

Get a General Certificate of Attendance from Your Desktop

- 1. Go to the website <u>https://avma2016.eventkaddy.net/</u>
- 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
 - \circ ~ 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 for <u>Detailed CE Certificates</u>