

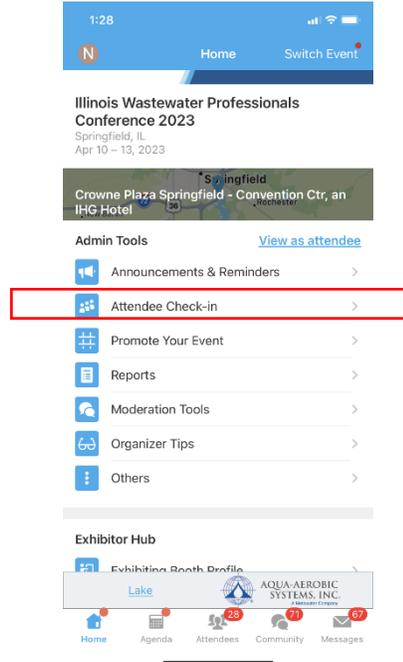
IWPC WHOVA Guide to Scanning Attendees for CEUs

1. Volunteers wishing to scan CEUs must first have the WHOVA ap on their phone and be set-up with administrator rights.

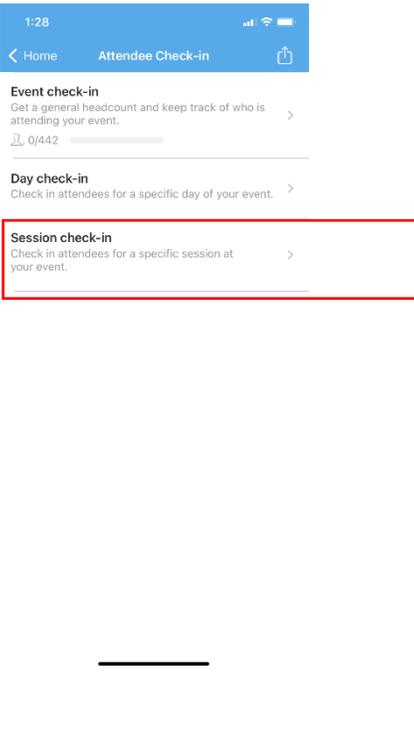
2. Within the ap switch to administrator mode.



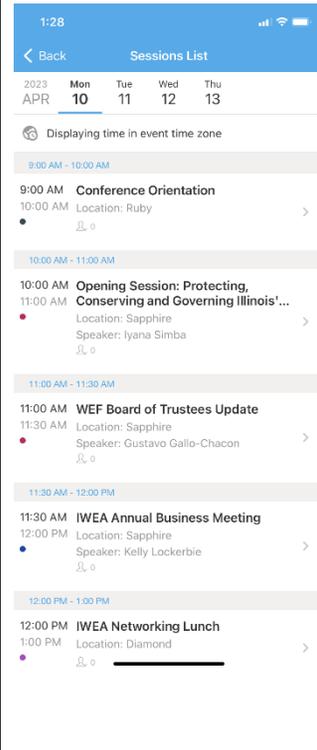
3. Select Attendee Check in



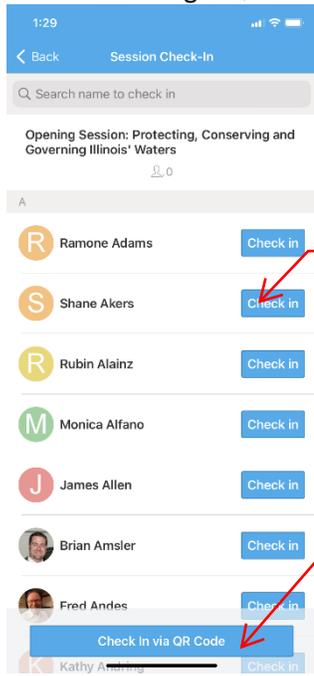
4. Select Session Check in



5. Select the Session / Presentation



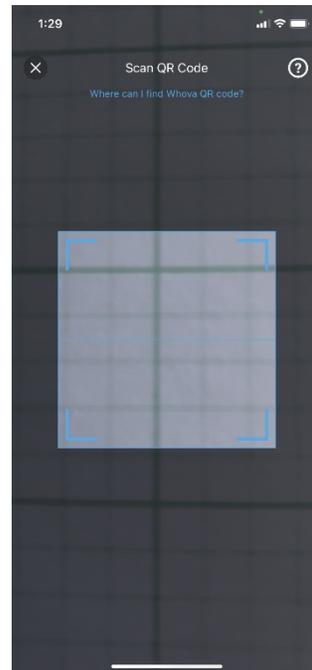
6. Attendees can then either be manually selected or entered by scanning a QR code.



Option for Manual entry of attendees.

Option for QR Scanning

7. QR Scanning is the most efficient means of scanning multiple people. Hold the attendee's name badge within the scanner window.



- Everyone must be scanned for each speaker. This means scanning attendees within the room in between speakers. Best practice is to have one volunteer scanning badges at the door to the room and one volunteer scanning badges within the room in between speakers.
- Volunteers can sit in the back of the room by the door during the presentations so they themselves can earn CEUs.
- Be sure to also scan or enter the moderator so they too get CEU credits for each presentation.
- In some instances, the QR code on the name badge may become smudged or unreadable. In these cases, the attendee can be manually checked-in by clicking the check in button next to their name (see bullet six above)
- Presentation information has been submitted to IEPA for CEU certification. Attendees will receive documentation after the conference via email documenting the presentation attended for CEUs.