

# **DOUBLE CHECK YOUR** **AGENDA AND SAVE YOUR** **SEATS!**

**We have changed some things this year, let's make sure you have what you need!**

In the past, you have always registered and selected your sessions **AT** registration. This has changed this year. You are registered for the 2026 SBP Summit, but **there is a chance you have not selected your sessions.**

"But Why?"

We changed this this year to allow you to change your schedule on your own, create waitlists for sessions, and allow you to use more features of the app, both before the event and during the event.

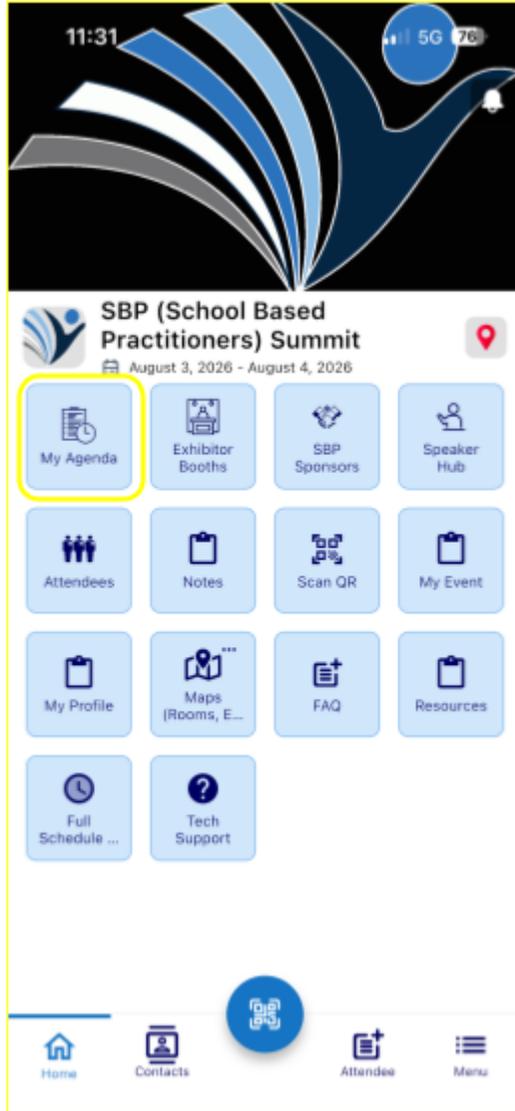
How Do I Know?

Follow the steps below to get it fixed or verify you are correct!

This Email has 4 directions or sections:

1. Looking at Agenda
2. My Schedule (2 parts)
3. Adding Your Sessions (Save a Seat)
4. Making Changes/Made a Mistake

## Step 1: Look at Agenda:



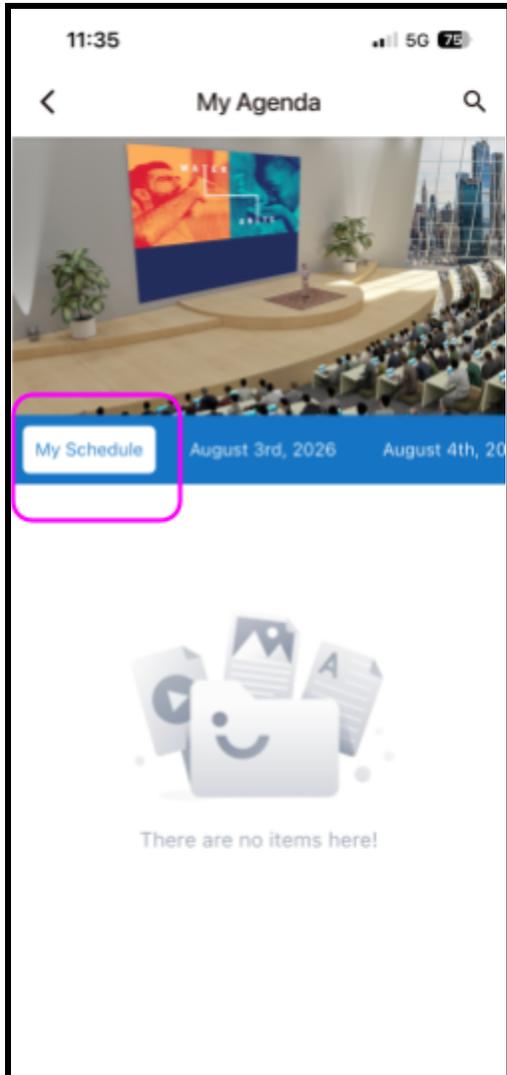
Once logged into the vFairs app, the picture above is the Home Screen. Select the "My Agenda" button in the top left of Quick links (Yellow Box)

## Step 2: Click On "My Schedule"

Here is the first test. When you click on my schedule, is it blank? If so, you are **NOT reserved in any session**. Do not panic, it is fixable! See below to see what that looks like.

My Schedule is highlighted (white box). You can also see the dates for Monday and Tuesday listed in blue, we will get to those. You can see that this schedule is blank.

- No spots have been saved, you are not registered for any sessions.



If this is you, don't panic, just keep moving down the email to Step 3. We will go over how to fix it.

### **Step 3: Adding Your Sessions (SAVE A SEAT):**

If you have a blank agenda, or maybe you do not have 8 sessions selected, fear not. WE WILL FIX IT!

To do so, we need to pick a day, and that day's agenda will pop up in chronological order. Select the session you would like to open the description of the session.

In the first picture, I have selected Monday, August 3rd. It is highlighted in white. I have scrolled down to the end of the 10:50 block and the beginnings of the 1:10 block. I will be selecting the "Dyslexia" session (Monday Agenda highlighted

- Times of sessions outlined in yellow
- Purple box is the session where I press, will open session description when pressed

11:47

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# My Agenda



My Schedule

August 3rd, 2026

August 4th, 2026

03 Aug 2026 | 10:50 AM - 12:20 PM



**Start with Heart: Inclusive Clubs that make a Difference**



03 Aug 2026 | 10:50 AM - 12:20 PM



**Human Expertise in an AI World: Preserving the Therapeutic Core & Keeping Humanity at the Center**



03 Aug 2026 | 01:10 PM - 02:40 PM



**Dyslexia and Dysgraphia OT Assessment for Academic Success**



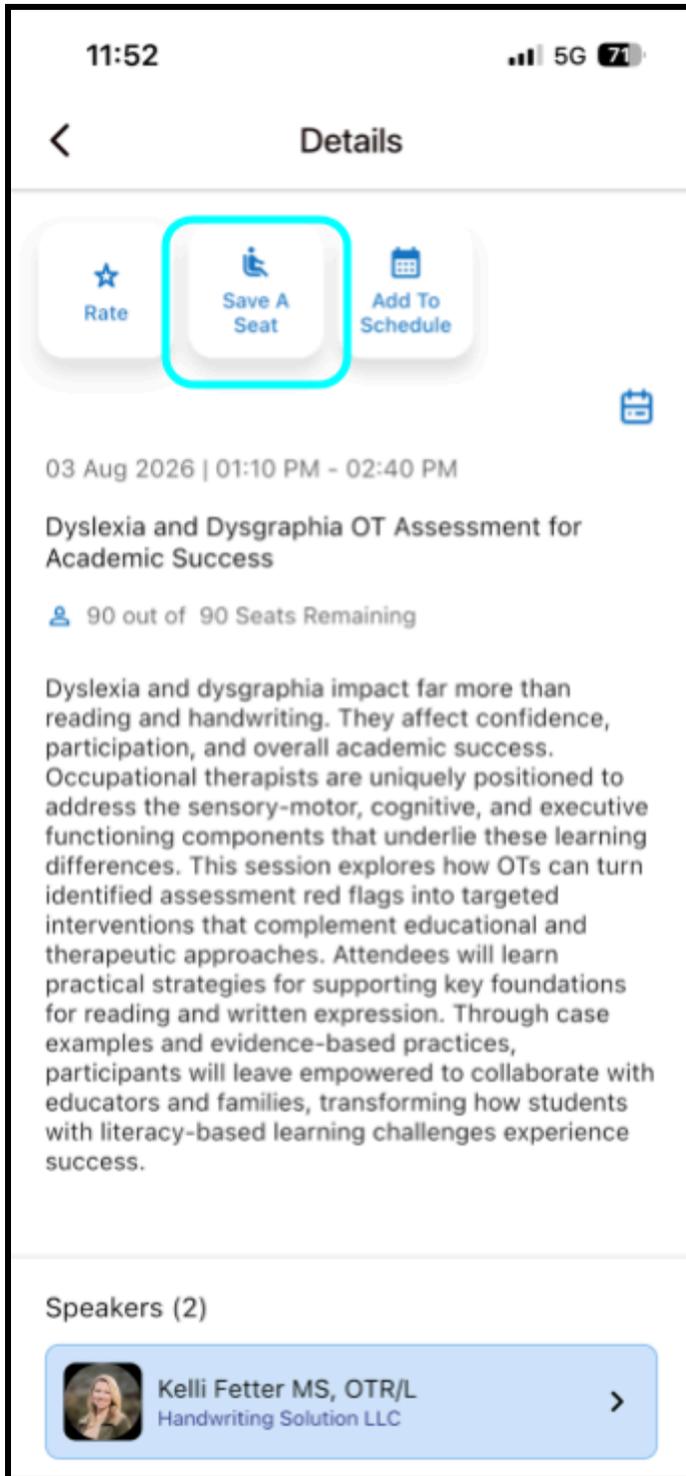
03 Aug 2026 | 01:10 PM - 02:40 PM



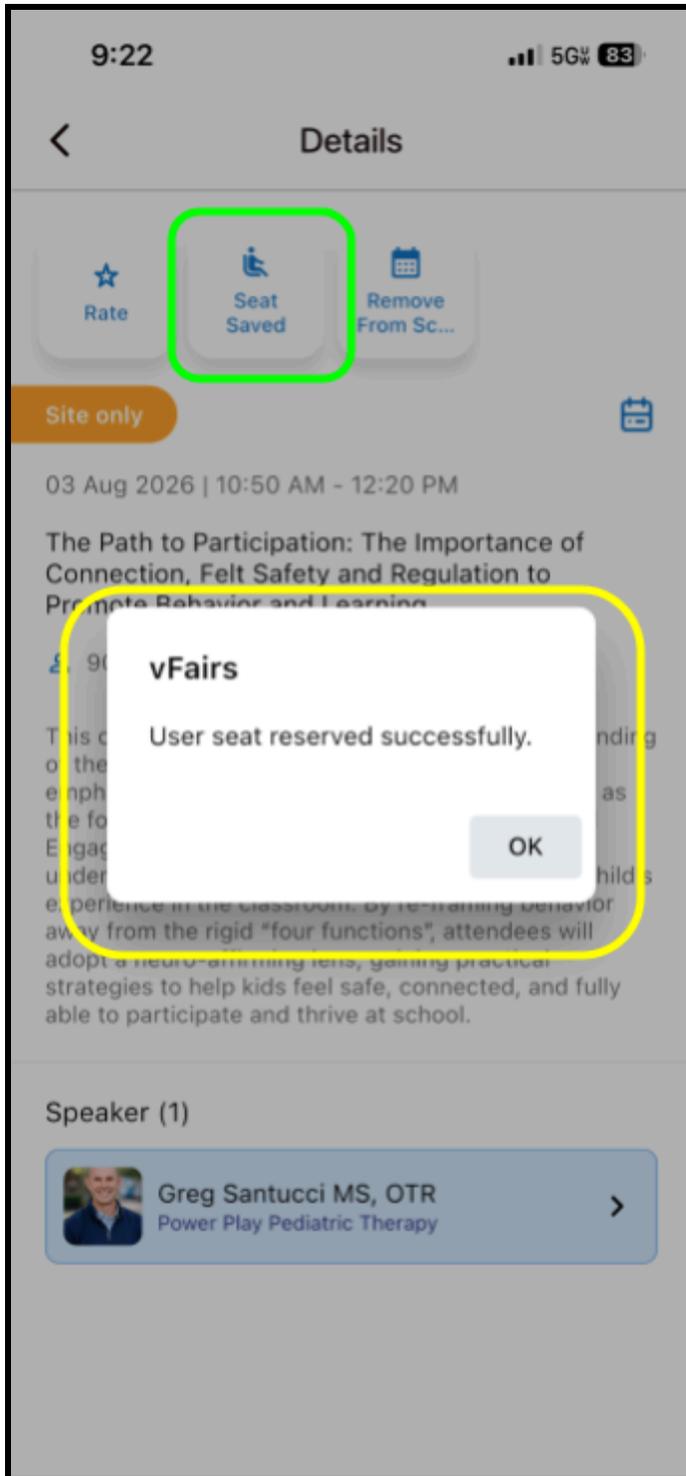
**The EBP Toolkit: Translating Evidence into Functional Outcomes for Non-Ambulatory Children**

When I have selected my session (purple box) the session description will open and will list different features:

- I have outlined the **Save A Seat** Button in Cyan or Light Blue. This is what you will hit. **THIS RESERVES YOUR SPOT.**
- **Hitting the “ADD TO SCHEDULE” DOES NOT RESERVE YOUR SPOT!!!!**
- It will automatically save it you your schedule, you *do not need* to hit the "Add to Schedule" button next to it



If successful, a popup will appear letting you know you saved your seat (yellow box), YOU ARE NOW REGISTERED for that session. It will appear in your schedule.



If you want to change it, go back into the session, hit the “SAVED SEAT” button at the top (Green box), and a popup will ask if you want to CANCEL THIS RESERVATION. If yes, hit confirm.

## Step 3a: Your Schedule Has Items

When you click on "My Schedule", sessions appear! Good work, now we check that all of them are covered. The times are outlined in pink. Below is an example what it may look like:

Congrats! You have added sessions! Lets double check to make sure we have them all. They will be listed chronologically, from Monday morning to Tuesday afternoon. Let's double check that you have them all! You should have 8 sessions listed in your schedule, one selected session from each of the following:

- 3 Aug 2026 | 08:00 AM - 10:15 AM Monday Keynote
- 3 Aug 2026 | 10:50 AM - 12:20 PM Monday Breakout #1
- 3 Aug 2026 | 01:10 PM - 02:40 PM Monday Breakout #2
- 3 Aug 2026 | 03:00 PM - 04:30 PM Monday Breakout #3
- 4 Aug 2026 | 08:00 AM - 10:10 AM Tuesday Keynote
- 4 Aug 2026 | 10:30 AM - 12:00 PM Tuesday Breakout #1
- 4 Aug 2026 | 01:00 PM - 02:30 PM Tuesday Breakout #2
- 4 Aug 2026 | 02:45 PM - 04:15 PM Tuesday Breakout #3

11:39

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# My Agenda



My Schedule

August 3rd, 2026

August 4th, 2026

Added to my schedule

03 Aug 2026 | 08:00 AM - 10:30 AM



**Monday Keynote: Curiosity as the Catalyst:  
Understanding Behavior and Enhancing  
Participation in Schools**



Added to my schedule

03 Aug 2026 | 10:50 AM - 12:20 PM



**A Deep Dive into the Paradigm Shift:  
Moving Beyond Handling to Participation  
for Non-Ambulatory Children**



Added to my schedule

03 Aug 2026 | 01:10 PM - 02:40 PM



**Rolling Out The Motor Lab: Getting  
Elementary Students Ready To Learn Using  
a Mobile Motor Lab as a Tier 1 Support**



**Do you have all 8?**

Great! You are done!

**Don't have 8?**

Add the time/session you need. A lot of people forget to add the Morning Keynote, maybe that's you. Go into the session or time block you need and "Save A Seat".

**HAVE MORE THAN 8?**

Go back and cancel the double booked time slot(s). Our registration is limited by seats, make sure you have one for each time block only!