

# ACRM

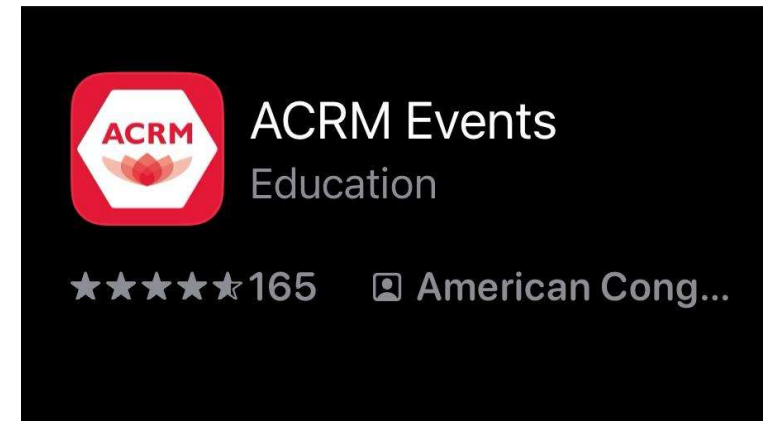
AMERICAN CONGRESS OF REHABILITATION MEDICINE

## Check-In Process

In order to receive CME's, you must use your mobile device to "Check-In" to each presentation you physically attend.

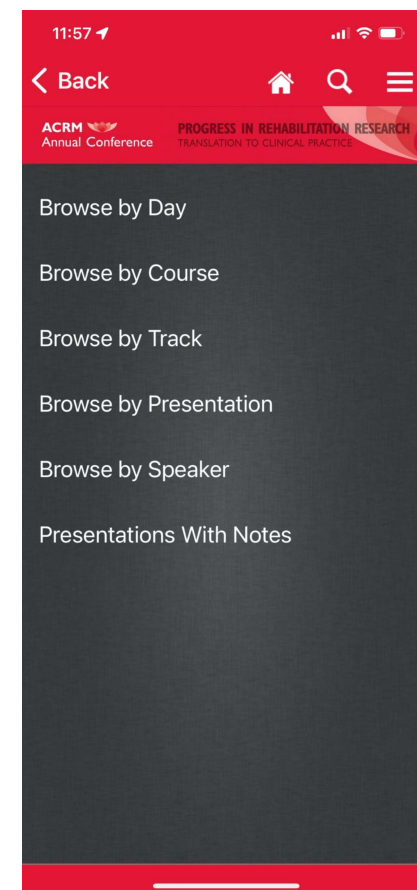
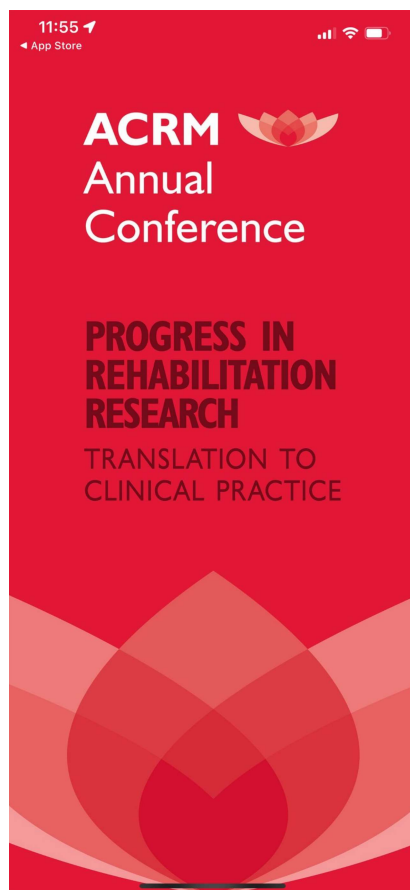
# STEP 1: Download and Login on the Conference App

1. Go to your App Store and download the ACRM Events App
2. Once downloaded, login to access the materials associated with this year's conference.



## STEP 2: Access the presentation you're attending

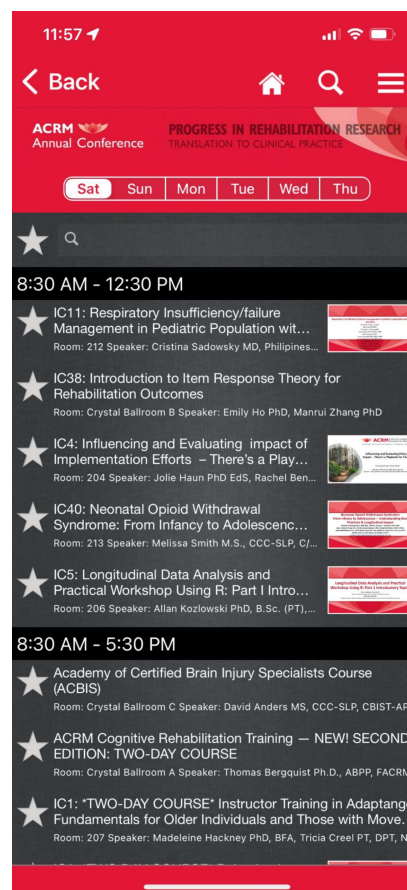
1. Tap the Schedule
2. Tap Browse (by day, session, etc)
3. Tap the presentation you're attending



## STEP 3: Check-In

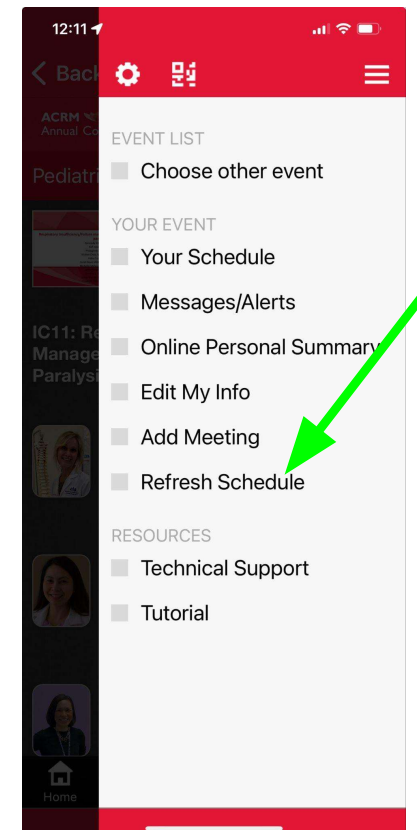
1. Tap the Check-In icon at the bottom
2. Allow the app to access your camera
3. Scan the presentation's QR code
4. Your mobile device should indicate that you're checked-in by providing a small ding, vibration or pop-up window (it will depend on what type of device you're using)

NOTE: Each presentation has a uniquely designed QR Code.



# TROUBLESHOOTING

1. Mobile devices that are operating on systems older than 5 years may experience freezing or the inability to access the app and/or camera to scan the QR code accordingly.
2. If the Conference App freezes when accessing the check-in QR code scanner, simply close and reopen the app. Upon reopening it, simply “refresh” the contents by tapping the top right corner menu icon and then tapping “Refresh Schedule.”



# TROUBLESHOOTING

1. QR Codes will be displayed by the entrance of each room's presentation. They will be only be available to be scanned 15 minutes before and after the scheduled start the presentation. Failure to check-in to your attended presentation will result in a failure to receive your CMEs
2. If you have any technical issues with scanning the QR codes, please come to the Registration Desk **AFTER** the presentation is complete.