

STEP RIGHT UP

HOW TO DOWNLOAD AND USE THE CONFERENCE APP

Mobile Operating Systems

The Cvent Events app requires iOS 17 and higher or Android 13 and higher. Kindle Fire and other devices that use the Amazon App Store are not supported.

Download the app.

Use the QR code or follow these instructions: On the device you're bringing to the event, access the App Store or Google Play Store and search for the "Cvent Events" app or [click here](#). Once you've found the app, download it.



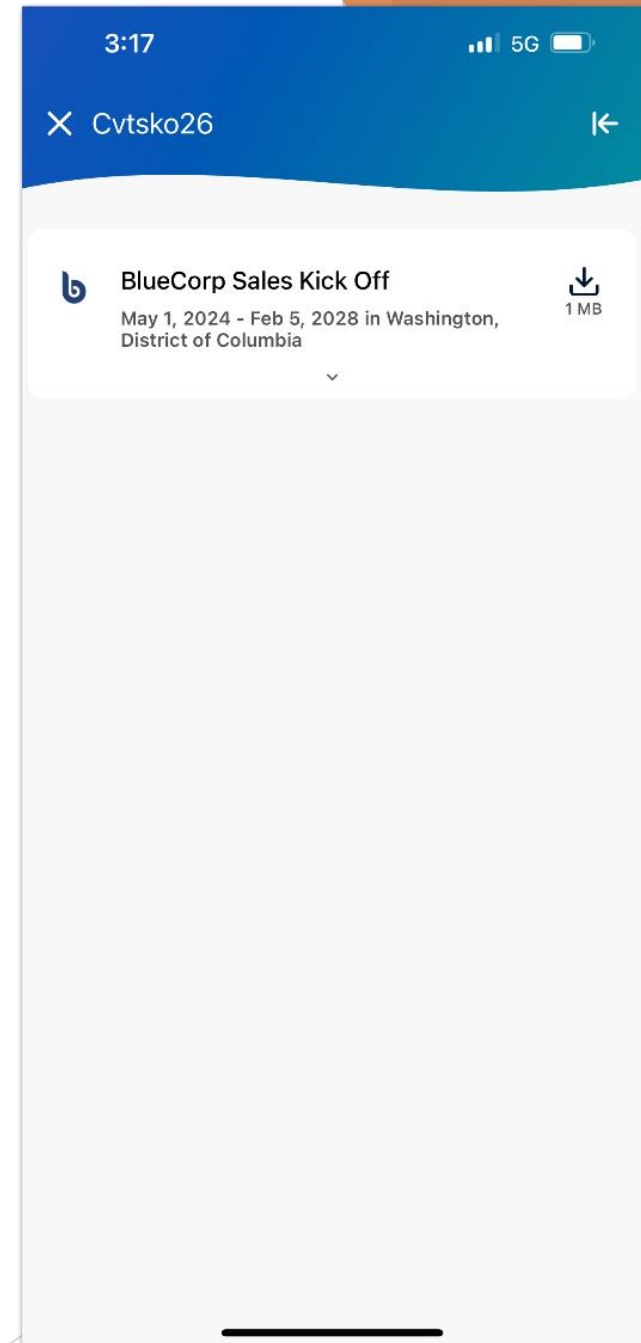
Search for the event.

Return to your device's home screen and open the app. Enter the event name “2026 Texas Child Care Administrators Conference: Step Right Up” in the search bar.

NOTE: Already logged in to another event? To return to the event directory and search for the new event, tap the profile icon at the bottom of the screen to access the Profile tab, then tap **Exit event**.

Download the event.

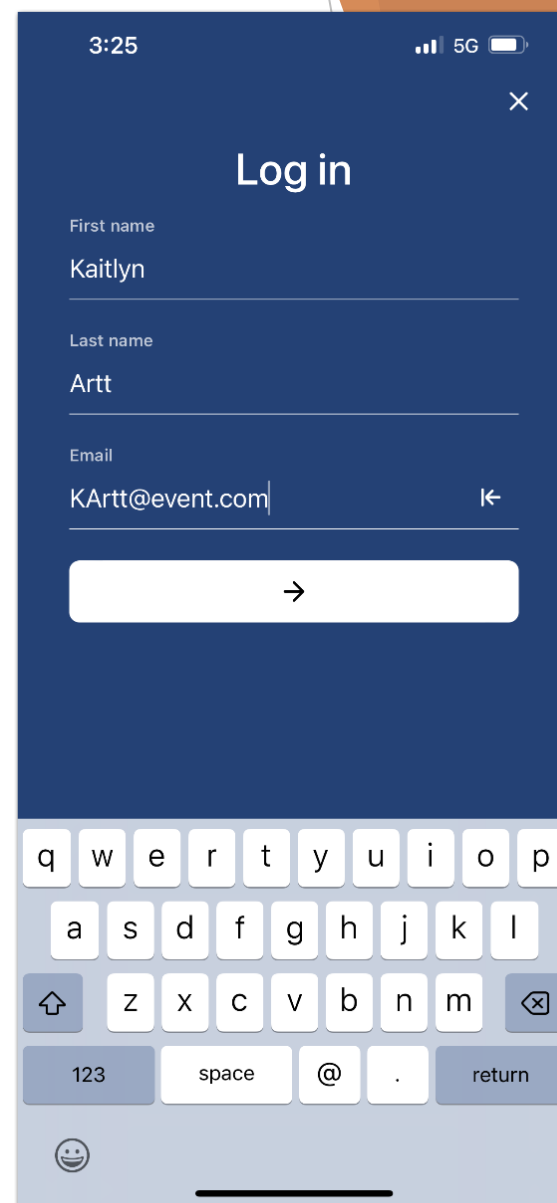
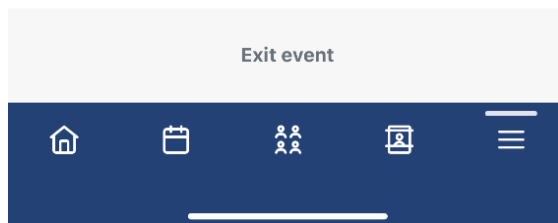
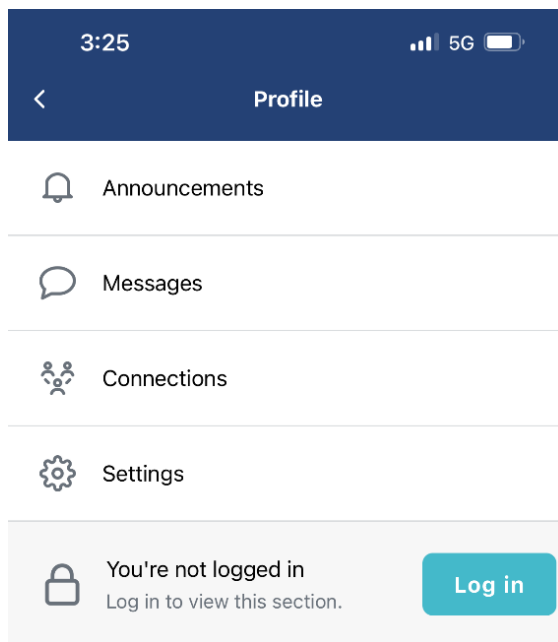
Tap the  icon to download the event.



Enter your info.

Tap the profile icon in the top-right of the screen, then tap **Log in**.

Enter your first name, last name, and email used in your registration. Then tap the arrow.



Verify your account.

You'll receive an email AND a text message containing a verification code. Enter the code and tap the arrow. The verification code IS NOT your registration confirmation code.

After entering the verification code, you'll be logged in and taken to the home page, or back to the Profile tab.

If you do not receive a verification code, please contact conference@tacfs.org.

Attendees will remain logged in to the conference app for one week, unless manually logged out.

NOTE: Verification codes can only be used once and expire after 24 hours. If you're logging in on multiple devices, you'll receive a new verification code for each.

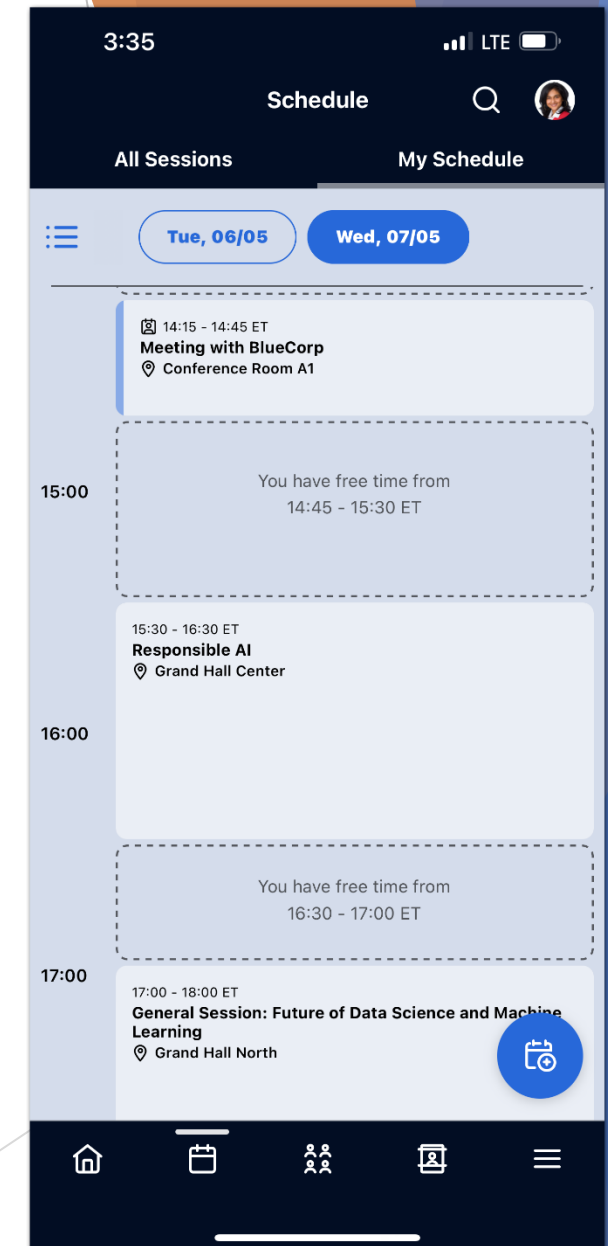
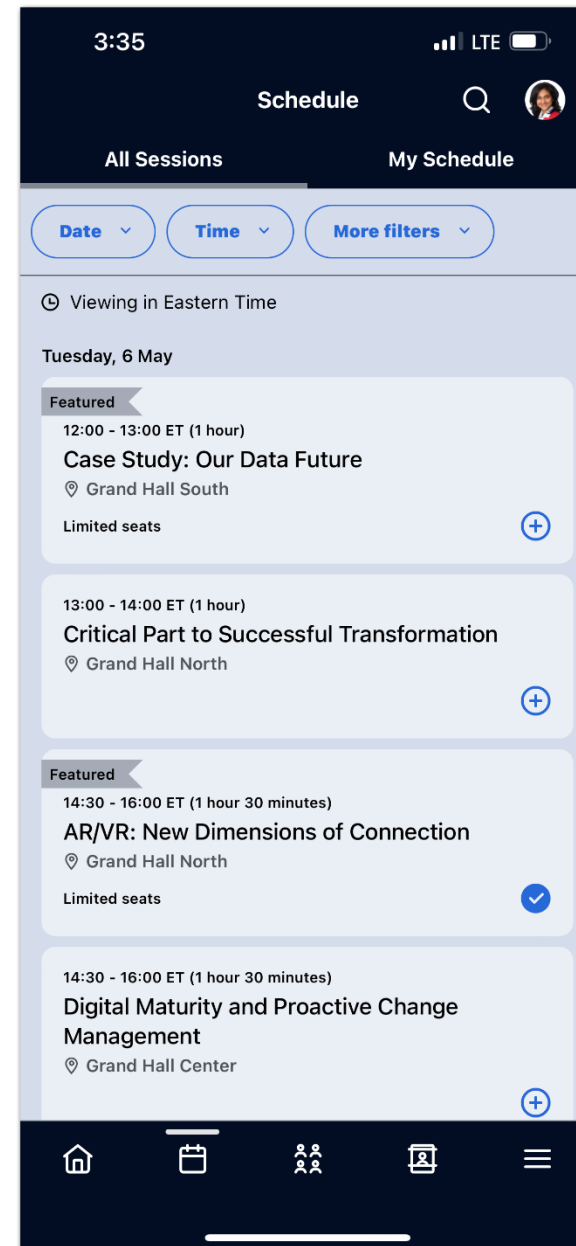


USING THE APP

Under All Sessions, attendees will see the full schedule of events. Under My Schedule, attendees can see the sessions they have registered to attend.

Attendees can add or remove sessions from their schedule by clicking the plus sign next to a session if it's available to add. A checkmark will appear next to a session if it's already on their agenda.

Only one session per time slot can be selected.



CE CREDIT AND CERTIFICATE OF ATTENDANCE

To receive a Certificate of Attendance, you must enter the session code into the survey link in the App and click “Done.” This code will be provided to you at the end of each session you attend.

To enter the code, navigate to the schedule and select the session you attended. Find the survey link at the bottom of the session listing. There is also a list of all surveys located in the attendee profile section.

Open the survey and enter the 6-digit code provided at the end of your session in the first field. Don’t forget to click “Done” at the end of the survey.

Evaluations are not required for CEs, but we hope you will complete them. We truly appreciate your feedback!

NEED MORE HELP?

Contact conference@tacfs.org

