

Get a Detailed CE Certificate from Your Desktop

Before you retrieve your CE:

- Make sure you've marked your sessions as attended on website or in app.
- You may find it helpful to refer to your program book to track the sessions you attended.
- Keep a record of the session ID numbers of the attended sessions until you receive your certificate via email or download
- A certificate will not be mailed to you. You must request the certificate from the site or app.

How to Mark a Session as Attended for Detailed Certificates

1. Go to the website <https://avma2016.eventkaddy.net/>
2. Log in with your Last name and Reg ID
3. Search for keyword, title or session ID using search bar at the top of the page
4. Select the session you attended.
5. In session detail, select "Attend", and the question mark will change to a check mark.
6. Repeat these steps for all the sessions attended.
7. Once completed, you should see your sessions listed as Attended in the My Agenda section.

To search for sessions go to <https://avma2016.eventkaddy.net/sessions>

SEARCH HINTS

- To add Exhibit Hall CE to your schedule, search for the Exhibit Hall, and select "Attend" from within the listing for the day you visited.
- To add Poultry Posters to your schedule, search "POSTERCE"

Access Your Detailed CE:

1. Go to the website <https://avma2016.eventkaddy.net/>
2. Log in with your Last name and Reg ID
3. Click on the CE Info icon
4. Choose between the following:
 - Email your CE certificate
 - Download your CE certificate
5. To Email your CE Certificates
 - Click the Email your CE Certificates button
 - Enter your email address and click okay
 - A confirmation message will display
 - You'll receive an email with your certificate attached
6. To Download your CE Certificates
 - Click the link to Download your CE Certificates
 - Reenter your Last Name and Reg ID/App Log In
 - Select "Attendance Certificate" from the menu
 - Click the Download Button
 - Your certificate will display on screen
 - From here, you can save or print your certificate

FAQs

- Where do I find my Reg ID/App Log in?
 - Your App login/Reg ID was provided in your AVMA Convention registration email

- I emailed myself a certificate, but I don't see it.
 - Check your spam or junk folder. The emails come from support@eventkaddy.net

- Why doesn't my certificate showing the sessions that I went to?
 - In order to access certificates that indicate the sessions you attended, follow the instructions under "How to Mark a Session as Attended for Detailed Certificates" listed above.

- I don't see the "My Agenda" or "Attend" buttons within a session listing.
 - You may not be logged in
 - You may have the first version of the App, which was released in the spring. If you can see "My Agenda" but not "Attend", then you will need to update your App.