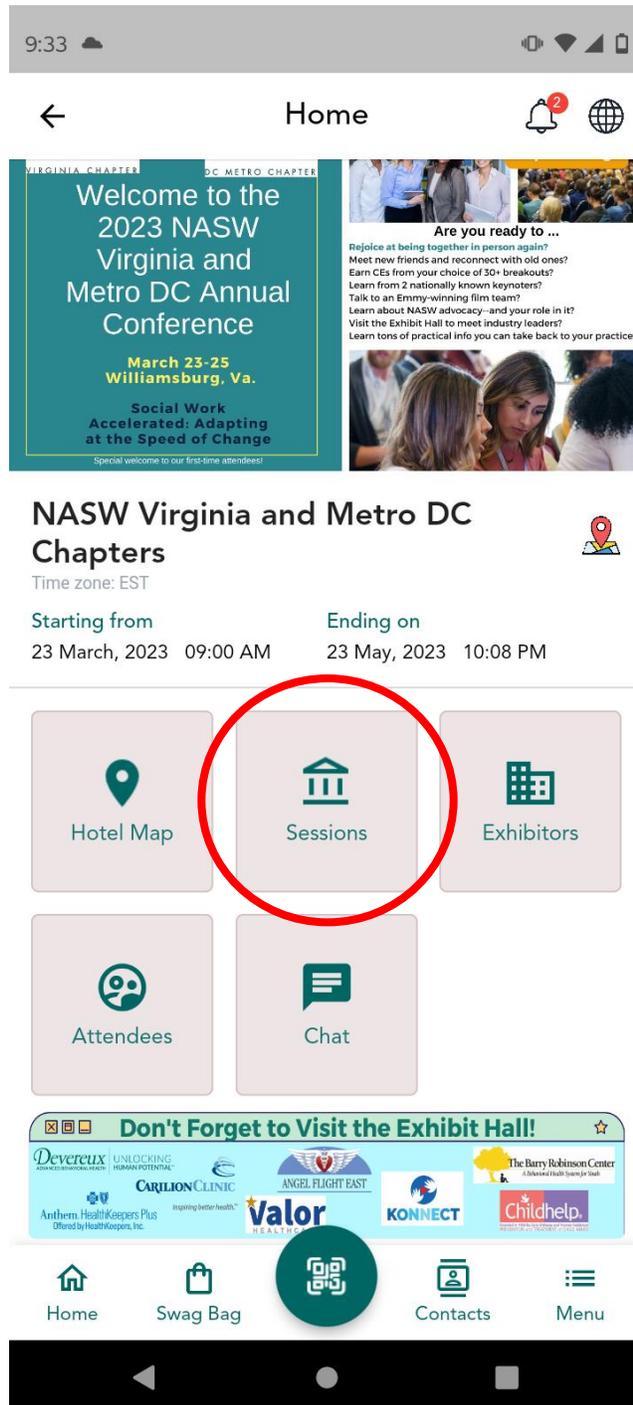


How to Complete Evaluations and Download/E-mail CE Certificates

VFairs App:

- 1.) Log into the VFairs App
- 2.) Select the NASWVA/Metro DC conference
- 3.) Find the square button labelled “Sessions”



4.) The in-person agenda will appear with each session listed. Find the session you need to complete an evaluation for and click the “Evaluation” button below the session title, description, and date/time.

5.) Complete the 13 question evaluation survey (please scroll down the screen to find all questions). Click the “Submit” button.

6.) To access the certificate for the evaluation survey completed, click on the Menu icon on the bottom toolbar



Menu

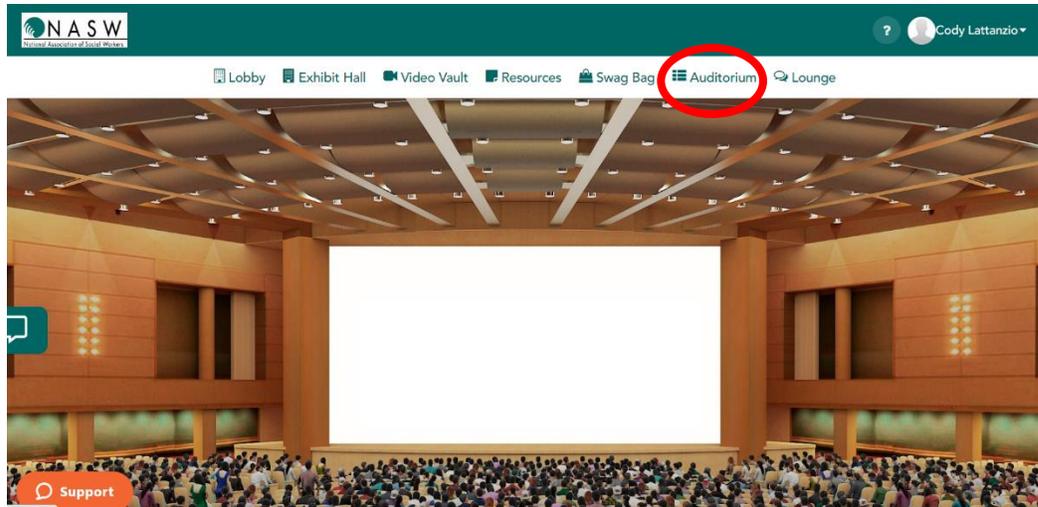
7.) Find the menu item labeled “Certificates” and select. You will see the applicable certificate here that can be viewed or downloaded as a PDF file to your mobile device. Once downloaded to your phone, this certificate can be emailed as an attachment if you need to share the document.

VFairs Virtual Desktop site:

- 1.) Go to <https://naswva-metrodc2023.vfairs.com/>
- 2.) Find the “Login” button at the top of the webpage



- 3.) Enter your e-mail address you used to register for the conference with (if you need assistance with finding this information, please contact professionaldevelopment.naswva@socialworkers.org or ceast.naswva@socialworkers.org)
- 4.) Click on the **Auditorium** button on the menu on the top of the page



5.) On the screen in the virtual auditorium, conference sessions will be listed. Find the session you need to complete an evaluation survey for on this screen and click the “Evaluation” button below

6.) Complete the 13 question evaluation survey (please scroll down the screen to find all questions). Click the “Submit” button.

7.) To access your certificate, click on the upper right-hand icon with your name listed and a drop down menu should appear.

8.) Click on the **Download Certificate** option from this menu.

9.) On the **Certificates** popup, all your certificates will be listed. From here, you can download the certificate(s) as well as e-mail the certificate(s) to yourself.

*NOTE: A certificate will always be downloaded/e-mailed in a **PDF format**.

