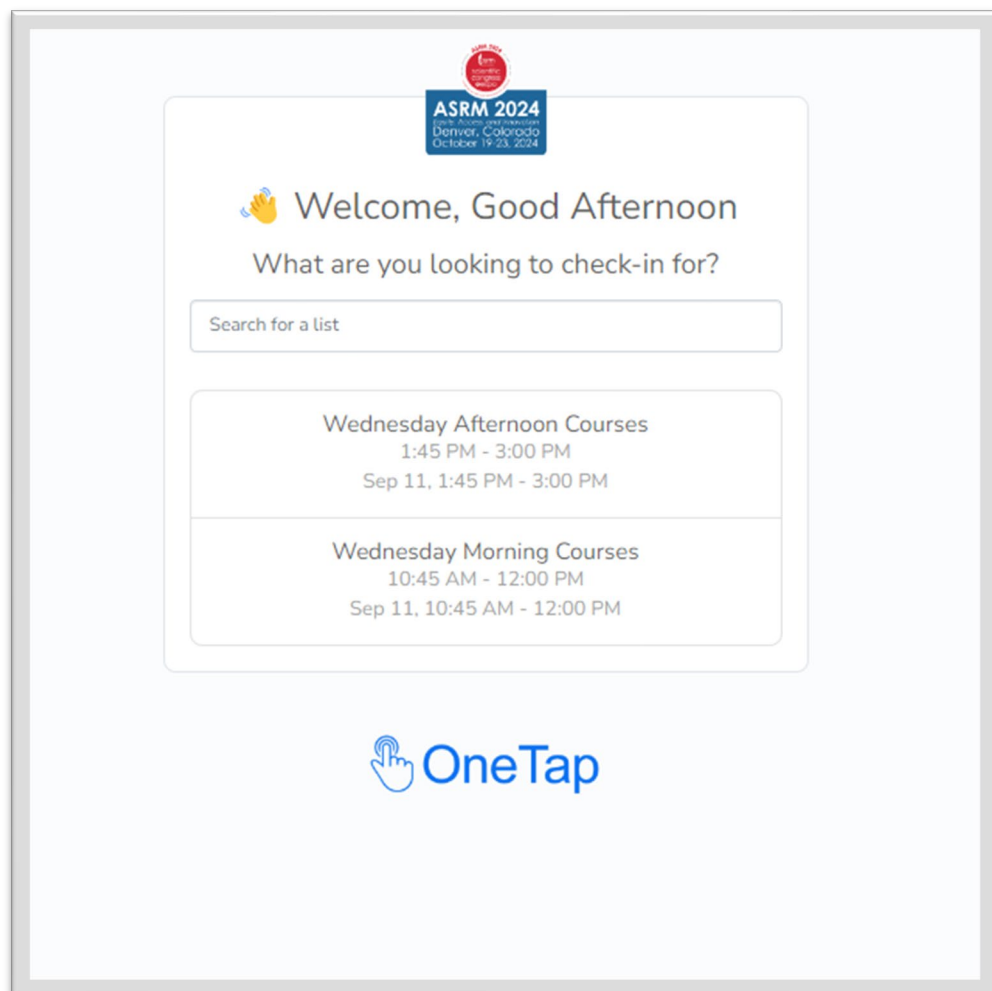


OneTap Instructions

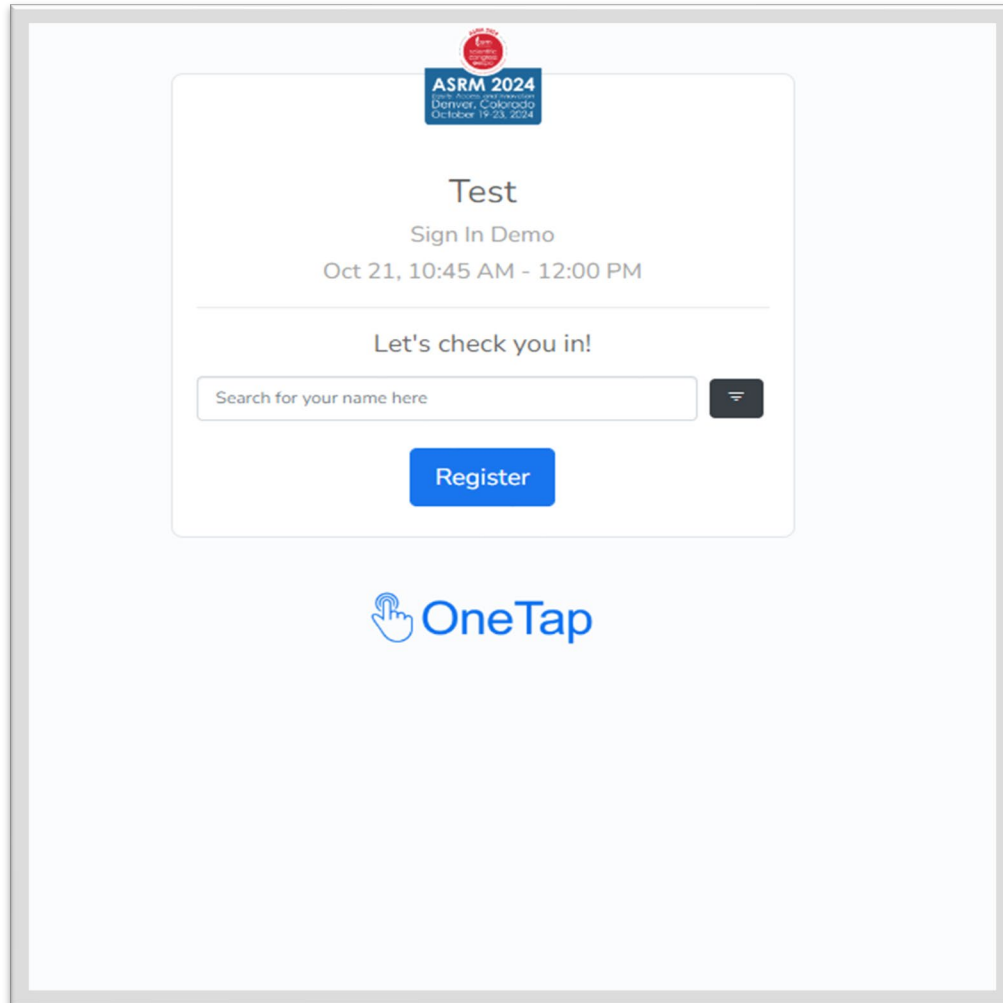
****Please note: If you experience slow speeds while using the convention center's Wi-Fi, please switch to your device's mobile data if possible.***

Registration/Check In

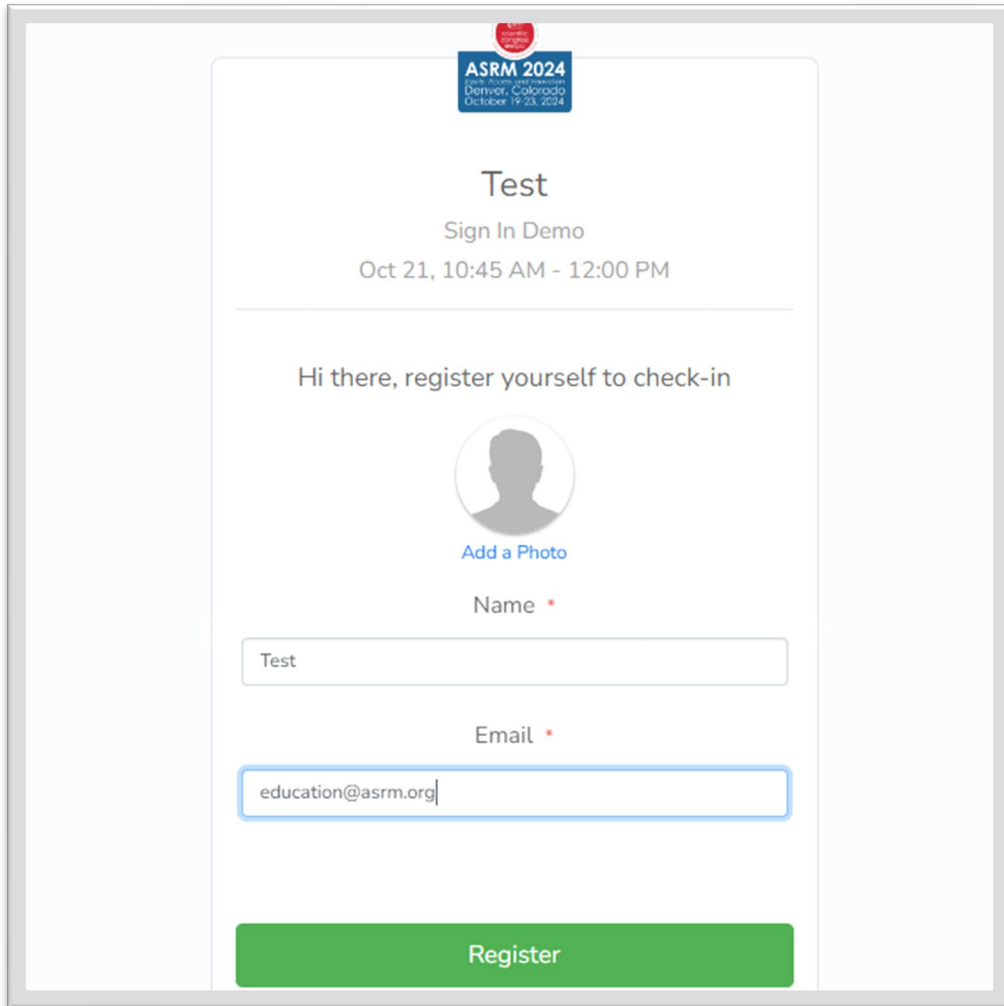
- Check in is available up to **15 minutes** before the session or course starts.
- Sessions and courses are grouped by day and time blocks in OneTap.
- To check in, use either the link provided or scan the QR code to be taken to OneTap's Homepage. Then, select the day and time block for the session or course you are attending.



- When checking into your **first** session or course, you will need to register and create your profile.
- Click the “Register” button.

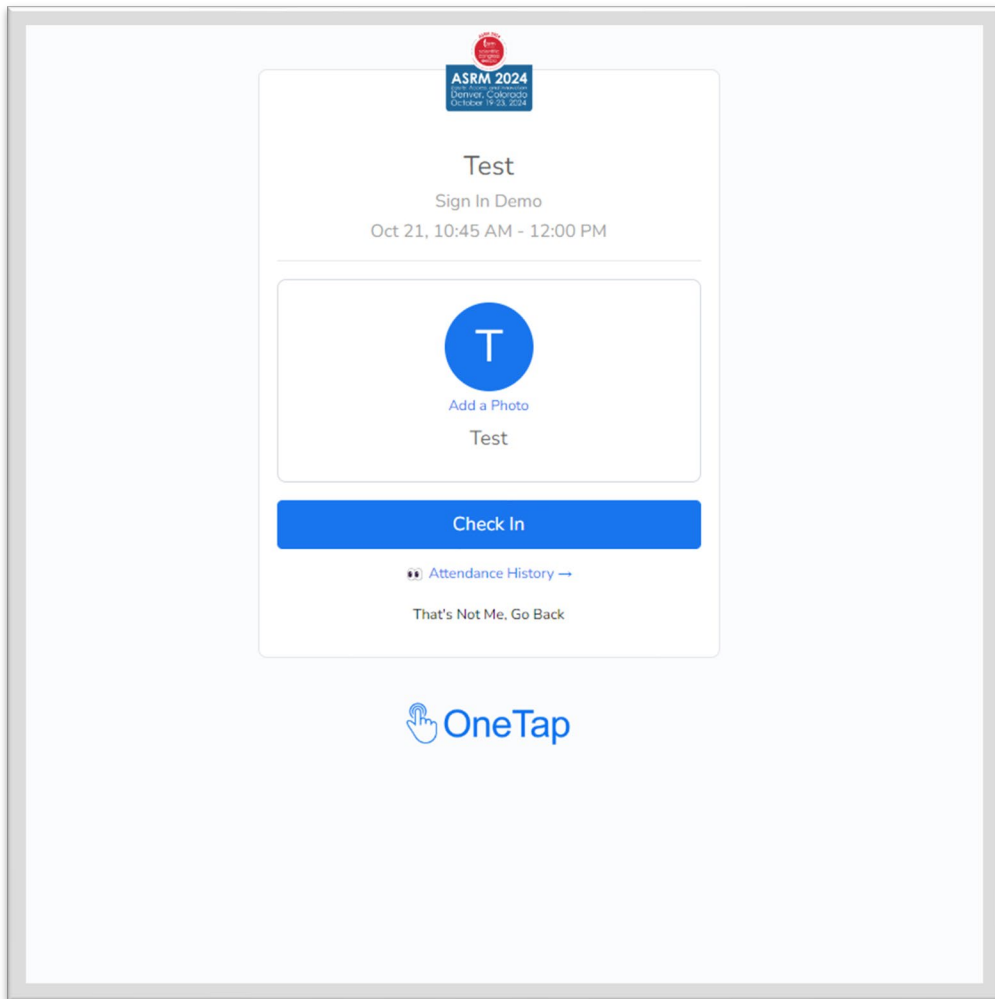


- Enter your full name and the email address you registered with in Spargo. Click the “Register” button once done.



The image shows a registration form for ASRM 2024. At the top, there is a logo for ASRM 2024 with the text "ASRM 2024" and "Denver, Colorado October 19-23, 2024". Below the logo, the title "Test" is displayed, followed by "Sign In Demo" and the date and time "Oct 21, 10:45 AM - 12:00 PM". A horizontal line separates the header from the main content. The main content starts with the text "Hi there, register yourself to check-in". Below this is a circular placeholder for a profile picture with the text "Add a Photo" underneath. The form then has two input fields: "Name" with a red asterisk and a text box containing "Test"; and "Email" with a red asterisk and a text box containing "education@asrm.org". At the bottom of the form is a large green button labeled "Register".

- Once registered, you will be redirected to the Check In page. Click the “Check In” button.



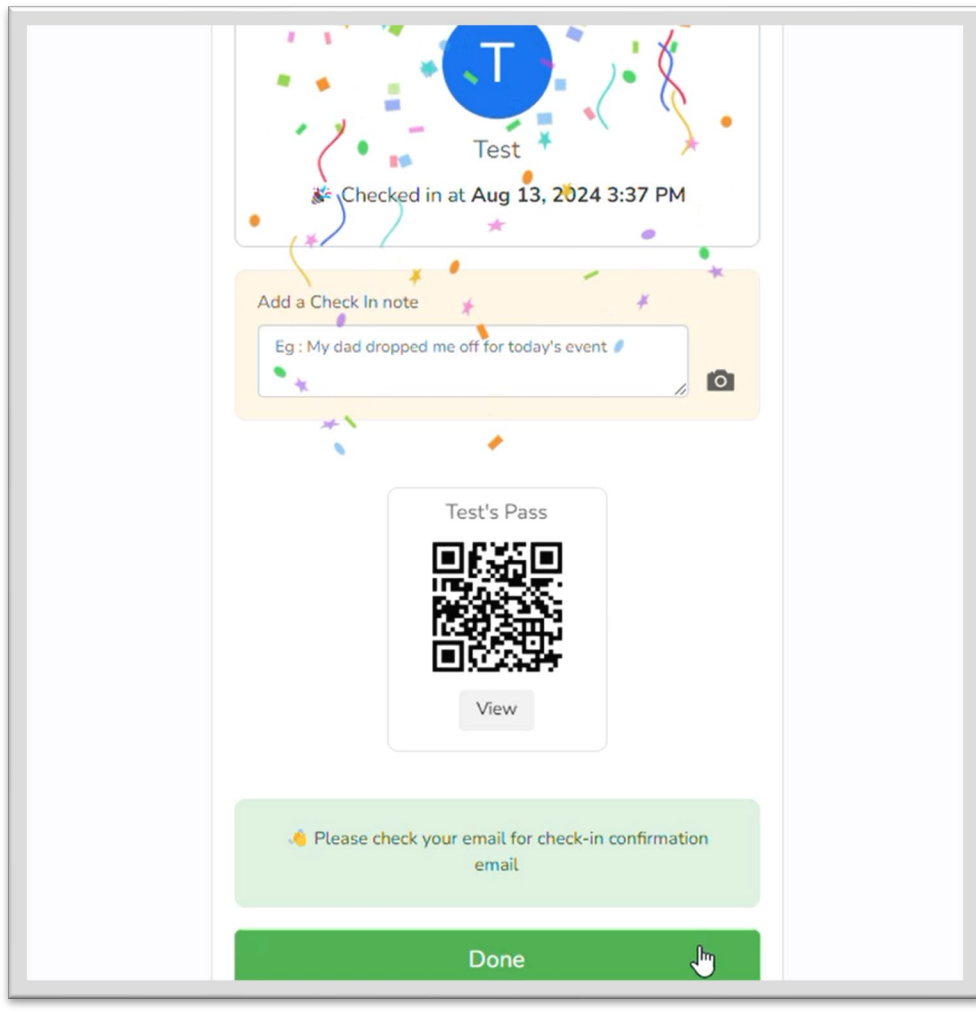
- To finish checking in, you will be required to select the credit type you are claiming and the session or course you are attending. After selecting both, click “Continue”.
 - Please note that if you are claiming LPG credits for a session, you must complete the field asking for your bar number.

Which credit type are you claiming? (required)

If claiming LPG credits, enter your Bar number.

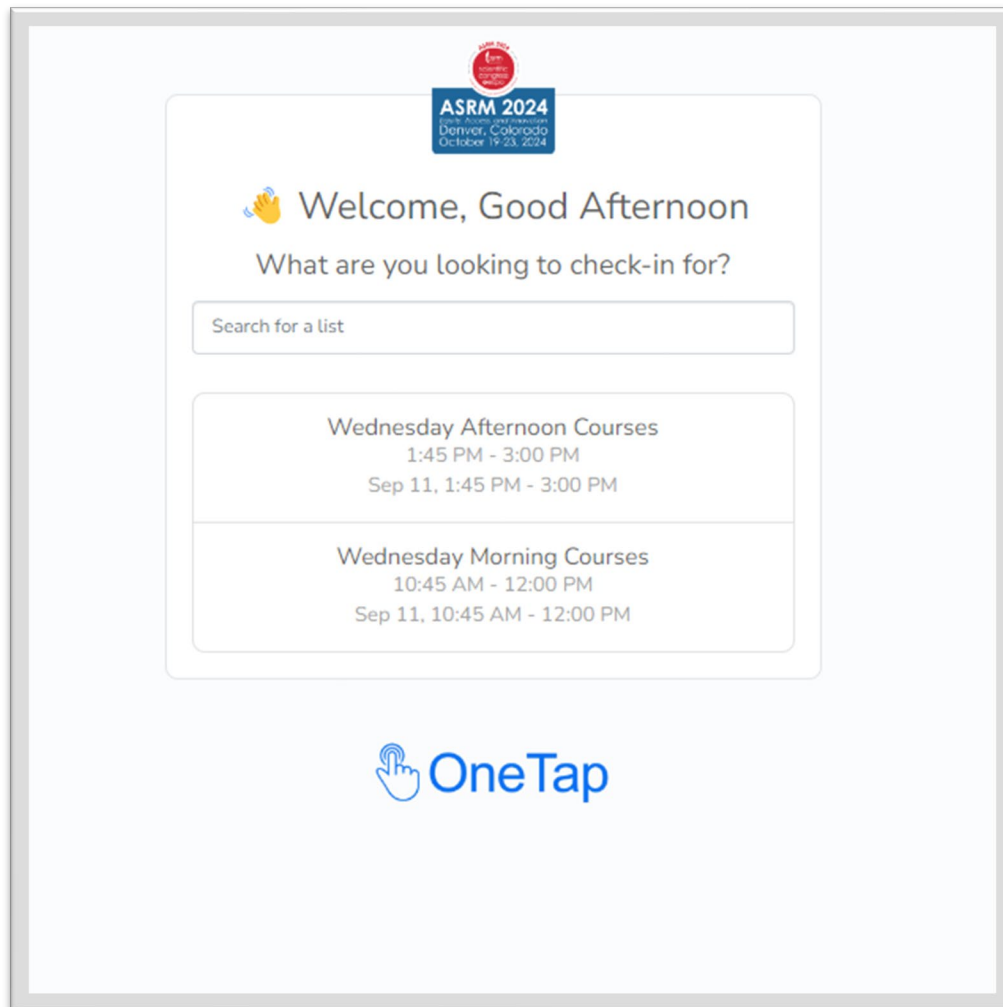
Which session are you attending? (required)
10:45 AM - 12:00 PM Sessions

- You will be redirected to a page with a confirmation screen displaying the time and date you checked in. Click “Done”.

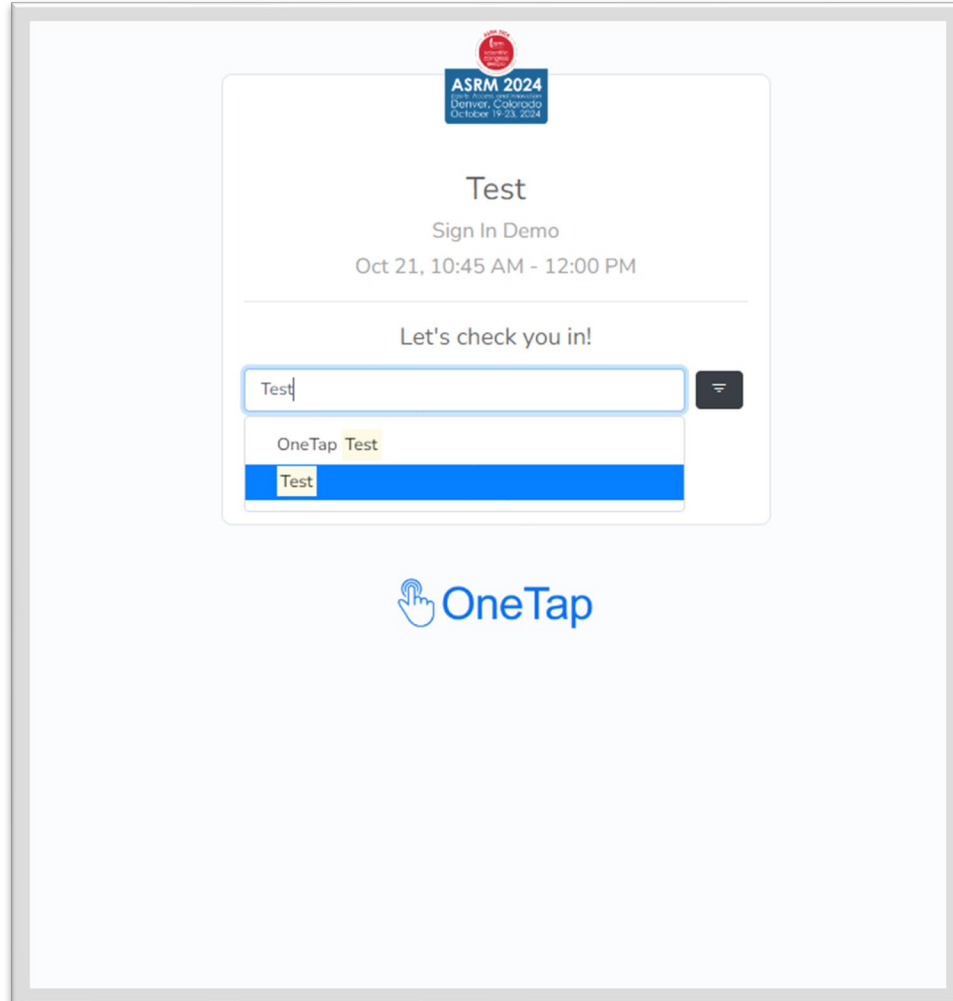


Check Out

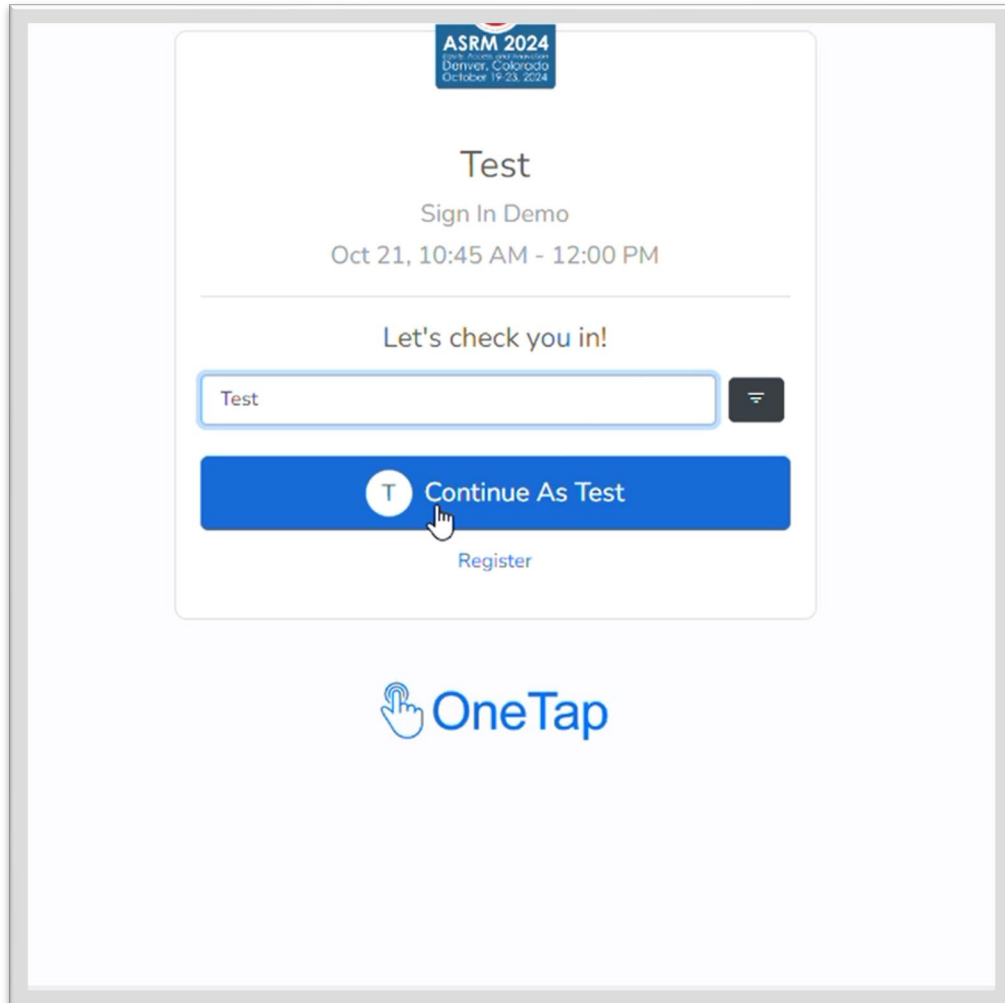
- **You must check out after each session or course to claim credit.**
- Check out is available up to **15 minutes** after the end of the session or course.
- To check out, use either the link provided or scan the QR code again to be taken to OneTap's homepage. Then, select the day and time block for the session or course you attended.



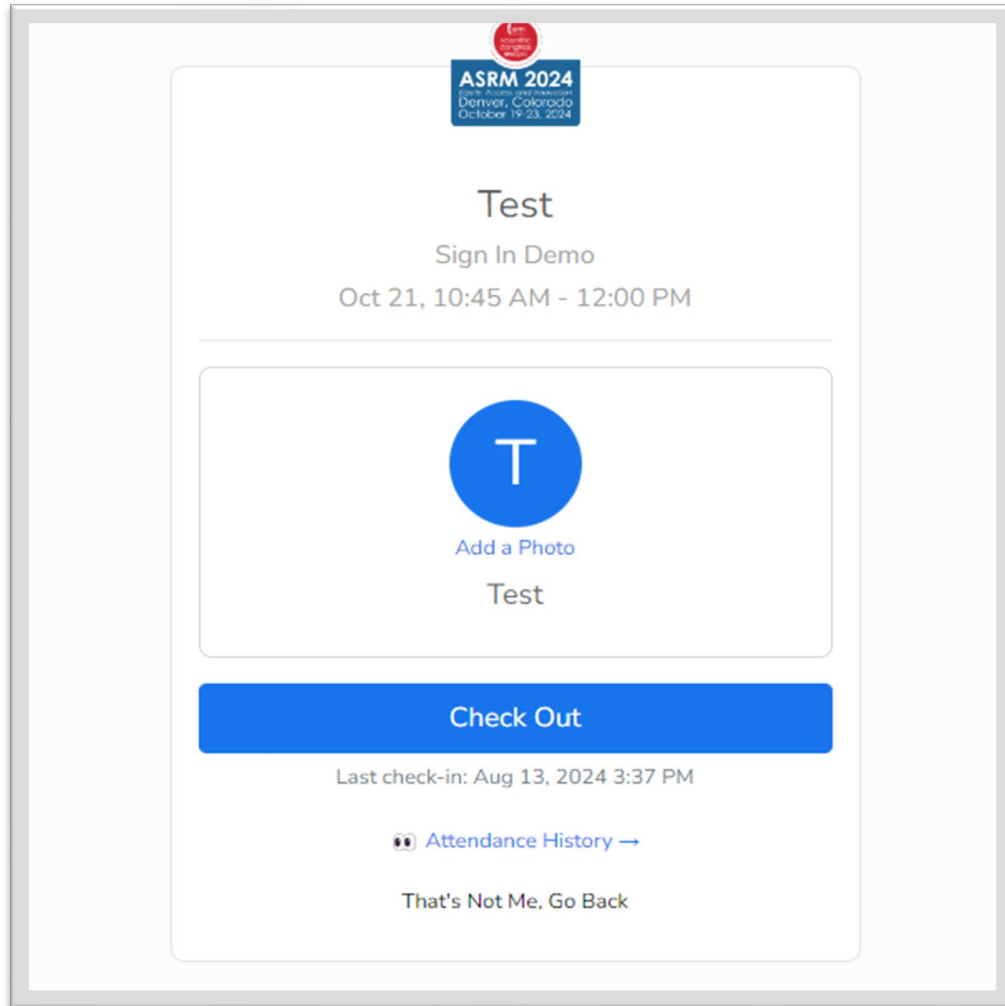
- Begin typing your name in the search box and select it.



- Once you have selected your name, click the “Continue As ...” button.



- Click the “Check Out” button.



- You will be redirected to a confirmation screen displaying the time and date you checked out. Click “Done”.

