NARA Fall Conference 2022 Mobile Site & CEU Certificate Access Instructions

**PLEASE READ ALL INSTRUCTIONS THOROUGHLY**

For this conference we will be using the mobile site integrated with our conference website. Once you sign in, you will be able to check in, access the agenda, access handouts, and access Medbridge to complete your assessments. *You receive access to your CEU Certificate via Medbridge once you have completed the assessments. Instructions for completing the assessments and accessing your CEU certificate are at the end of this handout.*

From your phone click this link: https://www.eventsquid.com/mobile/17083 - we recommend bookmarking or saving the link to your home screen prior to coming to the conference.
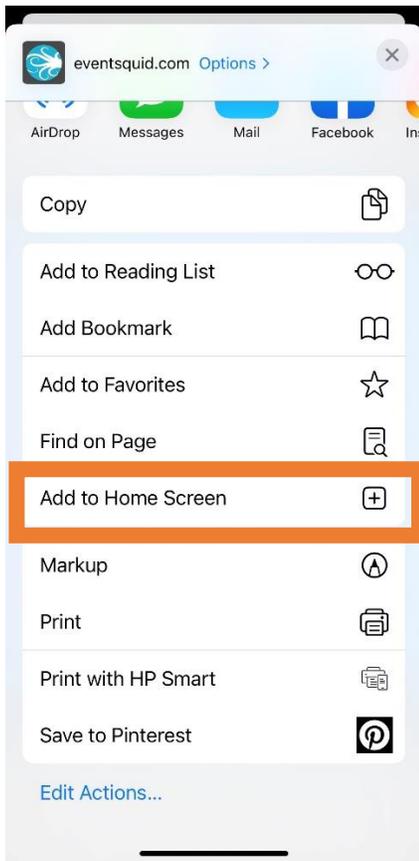
QR Code for Conference Mobile Site
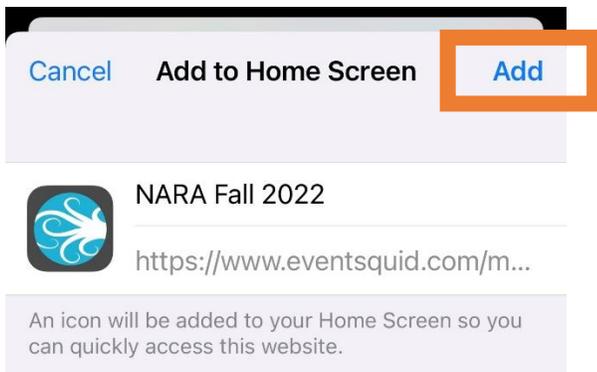

Save the Mobile Site to iPhone Home Screen:
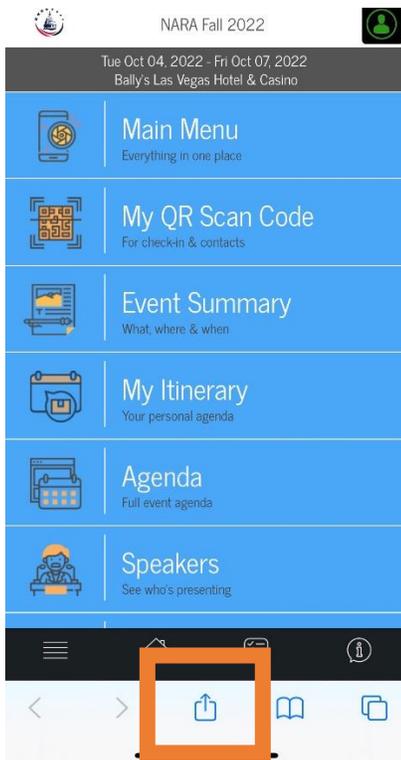
Click on the box with an upward arrow

Then scroll down on the list and tap on Add to Home Screen.

The Event Squid icon will appear with "NARA Fall 2022" and the link. In the upper right corner click the blue Add and the Event Squid icon with NARA Fall 2022 will now be on your home screen.

NARA Fall Conference 2022 – Mobile App

Logging Into the App:

- Once you click the link, you will be taken to the landing page:

Click on the Already Registered? Button
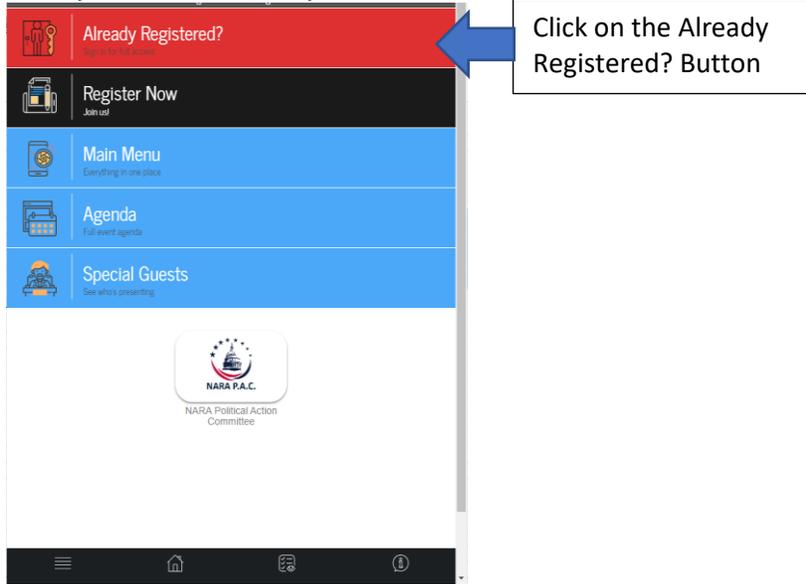
- If you do not remember what your password is or if someone else registered you then enter your Email Address then click on I forgot my password. This will allow you to reset the password for your account.
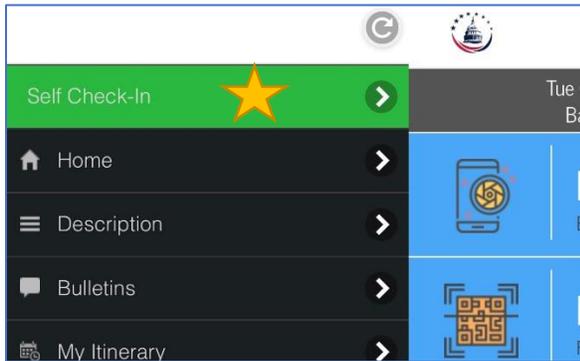
Conference App Check In and Check Out Codes:

- Pre-Conference Check In = 100422
- Pre-Conference Check Out = 99999
- Conference Check In = 100522 – you only check in the 1st day
- Conference Check Out = 99999 – only check out when you will not be returning to sessions and are permanently leaving the conference

Checking Into the Pre-Conference and/or Conference:

Click on Main Menu to access Self Check-In
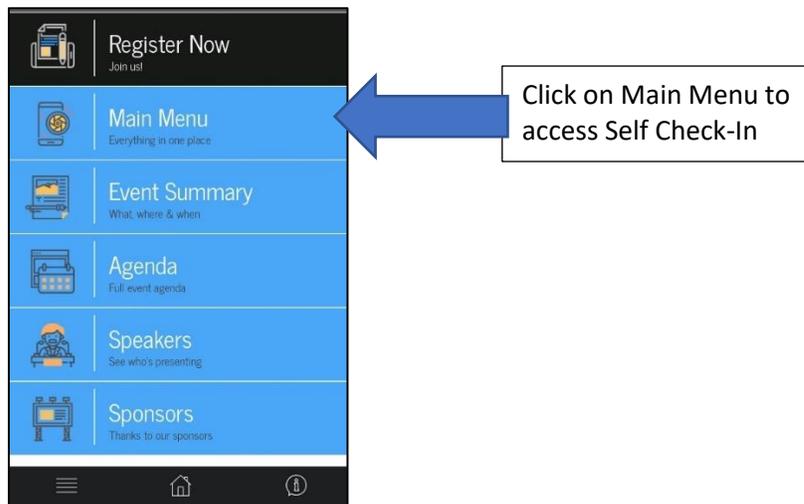
NARA Fall Conference 2022 – Mobile App

In the upper left corner, click on Self Check-In

You will see Check In and Check Out options for all paid registrations:

Click the Check In button upon arrival at the conference. For the 3-day conference, you only need to check in on the first day and then check out when you depart and will not return.
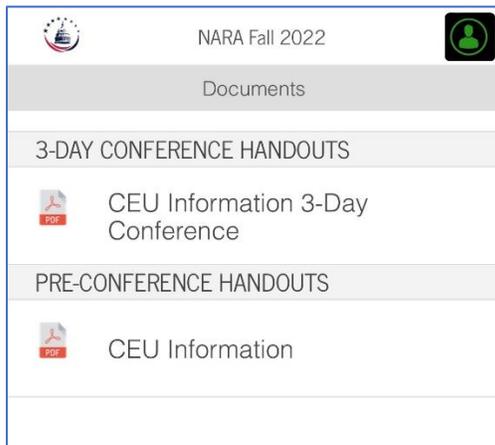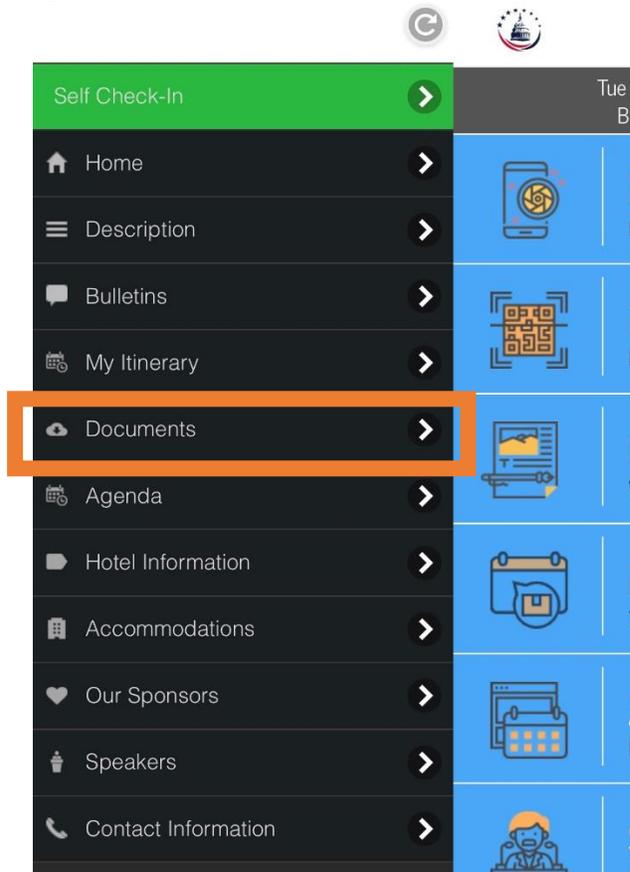- Pre-Conference Check In = 100422
- Pre-Conference Check Out = 99999
- Conference Check In = 100522 – you only check in the 1st day
- Conference Check Out = 99999

You can return to the Main Menu by clicking on the 4 lines in the bottom left corner:
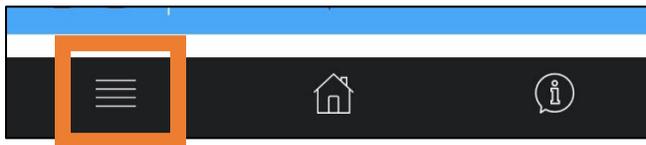
NARA Fall Conference 2022 – Mobile App

Accessing Handouts (if available):

Handouts can also be accessed [here.](#)

The documents available will be listed for the pre-conference and 3-day conference. We have also provided the flyers for each event that contain the time orderd agenda, speaker bios, objectives and description of the conference that can be submitted when applying for CEUs other than what NARA has received approval.

NARA Fall Conference 2022 – Mobile App

CEU Certificates/Assessments
Access is granted to the pre-confernece and 3-day conference based on your registration. If you already have an account with your employer then NARA will need to utilize a different email account to create a NARA Medbridge account for you.

To be eligible for CEUs, you must:
1. Check in via the mobile app for each event you are registered for
2. Log into Medbridge https://www.medbridgeeducation.com/sign-in
3. Click on Events on dashboard – all events you are registered for will be listed under Incomplete (you may have to click View All to see the Fall Conference events)
4. Click View Track
5. Click Start Next Item till you get to the Assessment
6. Click on the Link in the white box for the Assessment
7. Complete the assessment then return to the Medbridge event tab and click Complete Item
8. Step through each section
9. Complete the assessment via the separate link (you must complete the assessment to mark the section complete)
10. Then access your certificate:
    - Under your Events on the dashboard
    - Click Completed to show the event(s) completed
    - Hover over the event you need your certificate for then the option of Certificate button.
    - The certificate it will automatically download. You will need to add your name by clicking under Acknowledges Certifies then typing your name where the gray box is and then save it

You will not be able to complete these events until the end date of the event has occurred.

Questions?
Contact Christie Sheets at christie.sheets@naranet.org