

Reference Guide:

Tips and tricks for earning your BACB CEUs at the annual meeting of the Maryland Association for Behavior Analysis

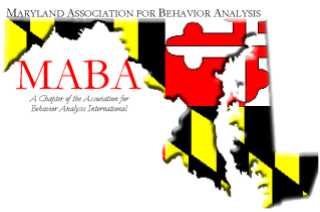
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For additional help, please visit the CEU Help Desk within the main conference room. A MABA Representative will be happy to assist you. For specific Eventleaf questions, please contact support@eventleaf.com

*Continuing Education Units for BCBA's are offered through the Eventleaf Application. If you are collecting APA CEUs, please visit the CEU Help Desk for your paper collection form. Thank you!

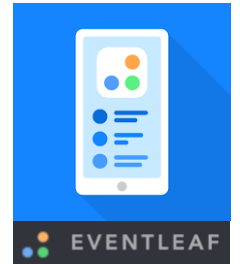




CEUs via Eventleaf at MABA

Collecting CEUs at the Maryland Association for Behavior Analysis conference is made possible by Eventleaf

What is Eventleaf? Eventleaf is a virtual platform that allows users to view event information (e.g., event location, conference agenda, sponsor information), take notes, rate sessions, interact with other attendees, and collect CEUs while attending conferences. Users will be provided with CEU code words both at the beginning and end of each MABA workshop / session that attendees must enter into the platform to check in and out of each event. This guide will demonstrate how to use Eventleaf to collect BACB CEUs.



You must be registered for the annual MABA conference AND your CEU package paid for in full to be registered in Eventleaf, collect CEs, and issued an official CEU certificate. No CE certificates can be issued if payment is not resolved per ACE guidelines - no exceptions.

How to access your Eventleaf account

1. Eventleaf allows you to interact with the event platform and collect CEs on your smart device. Search and download “Eventleaf Guide” from your Apple App Store or Google Play Store. The Eventleaf Guide app logo is a simulated white phone screen on a blue background. Please note: The Eventleaf Check In App is a different application and will not allow you access to the event.



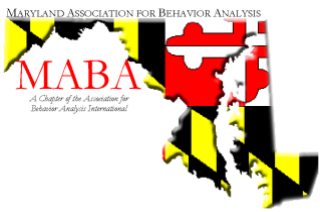
Welcome

Enter your email to access your event.

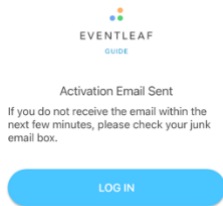
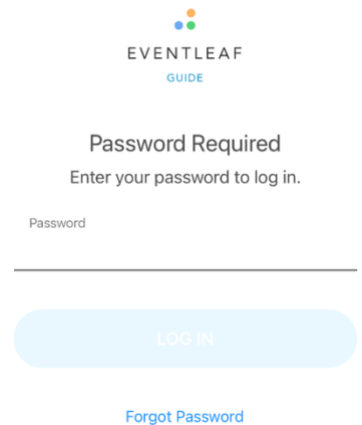
Registration Email

NEXT

2. Join the event – MABA has preloaded your registration information into Eventleaf. You **MUST** use the same email address that you used to register for the MABA conference to join the event. If you get an error message that you do not have an account, please confirm the spelling of your email is correct, and then visit the MABA CEU Help Desk for further assistance.

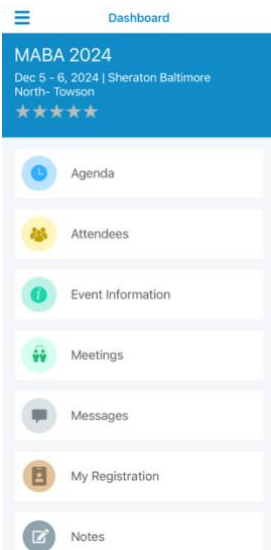


3. Create a password – Be sure to create a password you are able to remember so that you can access your account if you get logged out. The MABA CEU Help Desk cannot reset your password for you – please click “Forgot Password” and follow prompts to reset password provided by the Eventleaf platform if needed. If you have any trouble logging in via the app, you may log into the event through your internet browser by visiting eventleaf.com/join – this may make it easier for you to reset your password. However, CEs can ONLY be collected through the Eventleaf Guide app – the internet browser version will only allow you to view event and account information.



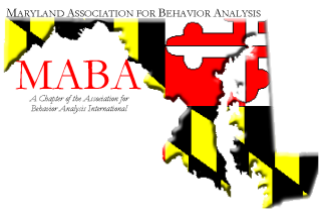
4. An activation email will be sent to the email address associated with your account. Ensure you have access to this inbox to be able to fully activate your account. Click on the link in the body of the email to finalize your account registration.

5. Select the MABA Event (no matter which conference day you are registered for).



6. You can now view the entire MABA event. The Agenda tab will show you the lineup of speakers and events. The Attendees tab will show you other conference attendees as well as your own attendee profile. You can add a profile photo and short biography if you wish. You can also message other attendees by clicking on their name (to view your messages, click the Messages tab). If you wish to be hidden from this feature, click on the blue “Visible” button next to “My Status” at the top of the Attendees list and toggle the privacy slider over to hide your profile. The Sponsors tab will show you information about MABA sponsors who help make this year’s conference possible. If you would like to take notes on any of the sessions, you can write notes and download them from the Notes tab.

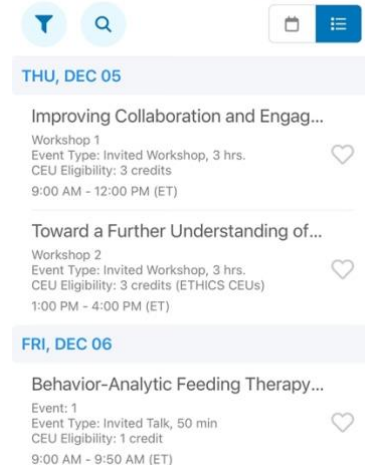
7. Confirm that your profile / registration name matches your legal name on your BACB certificate by clicking on “My Registration.” If your name is not correct, please visit the MABA CEU Help Desk right away for assistance.



Obtaining CEUs at MABA

1. Open the agenda and find the current session. On the smart device app, you may have to toggle from Thursday to Friday to find the current event – or, you can select the “list” feature instead of the “calendar” feature in the upper right-hand corner of your app to see all the events at once. You can favorite sessions by clicking on the heart icon next to the title on the right-hand side. You can then filter sessions in your agenda by clicking on the “funnel” (filter) icon in the upper left-hand corner, or search for specific sessions by clicking on the “magnifying glass” (search) icon also in the upper left-hand corner.

filter search calendar view list view



2. When you click on the event, it will bring up the session abstract, speaker information, and these three options. The Q&A feature will not be active during these events – please ask any questions you may have for the speaker when they open the floor to do so. The Notes feature allows you to take notes about the session. To collect your BACB CE, click the “CHECK IN” button to open the Check In dialog box.

CHECK IN

Q & A

NOTES

3. Enter the Check-In Code provided by the speaker on their presentation or by a MABA representative and hit “Submit.” The code will be available for 10 minutes before and 10 minutes after the start time of the session. You must enter the code into the app within that 20-minute time frame to register for the CEU (e.g., for a 10:00am talk, you can enter the check in-code from 9:50am-10:10am). Codes are case sensitive; please pay attention to capital letters and spelling of the code when entering. Please note – MABA is unable to provide refunds for purchased CEUs that are not collected due to a member missing a check in or out window. Thank you for your understanding.

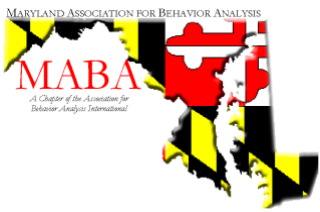
Check In



Enter the session check in code.

Codeword

SUBMIT



4. Once the code is entered, the app will confirm that you have successfully checked in and change the first button to “CHECK OUT.”

☑ Checked In

CHECK OUT



5. As the session is ending, the speaker or a MABA representative will provide the Check-Out Code. The code will be available for 10 minutes before and 10 minutes after the end time of the session (e.g., for a talk ending at 10:50 am, the check-out code is available from 10:40am–11:00am). Open Eventleaf and the current session, click the “CHECK OUT” button, and enter the provided code into the dialogue box within the check-out window to complete your CEU for that session. Codes are case sensitive; please pay attention to capital letters and spelling of the code when entering. Please note: once you check out, there is no indication in the app of whether you successfully checked out or not – the first button will turn back into “CHECK IN.” This is a feature of the app and does **not** indicate that your CE was not collected correctly. There is no way for users to confirm if CEs were successfully collected in Eventleaf. If you have any concerns, please visit the MABA CEU Help Desk.

Rate this session

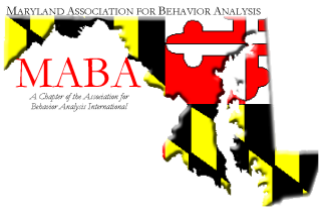


6. Rate the session using a 5-star Likert Scale system at the bottom of the event page (1 star being unsatisfactory, 2 stars being somewhat unsatisfactory, 3 stars being neutral, 4 stars being satisfactory, and 5 stars being exceptional).

7. Continue to manually enter both the Check-In and Check-Out codes (i.e., 2 codes for each session) within the check in/out window and rate each event in Eventleaf for every session you attend to collect your CEUs. Each workshop on Thursday consists of 3 CEUs; each Friday session consists of 1 CEU.

8. CEU certificates will be emailed to the email address associated with your MABA registration / Eventleaf account within 45 days of the conference; be sure to check your junk / spam email folders! If there are any concerns regarding your CE Certificate, please contact MABA at info@mdaba.org





Troubleshooting Tips

“I can’t connect to Eventleaf” – Check your internet / Wi-Fi connection and ensure the signal is strong. Be sure to download the Eventleaf application and set up your account prior to the start of the conference to ensure you do not miss any check-in codes. You may need to delete and re-download the app if you continue to have issues. Please visit the MABA CEU Help Desk for further assistance.

“I entered the Check-in code within the window but it says my Check in is not valid” – The code window is 10 minutes before and 10 minutes after the scheduled start / stop time for the session. You may have been disconnected from the conference in the Eventleaf platform. Reload the app and try again. Ensure you have spelled the code correctly, including capital letters. If it still says invalid, please visit the MABA CEU Help Desk. The MABA support team will be in contact with you if there are any issues with your CEU certificate. Please note – MABA is prohibited from distributing CEUs to attendees who have entered the session after the first ten minutes or those who leave earlier than ten minutes prior to the scheduled end of the session. Thank you for your understanding.

“I entered the Check-in code and it said it was successful, but when I went to check out it looks like it didn’t register” – This is a function of the app; if you checked in, it did register it, even if now it says you are not checked in. Please continue to the check-out feature and check out with the code as described above. The MABA support team will be in contact with you if there are any issues with your CEU certificate.

“I entered the Check-out code within the window but the app looks like I never checked into the session now” – This is a function of the application and does not mean your CEU is not valid. The MABA support team will contact you if there are any issues with your CEU certificate. Please remember that the code window is 10 minutes before and 10 minutes after the scheduled start / stop time for the session.