



Instructions for Online Certificates of Attendance

*Certificates of attendance for AFCC conferences will be available online after **Tuesday, November 10.***

Follow the instructions below to print your certificate of attendance:

1. Go to www.afccnet.org.
2. Click **Conferences & Trainings** located on the horizontal blue menu bar.
3. A drop-down menu will appear. Click **Past AFCC Conferences** in the drop-down menu.
4. On the “Past AFCC Conferences” page, locate “AFCC Regional Conference,” and click **More Information**.
5. Click **Online Certificate of Attendance**.
6. You will now be prompted to log in. **Members and non-members must log in.**
 - If you don’t know your password, click “Email me my password” and enter your email address that you registered with. Your login and password information will be emailed to you. If you have any difficulties with this step, you may call the AFCC office at 608-664-3750 and a staff member will assist you.
7. Once you are logged in, a window entitled **Certificate of Attendance** will appear.
 - *If you have signed up and paid for a certificate*, “AFCC Regional Conference” will be listed under “Current Certificates.” Click the blue “View/Edit” button, located to the right of “AFCC Regional Conference.”
 - *If you have not signed up and paid for a certificate*, “AFCC Regional Conference” will **not** be listed under “Current Certificates.” To sign up and pay for a certificate, click on “AFCC Regional Conference,” located under “Add Certificate.” You will then be prompted to add and pay for a certificate.
8. In the “**Certificate of Attendance – Detail**” window, you may review and edit the workshops/sessions you attended.
9. Scroll to the bottom of the page and check the box next to the statement, “By checking this box I am stating that I attended these workshops/sessions,” verifying your session attendance.
10. Click **Save Changes**. *Steps 9 and 10 must be completed before you will be able to print your certificate.*
11. Scroll to the bottom of the page and click the blue button to print your certificate.