

New York State School Social Workers' Association

2021 State Conference

Conference App Access Information



USING the NYSSSWA Results at Hand Conference App

Results at Hand will be used in order to:

- Access the session on the agenda
- Access Handouts
- Sign In/"Check in"
- Sign Out/"Check out"
- Complete the Evaluatiin/Surveys
- Access your CEU Certificate

Watch this video for the Results at Hand app Tutorial: <https://youtu.be/tQ890kzYrrc>

1. **VERY IMPORTANT:** Download the Conference App using your web browser **NOW:** <https://app.resultsathand.com/nyssswaconf>

Or you can go to to your Smart Phone using the Google Play or Apple AppStore and searching

for:



2. "Sign in" to the conference app using the email address you used for registration. You will be prompted to **create a password** if you are new to the app.



3. Once you are signed in, you will see this menu:

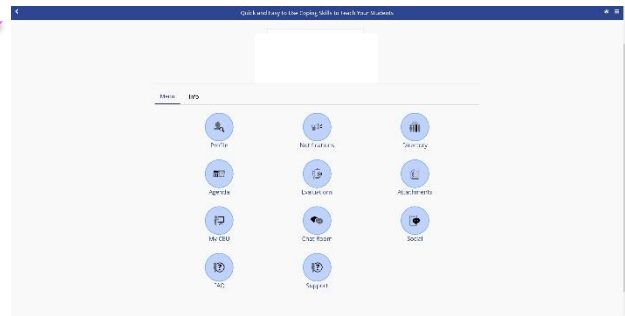


4. Click on "Profile" to see or add any information (not required). Scroll down to **make sure your "License #" is there**. If not, please add it.

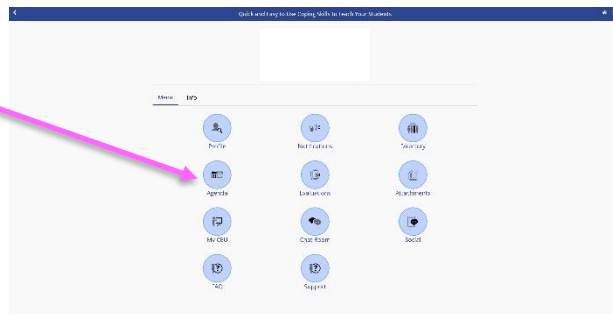
5. **PLEASE log in to the conference app before October 25, 2021**
6. If you have difficulty logging on, please email Dot Kontak at: dot.kontak@nyssswa.org

Directions for Checking in and Checking Out of Your Session

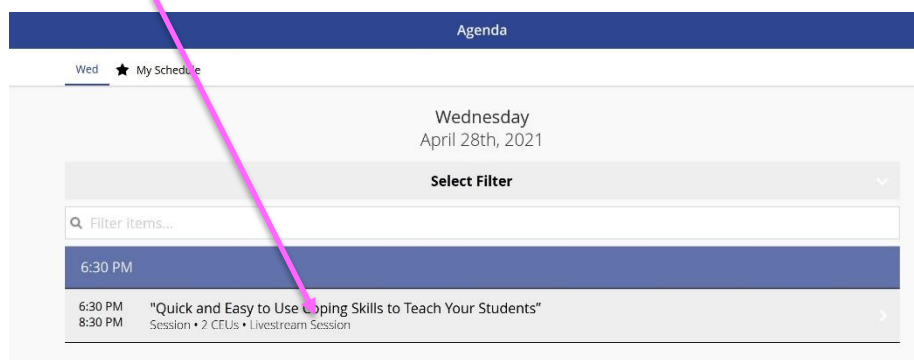
1. Go to the Conference app: <https://app.resultsathand.com/nyssswaconf>
2. Sign in (see above)
3. **Main Menu page.** Any time you want to return to this page, click top left arrow.



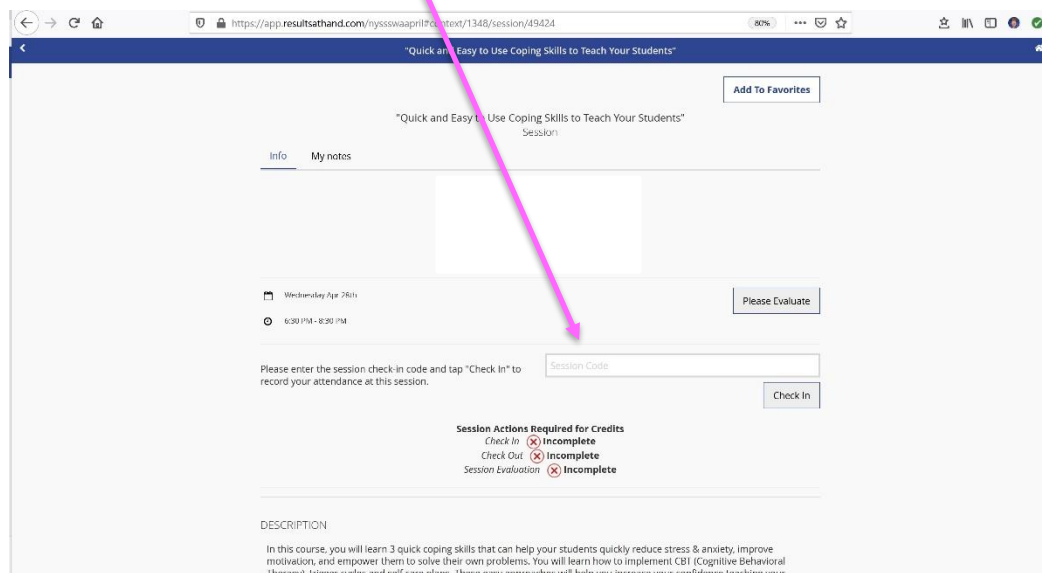
4. Click on **“Agenda”**.



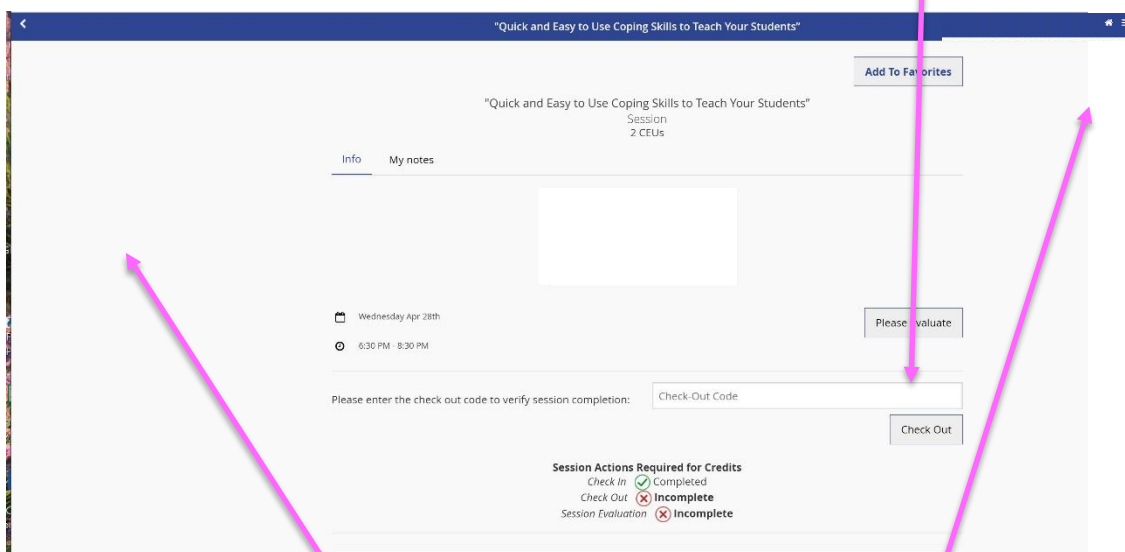
5. Click on the **Workshop Title**.



- At the beginning of the session when notified by the presenter or host, enter the 4 digit unique “check in” code immediately in the box provided. The check in window will be open for 10 minutes after the session begins.



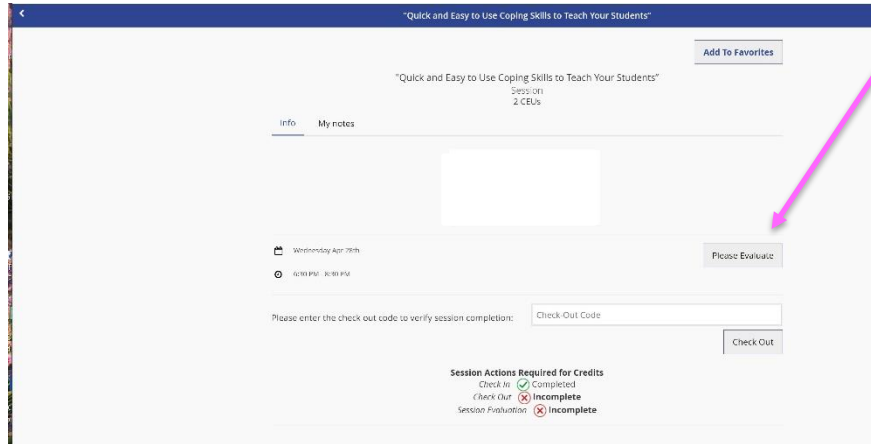
- If you have difficulty logging on DURING your session, **please use the chat feature** to “check in” by writing your name/ check in trouble. The moderator will manually check you in following the session. *Example: Dot Kontak, difficulty checking in*
- At the end of the session, the presenter will provide you with a 4 digit “check out” code that you need to enter **immediately** into the “check out” box that will be provided on this same page.



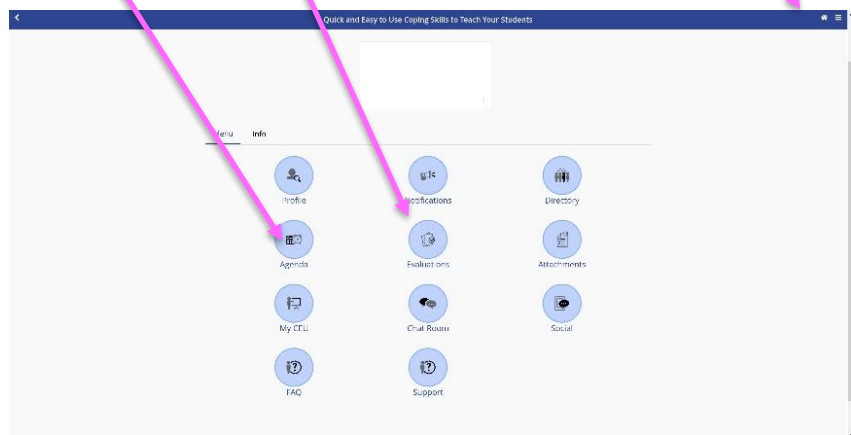
LOST? Remember if you need to get back to the “**Main Menu**” to navigate, click the “House icon” at the top right corner. Or to go to **prior page**, click the arrow button at the top left corner.)

Completing the Evaluation

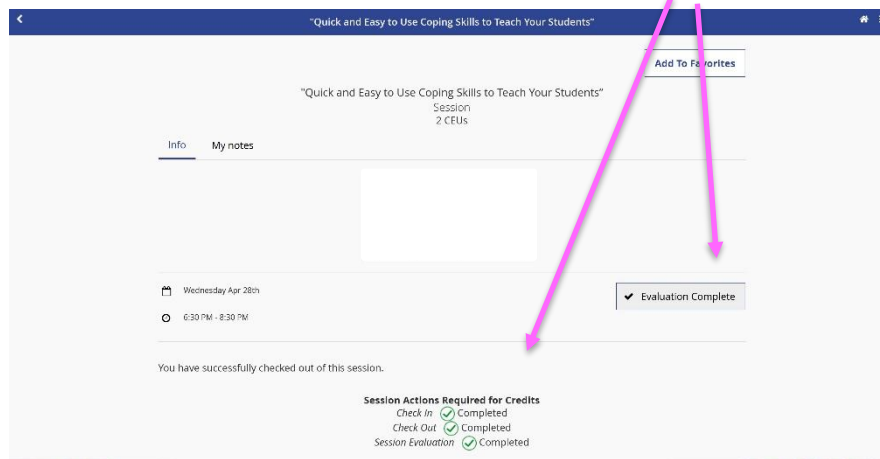
1. Once you have added the codes to “check in” and to “check out”, click on the “Session Evaluation or Please Evaluate” box.



2. If you need to complete the evaluation later, you can sign in to the app later or Go Home to go to the Main Menu and click on “Agenda” which will take you to the session page or you can click “Evaluations” to go directly to the Evaluation.



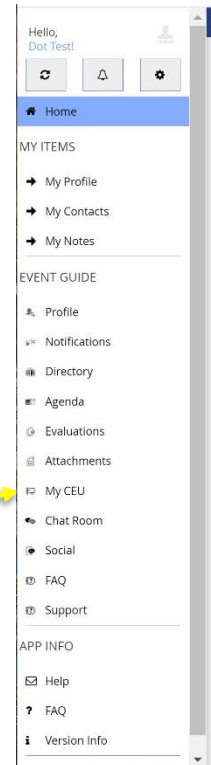
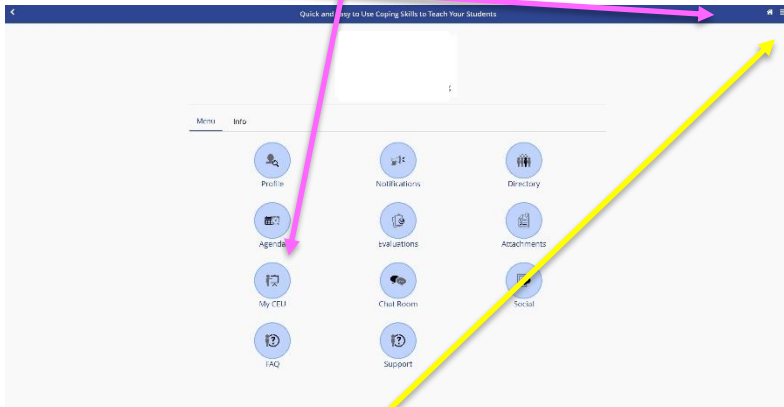
3. Once you have completed your evaluation, you will see your completion status.



Directions for Downloading Attendance & CEU Certificates

IF YOU ALREADY PAID:

1. Go to Main Menu. Select **My CEUs**.



OR Go to "hamburger" menu and select My CEUs.

2. Click on the "Envelope" **Email Button/icon** to email yourself a copy of the CEU Certificate (or attendance) certificate. Note that your CEUs will show up once you have successfully checked in/out of the event and completed the evaluation.
 - **If you needed assistance checking in** to your session, please allow 1-2 days for our conference staff to make the manual changes.

A screenshot of the 'My Live-Online CEU Credits' page. It shows a table with columns for Session, Date/Time, and CEU. A pink arrow points from the text 'Click on the "Envelope" Email Button/icon' to an envelope icon in the bottom right corner of the table.

Session	Date/Time	CEU
"Quick and Easy to Use Coping Skills to Teach Your Students"	Apr 28, 2021 6:30 PM to Apr 28, 2021 8:30 PM	2
TOTAL		2.000

IF YOU HAVE NOT PAID OR ARE WAITING FOR PURCHASE ORDER PAYMENT

3. If you go to My CEUs (See 1. Above), **you will NOT see an "Envelope" Email Button/icon** since your CEU is **not ready to be released** until we also receive payment. Please contact your administrative office regarding payment.

A screenshot of the 'My Live-Online CEU Credits' page, identical to the previous one, but without the pink arrow pointing to the email icon, illustrating that the icon is missing when payment is not received.

Session	Date/Time	CEU
"Quick and Easy to Use Coping Skills to Teach Your Students"	Apr 28, 2021 6:30 PM to Apr 28, 2021 8:30 PM	2
TOTAL		2.000

HANDOUTS—See separate Tutorial

CONFERENCE STAFF

If you have any questions about your registration, the app or CEU process, please contact Dot Kontak, dot.kontak@nysswa.org