



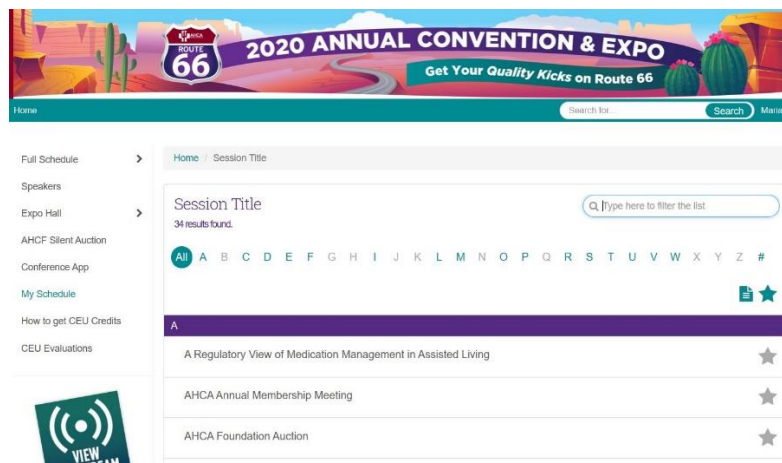
## AHCA 2020 Virtual Convention & Expo ACCESSING ON-DEMAND SESSIONS AND EVALUATION FORMS

**Step 1:** Log into the 2020 AHCA Convention Virtual Site by clicking on the following URL and logging in using your email address and personal access key (NOTE: if you cannot locate your personal access key, please contact Maria at [mmolina@azhca.org](mailto:mmolina@azhca.org))

<https://www.eventscribe.com/2020/AHCA/>



**Step 2:** When you get to the home page, click on “Full Schedule” on the left-hand column. You can browse by session topic or view the full schedule. You can also search by speaker last name. For this example, I chose the browse by session topic option.



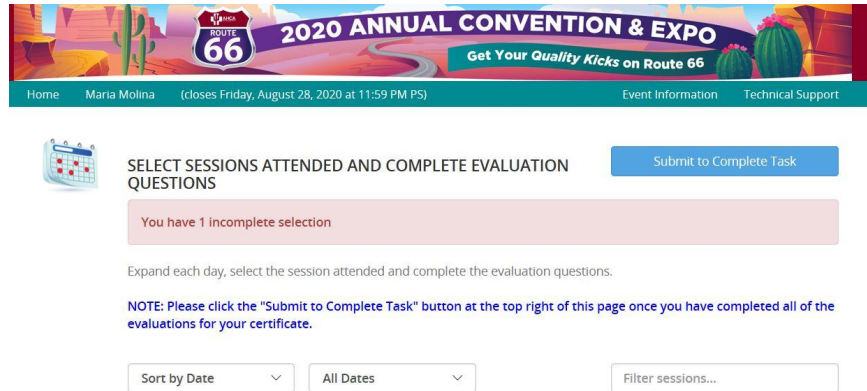


**Step 3:** Click on the session you would like to watch or evaluate. If you need to watch it, click “On-Demand.” If you have already watched it, then click on “Evaluation.”

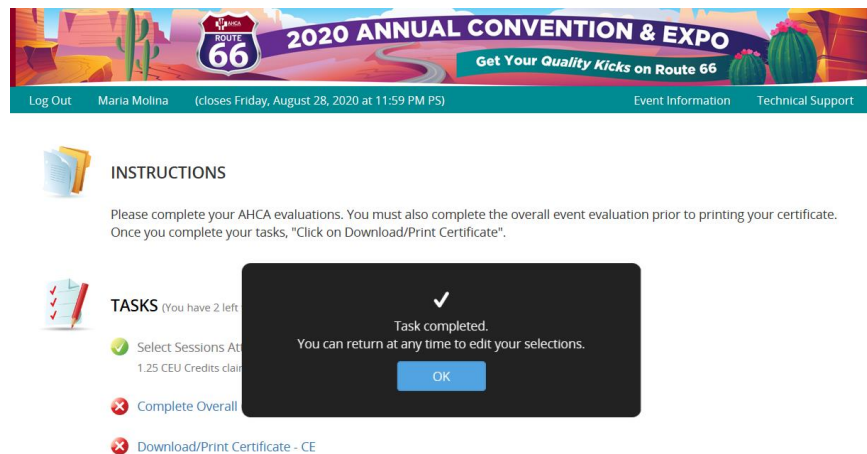
**Step 4:** Complete the evaluation and then click on either of the “Submit” buttons, which you will find both at the top right and at the bottom right of your screen. You will get a pop-up window that says: “Evaluation Successfully Completed.” If you have other evaluations to complete, you will be prompted to complete them at this point.



**Step 5:** Once you have completed all evaluations, click the “Submit to Complete Task” button at the top right of the page.



**Step 6:** You will see a pop-up window that says “Task completed” and will be taken to this page.



**Step 7:** After completing speaker evaluations, complete the OVERALL convention evaluation.

**Step 8:** Then you will be able to download your CEU Certificate directly from the site.