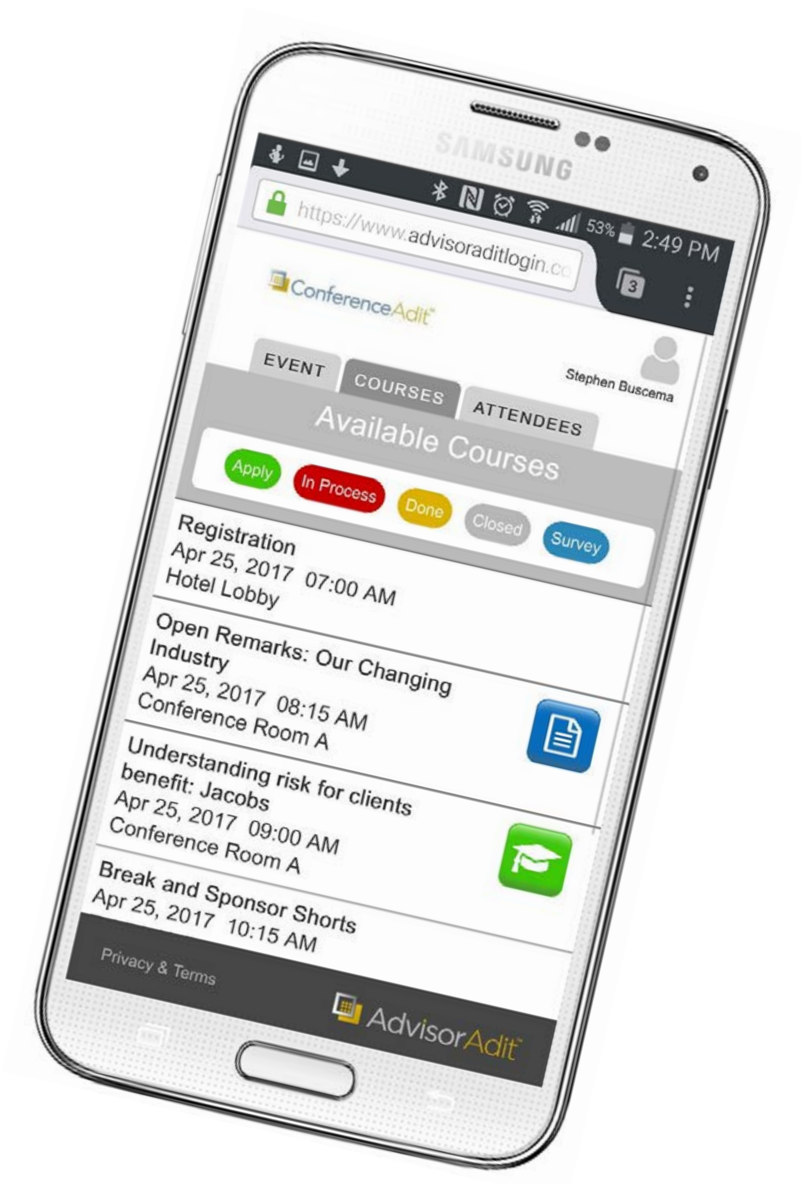
AdvisorAdit™

CE & Survey Application User Guide: Event Hosts



Version 1.0

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Overview:

AdvisorAdit's CE and Survey application creates an innovative CE and Survey experience for event attendees while offering hosts a simplified CE registration management event process including streamlined attendee record keeping and efficient CE credit and survey reporting. It is integrated within our stand alone event portal or can be directly linked within leading meeting management applications. To learn more about our event portal, see XXX

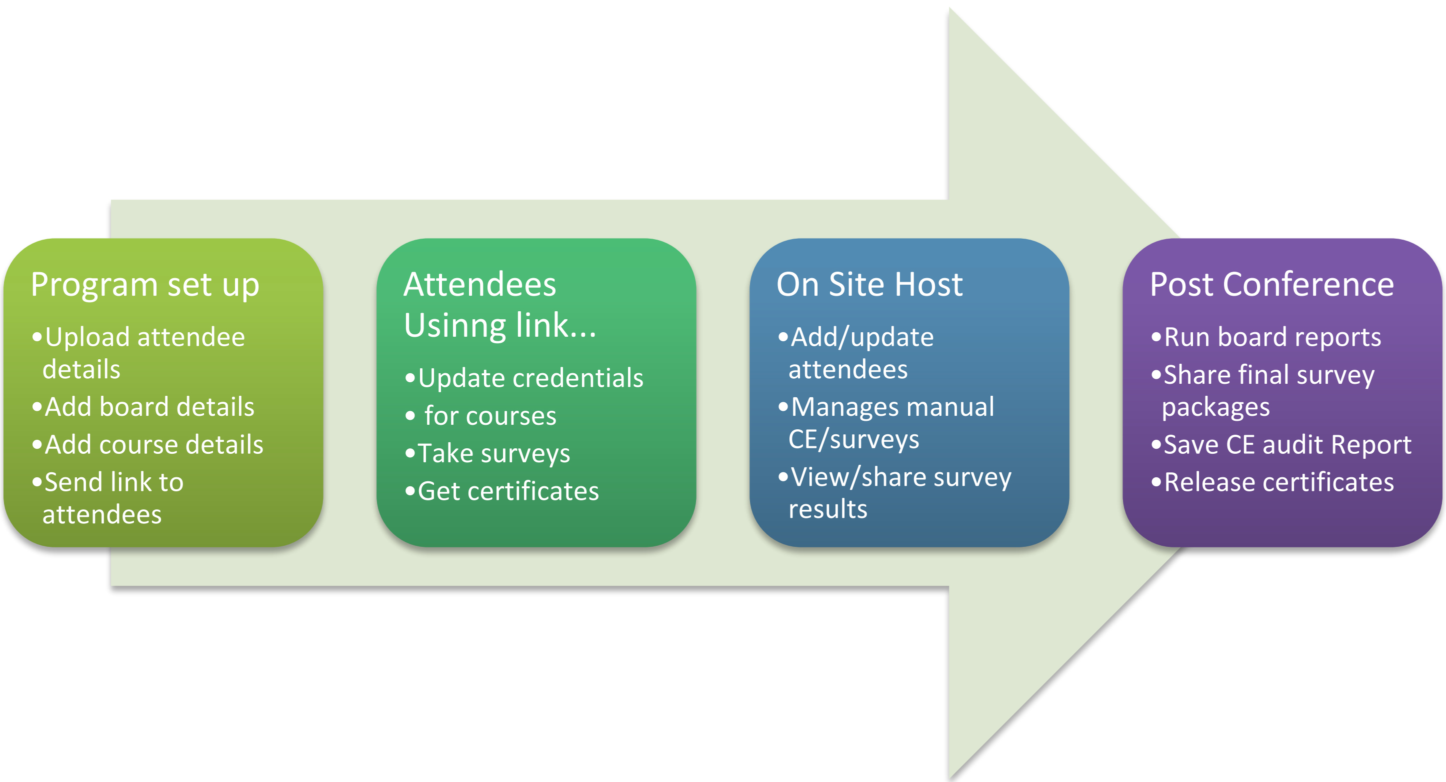
For Attendees:

- ✓ Innovative Attendee CE experience integrated in *Conference*Adit
- ✓ Intelligent CE tracking
- ✓ Built in authentication and verification
- ✓ Ability to apply for up to 7 Boards per event/course
- ✓ Real time CE status feedback
- ✓ Fast Survey process
- ✓ Ability to request additional speaker information
- ✓ No Native App download required
- ✓ Fully mobile – Only an internet connection is needed

For Hosts:

- ✓ Integrated event content, CE tracking, Survey & Reporting
- ✓ Designed BY event hosts, FOR event hosts
- ✓ Works with any registration process
- ✓ Works with up to 7 CE designations ("boards") within one event.
- ✓ Flexible to support most CE designations
- ✓ Can handle multiple events simultaneously
- ✓ Online Host CE Review Manager supports both mobile and greatly streamlines paper registrations
- ✓ Host manages when courses open and close
- ✓ Real time designation reporting – Board specific and aggregated reports included
- ✓ Comprehensive audit report details all attendee activity for your event
- ✓ Can be branded for your organization or (or Sponsors)
- ✓ Go Green – reduce paper and your event's carbon footprint
- ✓ Can be integrated with AdvisorAdit Analytic Reporting Services
- ✓ Cost effective - Scaled for small and large meetings.

Workflow


Program set up
•Upload attendee details
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Attendees Usinng link...
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Program Set Up

Step 1: Uploading Attendee Details

FILE LAYOUT: The first step in the process is to upload your attendee details in an upload file. We provided you with an Excel sheet template to use for this purpose. The upload file enables us to customize each attendee's experience and capture their designation details. The attendee upload file lists your attendees and the CE Board types that they are interested in getting CE credits for.

On the top of the file layout, you will see attendee details as well as columns for designations ("boards). The first board is reserved for the CFP® designation. If that doesn't apply for you, leave the columns in place but blank. For each of your designations, you will replace the "Board" with the initials for each of your designations. Please do not alter the order of the layout (even if you don't use those columns).

Here is the layout:

For the CFP, provide the Attendee CFP Number under the CFP header. If you have the person's SSN last 4 digits, provide that under the Last 4 SSN

For all other designations provide the designation ID for that person below each header.

Note: Fields that have values *of* ***any kind*** (e.g. "No" or other text) are live and will carry to the Host reports. If the person is not requesting a designation, leave the space blank.

Note: The Board headers will display in your reports and in the attendee experience exactly as they are presented in the Attendee Upload File.

Note: Ensure that you do not have duplicate e-mails.

Note: When completed, ensure that you have captured your "leading zeros" e.g. a zip (02314).

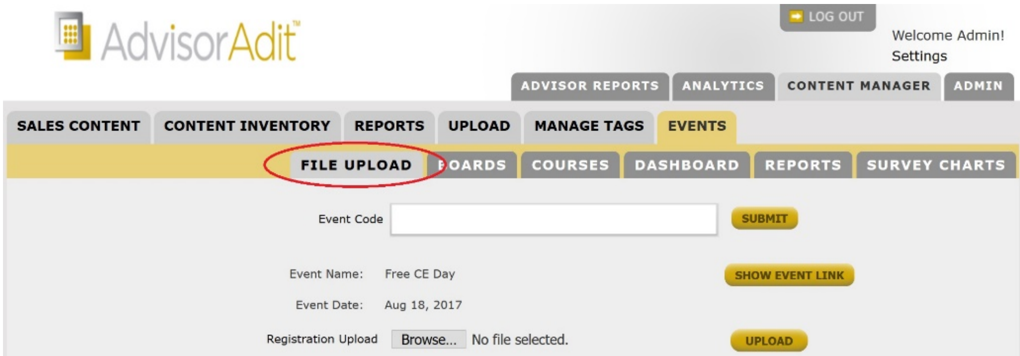
FILE LAYOUT

Column A *	FIRST NAME
Column B *	LAST NAME
Column C	MIDDLE
Column D	MEMBER ID
Column E *	E-MAIL
Column F	COMPANY
Column G	ADDRESS1
Column H	ADDRESS2
Column I	CITY
Column J	STATE
Column K *	ZIP
Column L	PHONE
Column M	GENDER
Column N	CFP
Column O	LAST 4 SSN (IF no CFP)
Column P	BOARD 2
Column Q	BOARD 3
Column R	BOARD 4
Column S	BOARD 5
Column T	BOARD 6
Column U	BOARD 7

Note: Only the starred "" fields are required for the tool to work. However, if you provide attendee address, it can appear on attendee certificates.*

One you have completed your worksheet, you can upload a file to our site. For a successful upload, the file needs to be a text (".csv") file, or if it is an Excel file, you need to save it in a "Text" format. Also, ensure there are no hyperlinks or non-related data.

FILE UPLOAD:



1. Log into AdvisorAdit's site using your email and password
2. Select Events and then File Upload.
3. Enter the Event Code provided by AdvisorAdit
4. Browse for your text file
5. Click on upload

The File will be uploaded. You will be able to preview the successful import.

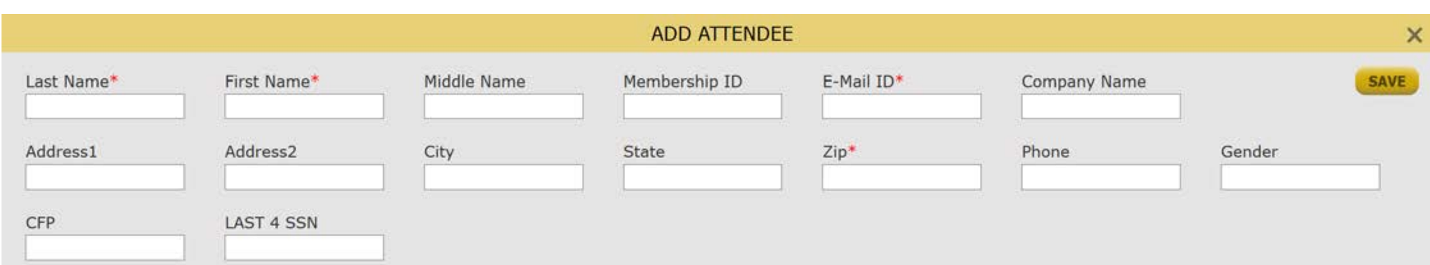
WARNING: Uploading new files will erase ALL INFORMATION including courses and board details previously entered for that event code.

If you need to add additional attendees, you can do that one at a time. See below.

ADDING INDIVIDUAL ATTENDEES: Last minute registrants can be added one at a time.

To add an attendee, click on the Add Attendee button under the File Upload tab. An overlay box will appear. Complete the necessary attendee information fields in the form. As before, fields with a "*" are required.

Note: You can also go back and edit attendees to include other information at a later time.



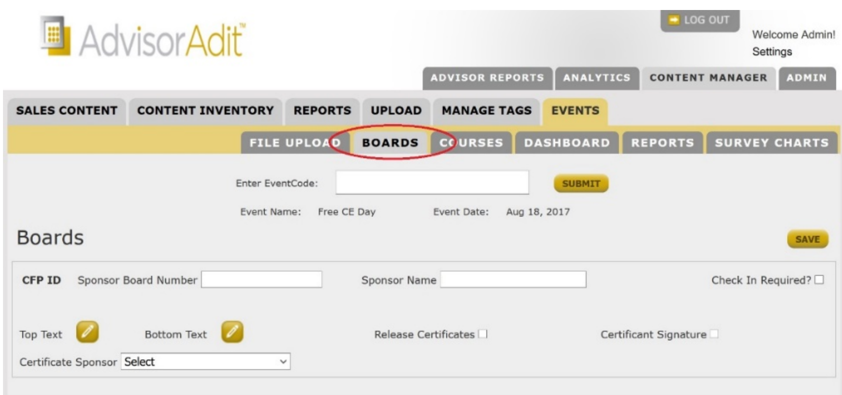
Step 2: Adding Board (Designation) Details

Once your file is successfully uploaded, you can now can add your Board and Course level details. First you add board details for each of the CE designations ("Boards") for your event. The Boards are created in your Attendee File Upload and will automatically display on your Boards page.

To add additional boards, you will need to upload your Attendee File with the new Board Designation. *Note: Uploading a new attendee file erases all the information you have previously entered.*

To Update Board details:

1. Enter the Event Code provided by AdvisorAdit
2. Fill in the information for your CE Board Types.



The following values are required:

1. **Board Number** (and Sponsor Number for CFP) is the identification number for your organization used with that Board)
2. **Sponsor Name** is the name you use for your organization when communicating to that Board

Check In: If your Board requires that attendees check in at the beginning of a course, you can click "Check In Required". The attendee will need to record his/her start time at beginning of that course.

Note: If you select this feature for only one board *only those attendees with that designation will be subject to this step.*

CFP: The CFP is always the first Board to be displayed. The related fields are specific to the CFP

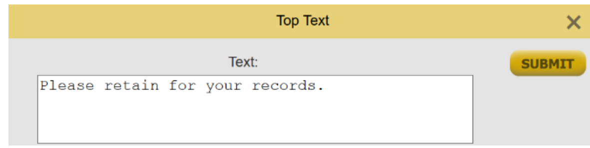
Other Designations:

Custom Fields for Other Designations: This field lets you add labels for any custom field as needed. For example, a custom field might be "Field of Study" which would be added here. The values for each are added at the course level later on. For example, one course might be "Taxation" and another might be "Investments". These details will appear on the Board Reports for that designation. These fields can also be displayed on that Board's Certificate.

Board Logo – if you are using certificates, you can upload the Board's logo to display on the certificate ??

Managing certificates:

Custom certificates are available for attendees to download from their mobile devices. Certificates are automatically generated and include all the courses and related CE information as a record to demonstrate their attendance. The following fields are available to customize and control the certificates specific to each board. In addition to the custom fields you set up under your Boards, you can further customize the Certificate with important disclosures or other text as needed.



Top Text: Allows custom text for certificates. Up to 244 Characters.

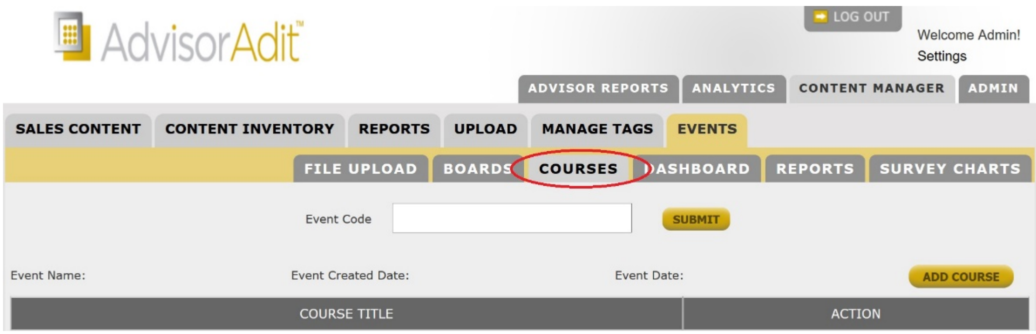
Bottom Text: Allows custom disclaimer text for certificates. Usually required and or unique for specific designations. Up to 244 Characters.

Certificate Sponsor: You can display a sponsor's logo in the upper left corner of certificate. Note: Many users simply use the dropdown and select the Board which the certificate if for. Note: is some users take advantage of this to promote sponsorship while others will simply use the logo of the designation/board.

Release Certificates: Host can control when certificates are made available to users. Certificates will be generated automatically as attendees take pertinent courses that map to their designations so this feature allows host to withhold until they can complete their administrative work or, depending on the designation, wait for approval before allowing attendees to access. This feature is on a board by board basis.

Certificant Signature: Includes space for attendee to sign certificate.

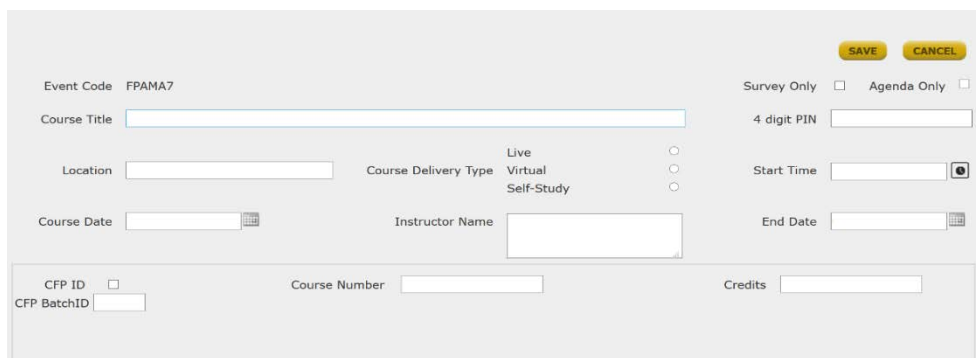
Step 3: Setting Up Courses



Now that your Boards are set up, you can create your Courses.

To Add Courses:

1. Select the Courses Tab
2. Enter the Event Code provided by AdvisorAdit
3. Click on Add Course
4. Enter Course Details



Agenda Only: If you would only like to have a segment of your event listed on your roster without a survey or designation capability, click on "**Agenda Only**". This feature lets you use the course listing as an agenda. Examples could be session breaks or cocktail reception details.

Survey Only: If this course has only a survey (No CEs), just complete Course Title, Date/Time and Location. You are all set.

Course Type: Most events are "Live" but you can use the tool for virtual or self-study programs.
Note: This selection will appear on the attendee certificates.

Location & Start time: You can indicate where a course takes place. Both location and time will appear on the attendee course listing.

For CEs

1. If CEs are available, un–check "Survey Only" to display Board listing
2. Provide a four Digit PIN # (this is what attendees will need to enter to complete CEs)
   Note: you can use and 4-digit numeric value. We recommend that you do not start PINs with a "0" as some devices will not recognize leading zeros.
3. Complete additional details for course including location, start time, course delivery, instructor, etc.
4. Check Box to select relevant Boards for course

5. Complete Board information
6. Click on SAVE

Note that these completed fields will be displayed on the attendee certificate

You can add, edit or delete courses at any time.

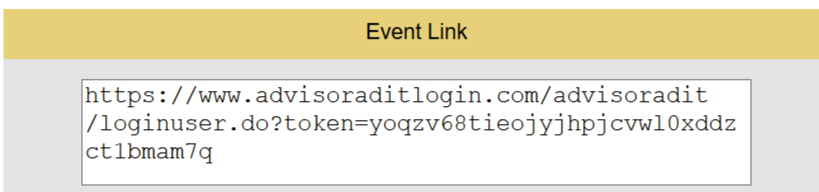
Warning – Deleting a course will remove it from the system and all information related to the course will be cleared.

Closing a Course: Courses can be manually closed by a host by clicking on the toggle button next to the course. This will turn the "Green Hat" Button on the attendees' app to a "Gray Hat" preventing any new requests for credit. Course can be re-opened as well. *Note: The system will automatically close courses at midnight of the Course End Date.*

Test Course Option: Some hosts like to set up a "Test Course" so that attendees can become familiar with the app and even update their board details in advance of the event.

Step 4: Sending passport links

In the FILE UPLOAD and DASHBOARD tabs there is a button that will display the attendee passport link. You can copy and paste this link to send to your attendees. They will use this link to access the Digital Conference Book and CE App for your event.

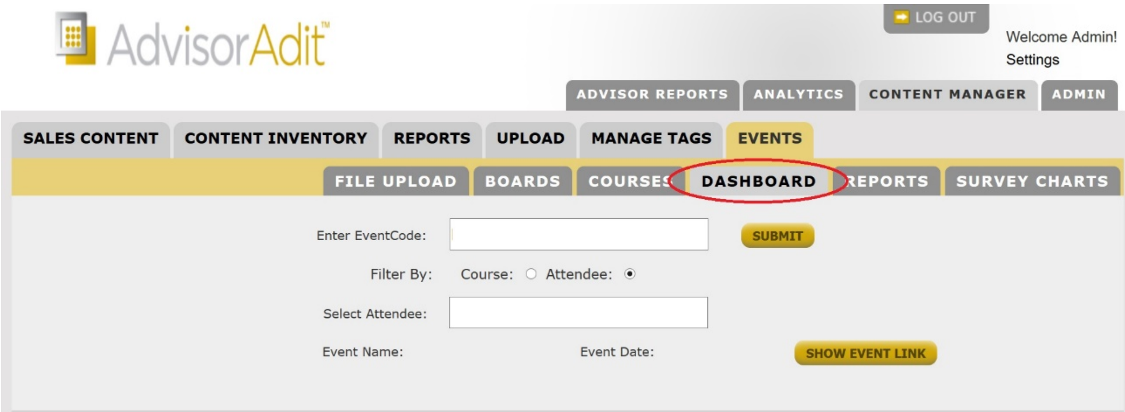


To promote adoption and address any attendee concerns soonest, we recommend sending out the passport link to the registered attendees in advance of the event. We suggest that attendees use the device that they will be bringing to your event to preview the app as well. For convenience, we also recommend that the passport link is sent to the attendees on the morning of the event as well.

Note: Included in the service are free templates for instructional posters and table tent quick guides. These can be customized for your event and can include a QR code for the link as well. Please contact AdvisorAdit for more information.

Step 5: Host Dashboard

The Host Dashboard provides a real-time view for the status of all attendees eligible for any given course. It also lets hosts view all the courses applicable to any given attendee. It also enables hosts to update an attendee's attendance status or related attendee details.



To open a Dashboard for a course or attendee:

1. Select the dashboard view: Course or Attendee
2. Select a course or attendee from the drop-down list.
   Note: these lists offer intelligent filter capability. Simply begin typing the course title or attendee last name.

The course view provides a list of all Event attendees with their information and status related to the selected course. The status views are real time for both attendee and host. (If either a host or attendee changes status, the icons will change for both.)

Last	First	Info Error	CE Board Type(s)	Survey	Attendee Status	Host Status	Modify Attendee
Bulen	Andrea		CFP, WI Ins.	✓		-	
Buscema	Stephen		CFP	?		- Approved Review Deny -	
Coombs	Julie		CFP	?			
Cotturone	James		CFP, WI Ins.	?		Approved	
Eisenberg	Dennis			?		-	
Esser	Diane		CFP	?		-	

Info Error: An exclamation mark under the Info Error column indicates that more information is required from the attendee to complete the CE Application process. (e.g. License Number)

CE Board Types: Shows the CE credits that each attendee can attain by taking the course.

Survey: Indicates whether the attendee has completed the survey. A green check displays for completed surveys and a red question mark displays for non-completed surveys. Hosts can view completed surveys by clicking on the green check mark. Hosts can also input paper based survey results into the system by clicking on the red question mark.

Attendee Status: Displays what the attendee has done thus far with this course.

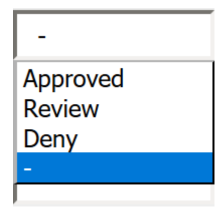
A Green Hat indicated he/she has not applied for credit.
A Red Hat indicated the person checked in but has not checked out.
A Gold Check indicates the Attendee successfully applied for CE Credits
A Grey Hat ideates that the course is closed. No action can be taken.
A Blue Survey indicates that a Survey is available

Note: It's a good idea to scan attendee status and Surveys to see if housekeeping is needed to alert instructors to provide PINs or remind attendees to complete their CE requests.

Host Status: The Host Status column allows the host to approve CEs within the System for attendees who submit traditional paper CE applications.

Approved: The host approves this attendee (regardless of Attendee Status). The attendee records will appear on each of the appropriate CE Reports

Review: The Host has indicated that the request is under review. The course ***will appear*** on appropriate board reports. It is typically used as a reminder for the host to follow up.



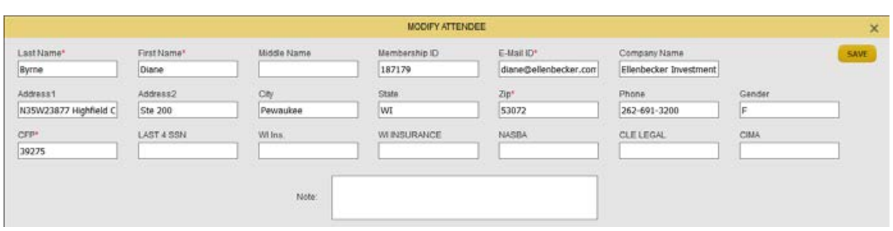
Deny: The Host does not allow the attendee to receive CE Credits for the course,

even though the attendee may have completed the electronic process through the App. (For example, the host noticed the attendee chatting in the hallway for most of the session).

The attendee will be removed from the CE reporting report. However, the attendee will be included in the 'CE-All' report (mentioned later in this document) with a 'Deny' Host Status for record keeping purposed.

NOTE: Any Host "Approved", regardless of Attendee Status, will be included in Board Reports. Any Host "Deny's" regardless of Attendee Status will be blocked from specific Board reporting.

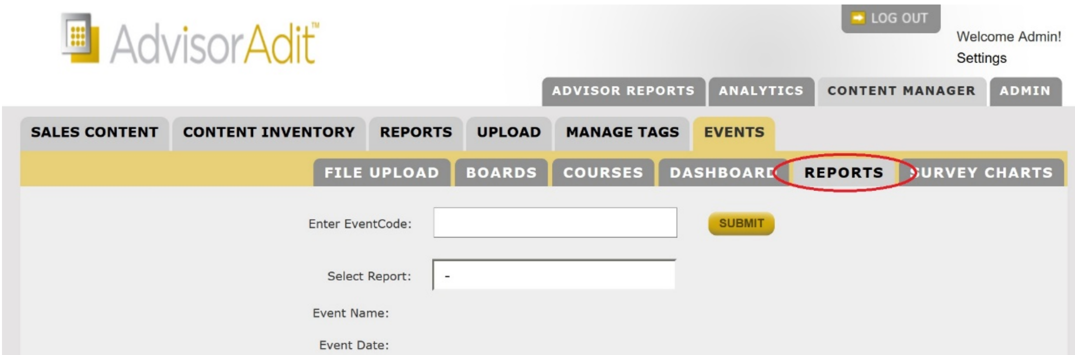
Modify Attendee: This allows the Host to edit an attendee's profile. For example, if an attendee needs to add/update any CE IDs. Notes can be added to record additional information and is included in the reporting.



The Info Error, Attendee Status and Host Status values are included in the CE reports.

Step 6: Reporting

AdvisorAdit is a “real time” system so any reporting is available to you on demand. When you are ready to create a report for a designation,



Host can create reports for the CE reporting process and survey tabulation at any time during and after an event.

To access the system reports:

1. Select Reports Tab
2. Type in the Event Code provided by AdvisorAdit.
3. Select the relevant report.

The Reports options are:

1. CFP Specific Report (Custom-designed for the CFP Board)
   Lists all attendees and courses eligible for the designation in the CFP required format.

2. Board Reports for all other available Boards (up to 6 additional per Event)
   Lists all attendees and courses for each designation

3. CE-All Report (Audit report)
   Comprehensive report that lists all attendee activity including courses and designation credits received for the event

4. Survey – Attendee
   Tabular view of all attendee survey results

5. Survey – Summary
   Tabular view that aggregates all attendee survey results by course

Exporting Reports
To export reports to Excel, click on the Export button. 

Step 7: Survey Charts

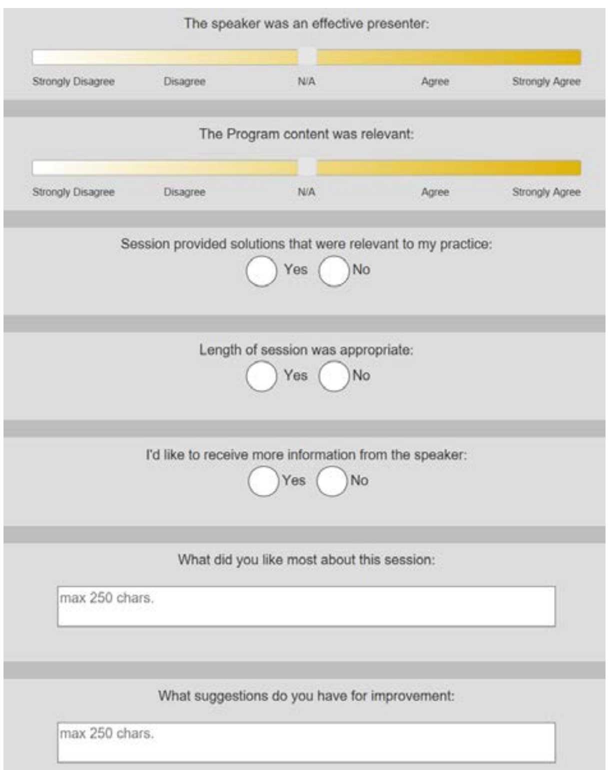
Real time survey results can also be viewed in graphic form. To access them, select the Survey Charts Tab. Pick the course title from the drop-down menu and select your course. The various survey question results will be displayed via graphs or open text format.

Survey Questions:

AdvisorAdit offers survey questions with three types of responses:

- 5 Point Scale from (Strongly Disagree to Strongly Agree)
- Yes/No
- Yes/No with Text
- Open Text

The service includes a set of 7 default questions displayed below. As an optional service, clients can customize the survey questions. Please contact AdvisorAdit to find out more.


The speaker was an effective presenter:

Strongly Disagree | Disagree | N/A | Agree | Strongly Agree

The Program content was relevant:

Strongly Disagree | Disagree | N/A | Agree | Strongly Agree

Session provided solutions that were relevant to my practice:

Yes No

Length of session was appropriate:

Yes No

I'd like to receive more information from the speaker:

Yes No

What did you like most about this session:

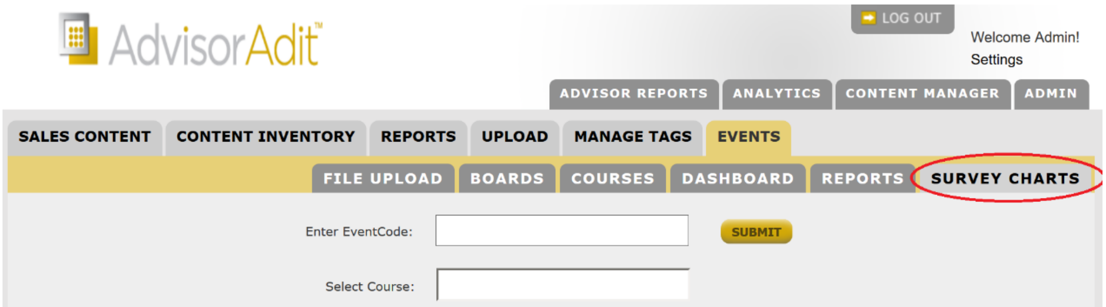
max 250 chars.

What suggestions do you have for improvement:

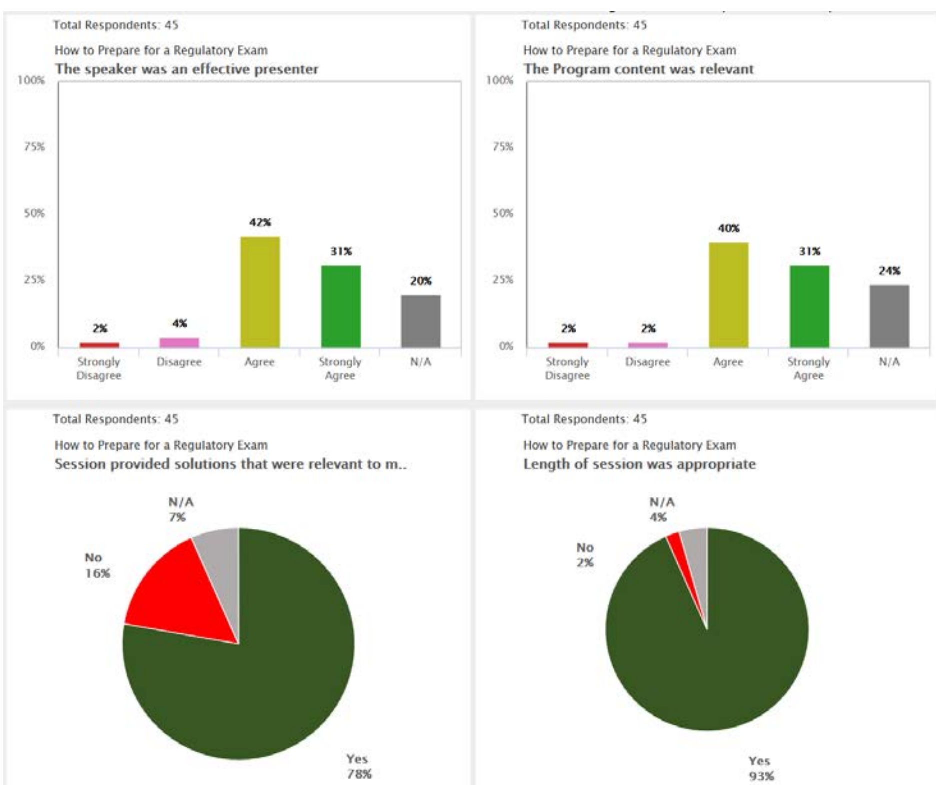
max 250 chars.

Displaying Survey Graphs:

Select the SURVEY CHARTS Tab and enter the Event Code for you event



The displays will be in order of Graphics, Request for Materials and Open Text Boxes.



Downloading Charts:

All the survey result information can be downloaded to a PDF file.

Cover Page: Details the high-level information and metrics for the course
Graphs: Displays the survey answers in a graphical format (Bar or Pie Chart)
Open Text: Displays the open text survey answers

To download a PDF, simply select the PDF button for the information you would like.