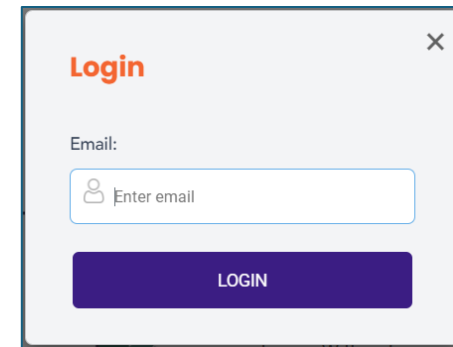# ATTENDEE GUIDE TO VIRTUAL ACADEMY
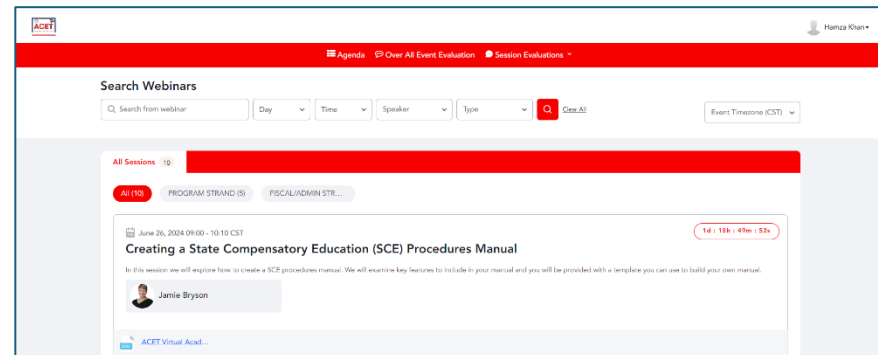

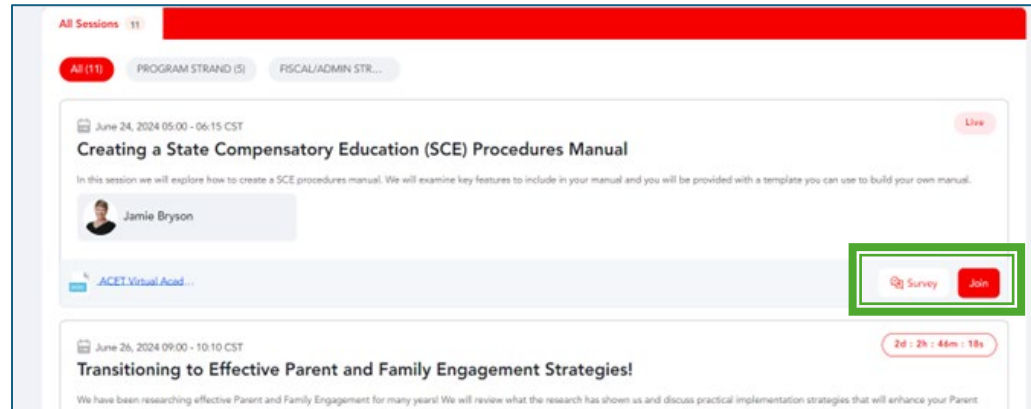1. **Event Website** - Login from the event url:

   acetva.vfairs.com

2. **Register to Log In** - Enter your registered email address and click login. *Note: you will likely need to register for a new account since this event has a different URL.*
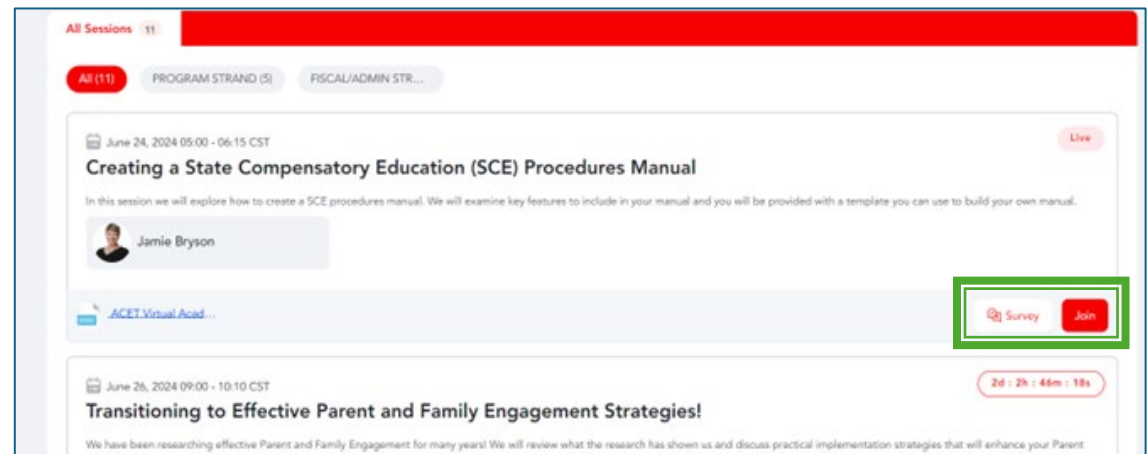

3. **Select a Session** - Once logged in, you will see the webinar listing. You may filter options by **Program Strand** or **Fiscal/Admin Strand** or use the Search menu.
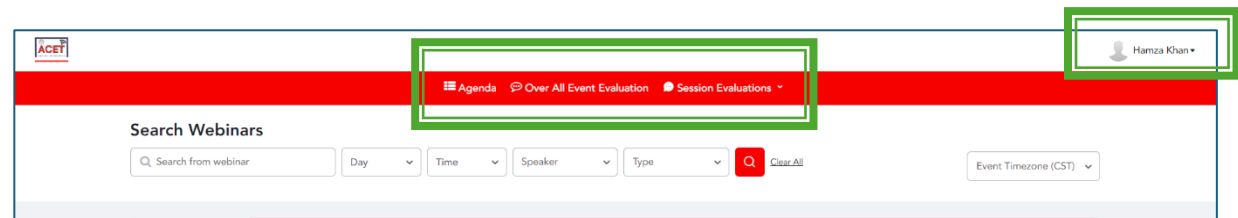
4. **Enter Session** - Once the count down timer ends, you will see a **JOIN** button; click to join session

5. **Feedback Surveys** – You may access *individual* session feedback surveys in two places: 1) in the drop-down menu at the top in the red navigation banner; 2) within each session click the **SURVEY** link next to the **JOIN** button. We value your feedback!

6. **Attendance Certificate** - At the end of the event, please complete the **OVERALL** EVENT EVALUATION (red navigation banner).

Once you complete the **OVERALL EVENT EVALUATION**, your attendance certificate will generate. You may access it in the top right corner (click your name). You may need to refresh the screen to allow the certificate to populate in the menu.