



NCRA Conference App Guide

Step 1: Download the App

Two options:

Option 1: From your invitation email

- Open your app invitation email from NCRA.
- Tap the "**Get Started Now**" link in the email to download and install the Engagefully app.

Option 2: Manual app download

- If you cannot find the email or do not have access to email on your phone, download "Engagefully" from the Apple App Store or Google Play [at this link](#).

Step 2: Find the Event

- Open the Engagefully app.
- Type "**NCRA**" in the search field.
- Select **National Court Reporters Association** when it appears.

Step 3: Log In

Choose one of the following methods to log in to the app:



Option 1: Access Code (Recommended)

- Enter the access code provided during setup. (**Code expires after 24 hours**).
- If you do not have an access code, email webworks@ncra.org during conference support hours (7:30 a.m.–6 p.m. PT) or visit the NCRA registration desk onsite at the Hyatt Regency Bellevue.

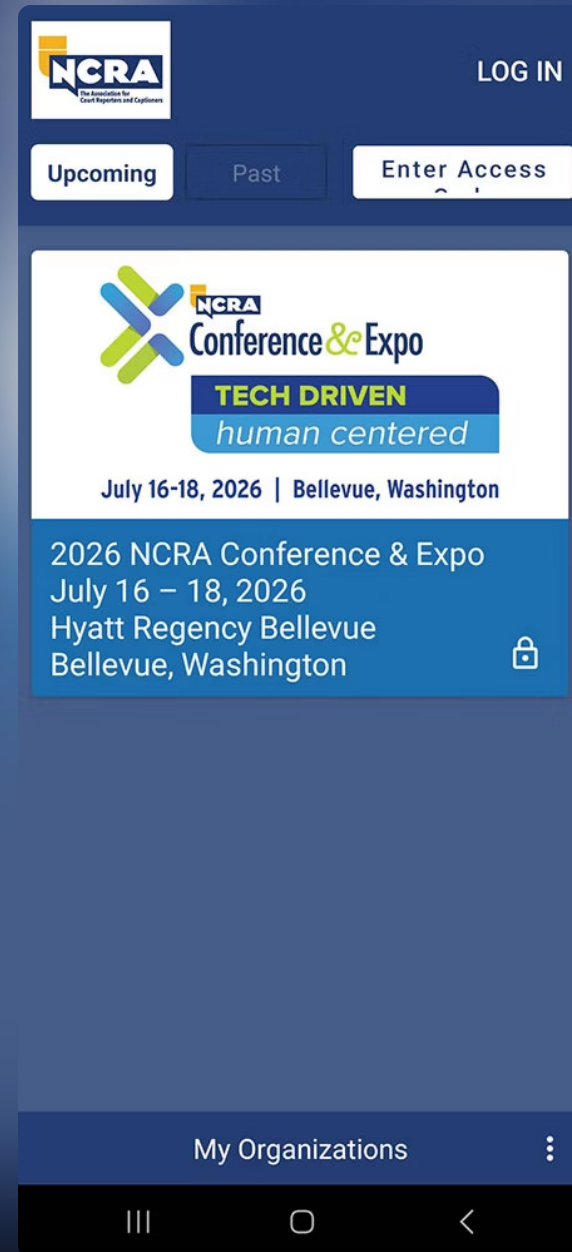


Option 2: Email Me Link

- Use this option only if you can access your registration email on your phone.
- In the app, select "**Email Me Link**."
- Look for an email from Engagefully. Follow the prompts on your device to log in.
- Login links **expire after 15 minutes**.

Get Started in the App

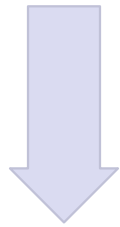
- Complete your profile.
- Browse available sessions.
- Add sessions to your personal schedule.



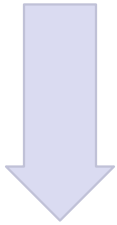
Track Your CEUs

To receive verified CEUs for your NCRA transcript, you must attend a session for a minimum of **50 minutes** and check in by **scanning the session QR code at the end of each session using the NCRA Conference app**.

For each session you attend:



Tap "**Check-In**" within the session you attended **OR** tap the "**Scan QR Code**" button on the main event screen to open the app scanner.



Scan the QR code displayed by the speaker or NCRA staff at the end of the session.



Important:

- You must check in at the end of each session to receive CEUs.
- CEUs will be credited to your NCRA transcript using the email address associated with the NCRA account used to register for the Conference.
- Do **NOT** change your email address in the event app. **Changing it will result in the loss of all CEUs for sessions attended.**

Need Help?



Email support: webworks@ncra.org



Visit the NCRA registration desk onsite for assistance.