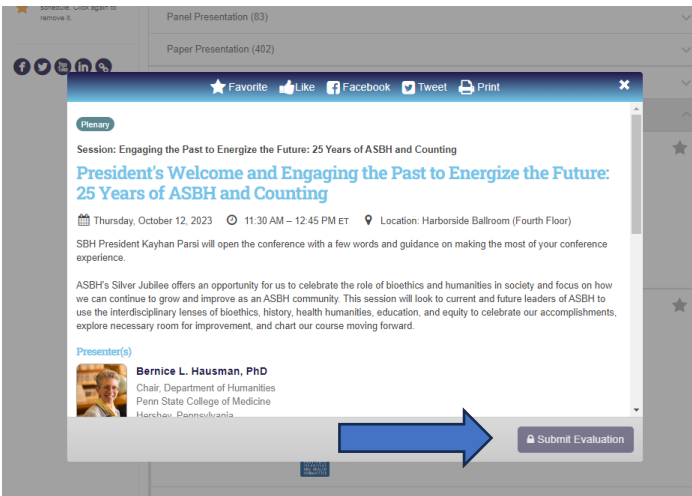


# EVALUATION INSTRUCTIONS

1. Launch the [conference website](#) or EventScribe app.
2. Login using your ASBH login. If you are already logged in, it may log you in automatically. If you need help locating your ASBH login, email [info@asbh.org](mailto:info@asbh.org)
3. To launch the evaluations home page, click on the “Complete an Evaluation” button. To launch the evaluation for a specific session, please follow the below instructions.
4. Open the conference schedule.
5. Click on the session for which you’d like to submit an evaluation. If you are submitting an evaluation for a paper or flash session, be sure to click on the name of the overarching session, not an individual paper or flash presentation offered as part of a larger session.



6. Click on [Session Evaluation](#) if you are using the conference website or the [Evaluation](#) box and pencil icon to access the session’s evaluation.

## Notes and Restrictions:

- Session evaluations will become available starting at the conclusion of the session. If you click on a session’s evaluation button before the session has occurred, you may receive an error message.
- If the session does not have this icon, the session is not eligible for continuing education (CE) credit. Networking opportunities, conference supporter sessions, and most affinity group meetings are not eligible for continuing education credit.
- If you are completing evaluations on a desktop browser or via the conference website, you may find it easier to complete paper and flash sessions by sorting the schedule by session type, then clicking on the overarching session.

7. Once you have opened the session evaluation, you will be required to evaluate whether the session met its learning objectives, and you will have the option of evaluating each of the session presenters and leaving a comment on the session.

Overall Meeting Evaluation and at least one session evaluation. You may only claim continuing education (CE) credit if you purchased CE at the time of registration. You may contact Member Services to add it onto your existing registration. All evaluations are due December 31, 2023.



**TASKS** (You have 4 left to complete out of a total 4 assigned tasks)

- Overall Meeting Evaluation** (task is due Sunday, December 31, 2023)  
Evaluation started Tuesday, October 3rd, 0:03 AM
- Session Evaluations** (task is due Sunday, December 31, 2023)  
1.25 CE Credits claimed
- Purchased Credit - Certificate (CE)** (task is due Sunday, December 31, 2023)
- Optional: Certificate of Attendance** (task is due Monday, January 1, 2024)



## SELECTED SESSIONS

(1.25) – President's Welcome and Engaging the Past to Energize the Future: 25 Years of ASBH and Counting

[Remove This](#)

8. Click the blue **Submit** button once you finish leaving your feedback. If you prefer not to complete the evaluation at this time, click the **Home** button at the top of the page. Either way, the evaluations module will automatically route you back to the main page.

9. You are required to submit at least one session evaluation and the Overall Meeting Evaluation to claim CE credit. To access the Overall Meeting Evaluation, click on the appropriate task from the main page of the evaluations module.

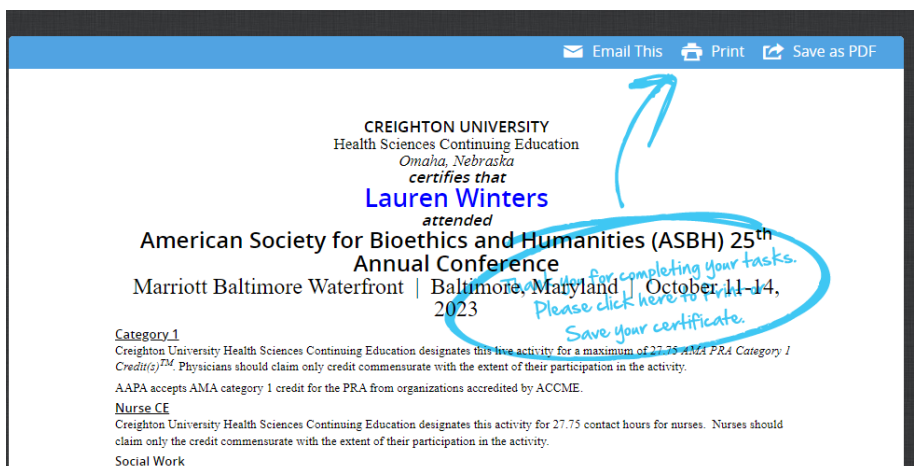
10. If you would like to complete another session evaluation, click on the **Session Evaluation** task in the evaluations module or click on the **Session Evaluation** button in the conference schedule (see Step 5). To view the list of sessions you have evaluated, see the Selected Sessions section of the evaluations module main page.

11. If you click on the Session Evaluations task, you will see a list of the available evaluations. Click on the appropriate session to complete its evaluation. You can sort this list alphabetically or by the session date, track, or evaluation status. Click at the top of the grid once you are finished completing evaluations.

- Note:** You may only complete one session evaluation per timeslot. You may only complete a session evaluation for each session you attend live. If you would like to remove a session and complete another evaluation in a given timeslot, use the **Remove This** button at the bottom of the Selected Sessions section of the page.

12. After you have completed the Overall Meeting Evaluation and an evaluation for each session you attended live, click on one of the Certificate tasks to claim a certificate. If you purchased CE credit, you have the option to claim a CE certificate or an attendance-only certificate. If you did not purchase credit, you will only see the option to claim an attendance-only certificate.

13. You will be able to view your certificate. At the top of the page, you will see options to Email, Print, or Save to PDF in blue.



# Frequently Asked Questions

**When I login to the Evaluation platform it says “Attendance Only” but I am looking to receive credit, what do I do?**

- Reach out to [info@asbh.org](mailto:info@asbh.org) or 847.375.4745 to add onto your existing conference registration or ensure that your purchase of credit was processed properly.
- After December 31, 2024, you will be unable to add continuing education credit to your existing registration.

**I just added CE to my existing registration, why doesn't it show up on the platform?**

- If you recently added CE credit to your registration, it may not appear on the portal right away. If it does not appear on the platform after 24 hours, please reach out to [info@asbh.org](mailto:info@asbh.org).

**I cannot find a session, why is it not listed in the platform?**

- Only sessions that receive credit are available for evaluations. If the session is not listed, it is most likely a session that does not qualify for credit or has not opted to offer credit.
- Networking events, conference supporter events, and most affinity group meetings do not qualify for continuing education credit. An affinity group meeting will only qualify for credit if the group leader chose to submit planned educational material with defined learning objectives to ASBH.

**Why can't I evaluate more than one session per timeslot?**

- We can only offer continuing education credit for sessions that have been attended live in full. As such, you can only evaluate one session per timeslot.

**Can I get both attendance and CE certificates?**

- If you have purchased CE credit, you have the option to claim either an attendance-only certificate or a CE certificate. The attendance-only certificate will list the dates of the event, while the CE certificate will list the dates as well as the total number of hours/sessions attended.

**Important Dates:**

- September 22, 2024: All evaluations are now available on the evaluation portal.
- December 31, 2024: Last day to add CE credit onto your registration
- December 31, 2024: Last day to claim CE credit