information will be used to calculate your percent time in that session (must exceed 85% attendance in order to qualify for CE credit).



Please note that there is no way to document your time in attendance at a session if you fail to scan in or out for any reason. **Scanning in and out of every session is critical** for documentation of your attendance and, ultimately, provision of CE credit.

ACCESSING/COMPLETING EVALUATIONS

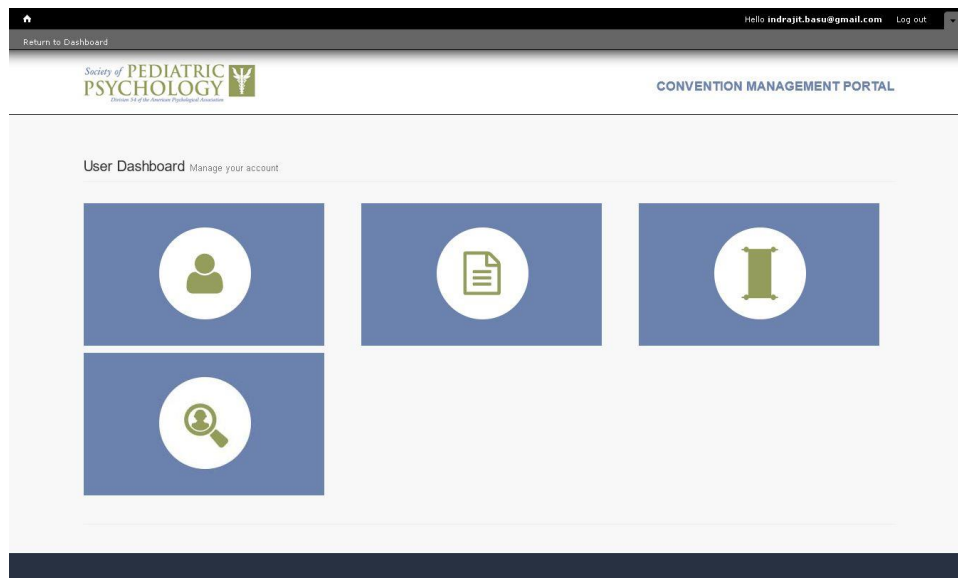
When you scan into any conference session using your badge, the SPPAC Conference Portal will e-mail you a link to the associated evaluation form. You can complete the evaluation clicking on the link or by simply logging into the SPPAC Conference Portal. Completing a session evaluation can be done during the session or at a later time. However, all evaluation forms are required to be submitted within 2 weeks of the conference session if CE credit is desired.

Please note that **no evaluations will be accepted after the 2 week deadline**, so plan accordingly.

CE CREDIT CALCULATION

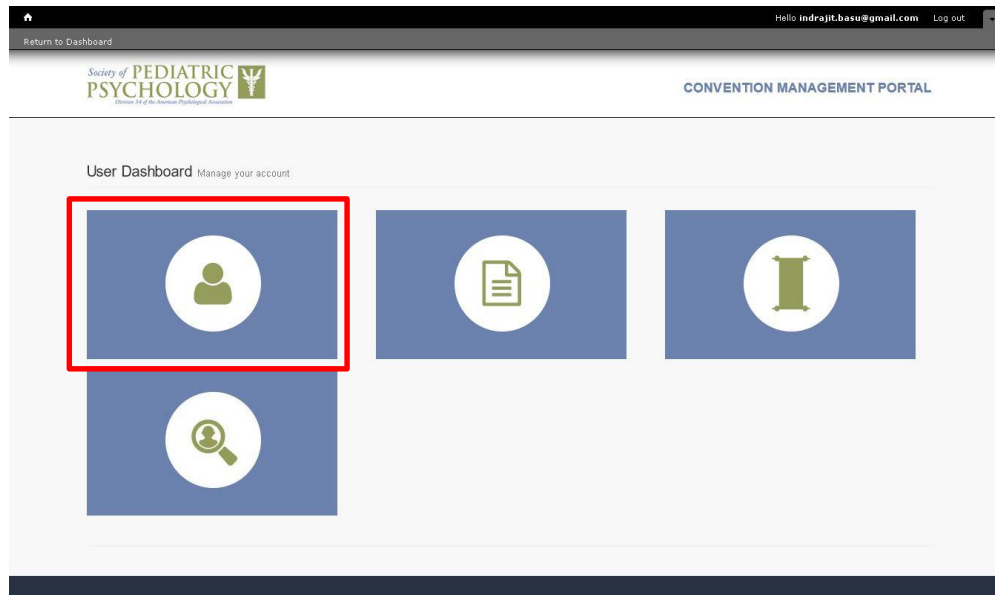
The calculation of CE credit is simple. **In order to earn CE credit for a session, you must 1) attend at least 85% of the total session time (as documented by your scan in and out times) and 2) submit your evaluation form for that session in a timely fashion.** If you fail to do either of these things, you will not be eligible for CE credit.

USING YOUR DASHBOARD



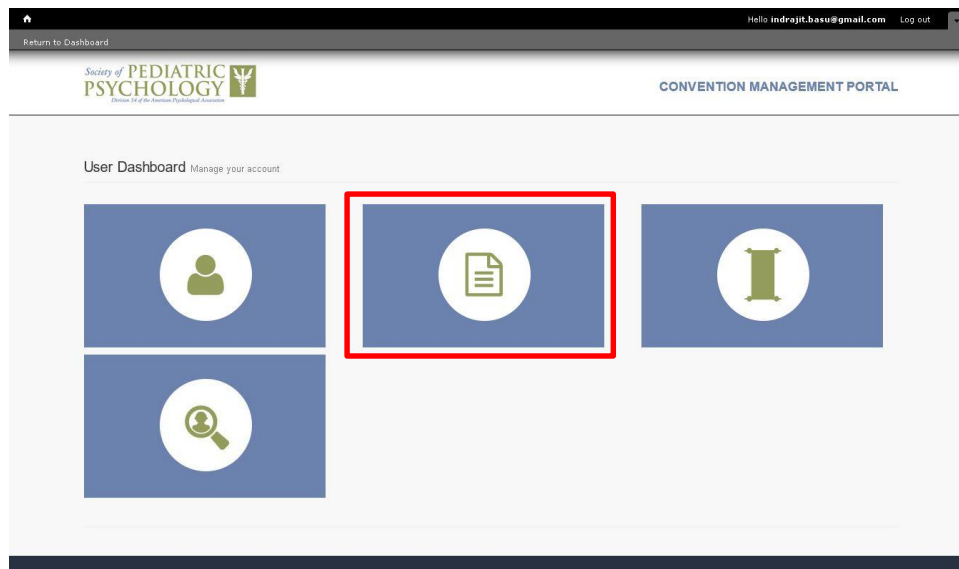
In your SPPAC Conference Portal Dashboard, you can see 4 buttons. Each of them has a special function. In the sections below, you will get a description of each of them.

EDIT BASIC INFORMATION



The first option in your Dashboard is “Edit Basic Information”. You can edit your profile information and change/update your password from here, as outlined previously.

EVALUATION FORM

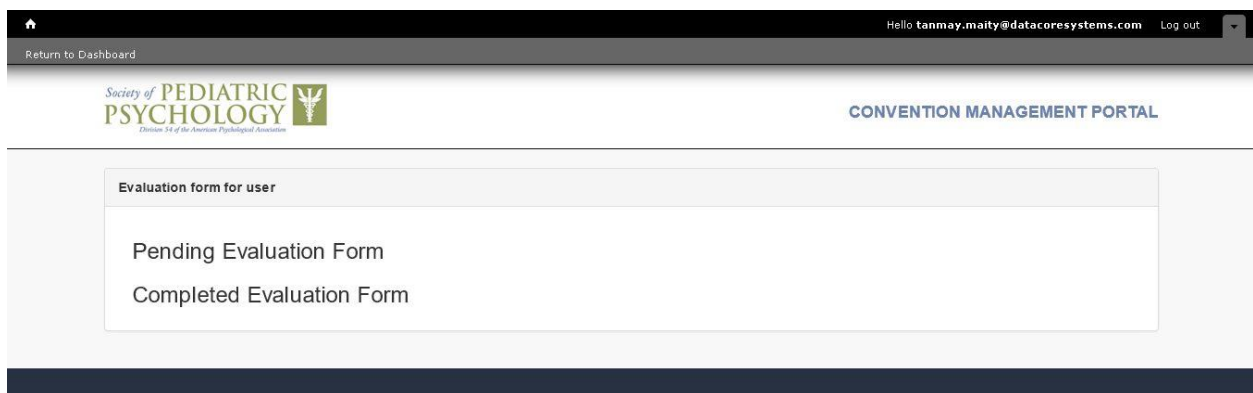


The second option in your Dashboard is “Evaluation Form”. As you already know, in order to earn CE credit for a conference session, you need to complete an evaluation form for that session. A link to the evaluation form will be sent to your e-mail address. Alternatively, you can log into the SPPAC

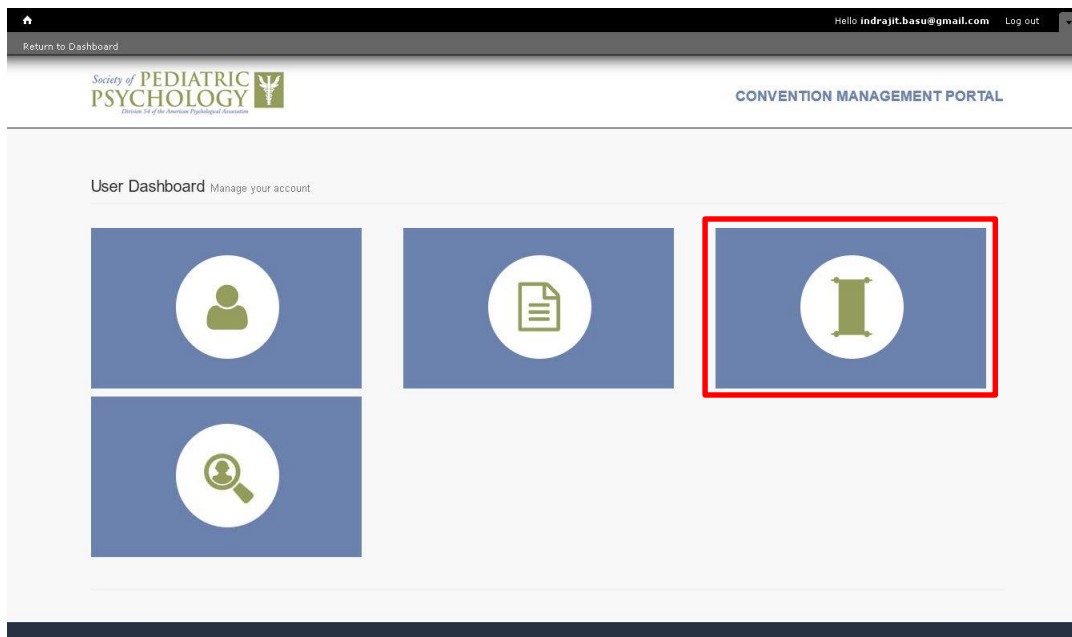
Conference Portal and access/complete the evaluation form from here. Evaluations will be available for completion as soon as you scan into a session with your badge.

Once you click on the “Evaluation Form” button, you can see a list of all your pending and completed evaluation forms. The evaluation forms will be available in your Dashboard for 2 weeks after the last date of the conference. You should be sure to complete all pending forms by then if you want to earn CE credit.

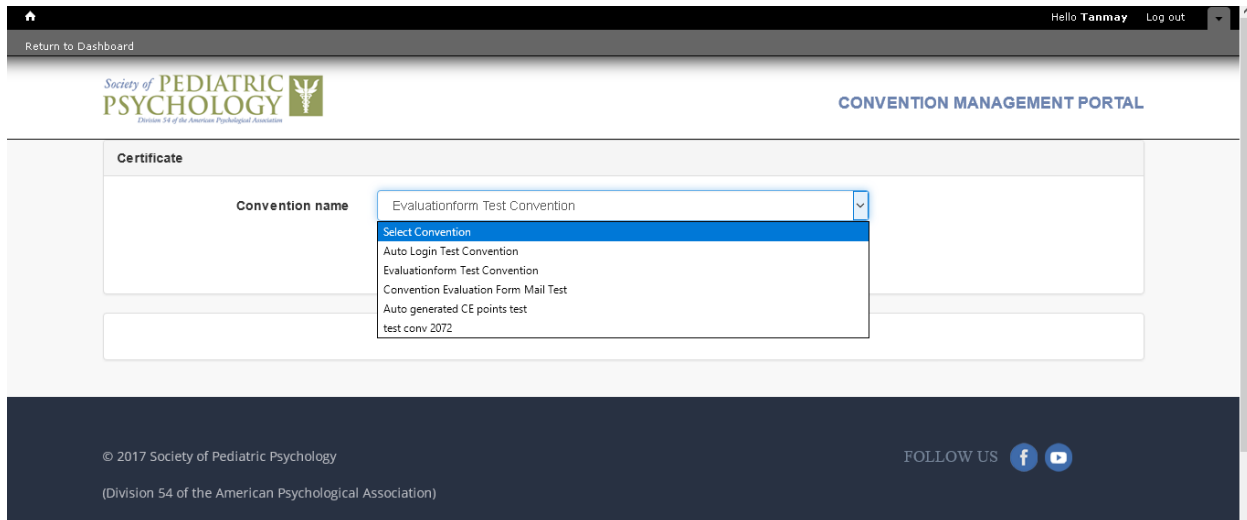
You can view any of your completed/submitted evaluations from the list of Completed Evaluation Forms by clicking on the link. However, once you submit an evaluation, you can only view and cannot edit it.



CE CERTIFICATE



The third option in your Dashboard is “CE Certificate”. You can generate your CE certificate from here.



Return to Dashboard

Hello **Tanmay** Log out

Society of PEDIATRIC PSYCHOLOGY
Division 54 of the American Psychological Association

CONVENTION MANAGEMENT PORTAL



Certificate

Convention name Evaluationform Test Convention

Select Convention

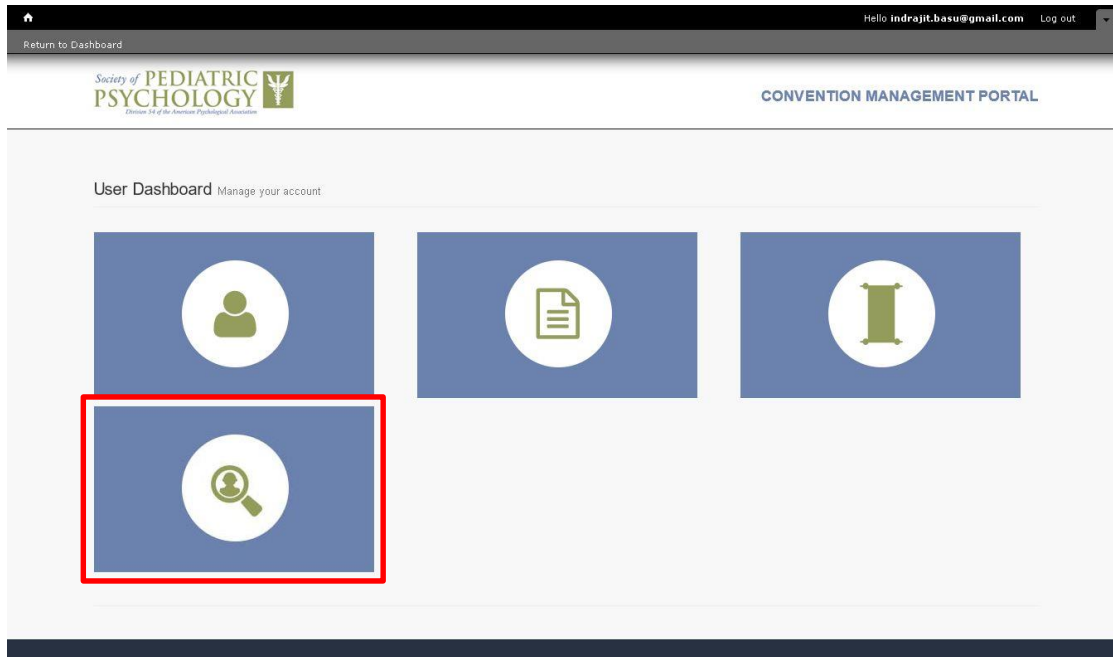
- Auto Login Test Convention
- Evaluationform Test Convention
- Convention Evaluation Form Mail Test
- Auto generated CE points test
- test conv 2072

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FOLLOW US  

First, please select the conference for which you want to generate your CE Certificate from the drop-down list. This list will include any conferences that you have attended since the SPPAC Conference Portal was launched in 2016. The CE Certificate generated from here can be printed or saved as a PDF.

MY SESSION DETAILS



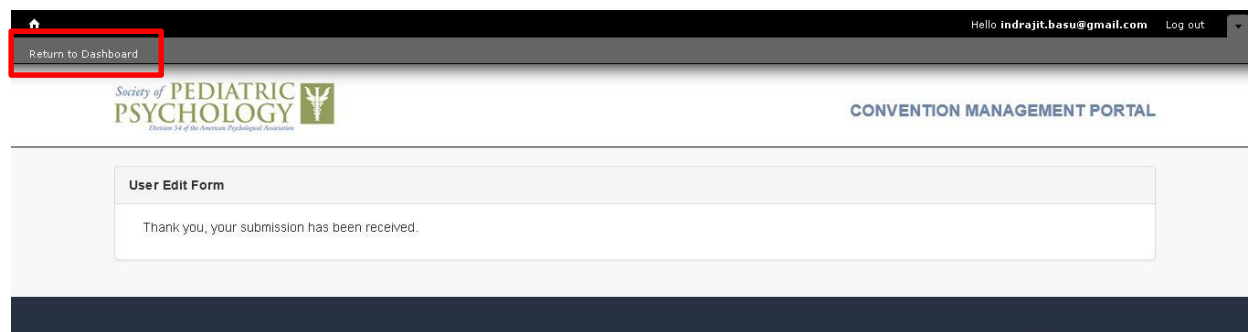
The fourth option in your Dashboard is “My Session Details”. This button is your “real-time” dashboard for CE sessions and can be used to help you make sure that you are meeting the requirements of the CE sessions you attend. It can also help you answer any questions that you might have about why you did/did not receive CE credit for a particular session once you download/print your CE certificate.



To use this function, first click on “My Session Details”. Then, please select the conference that you want to view from the drop-down list. This list will include any conferences that you have attended since the SPPAC Conference Portal was launched in 2016.

Once you select your conference, you will be provided with a table summarizing your CE-related conference activities to date. For each session, you can check your scan in and out time, the percent time you spent in attendance calculated from this time in/out information, whether or not a session evaluation has been completed, and the number of CE credits earned for that session (based on at least 85% attendance and a completed evaluation form).

RETURN TO DASHBOARD



Finally, whenever you would like to return to the SPPAC Conference Portal Dashboard, simply click on “Return to Dashboard” in the upper left hand corner of your screen.

FINAL NOTES

The SPPAC Conference Portal has been developed to function on any device that supports web browsing (e.g., laptop, smartphone, tablet). While this flexibility is helpful for certain tasks (e.g., completing evaluations in real-time during sessions, checking to be sure that you have scanned into a session successfully), please note that the portal is not optimized for smartphone use. You will always have the best experience when using devices with large enough screens (e.g., tablets, laptops) to limit the need for scrolling.

As always, please contact the current MAL-CE (contact information available on the SPP Website at <http://www.societyofpediatricpsychology.org/board-of-members>) with any questions about accessing or using the SPPAC User Portal for CE management. Help also will be available onsite at the conference; just stop by the registration desk.