How to Add Sessions to Your RMECC Schedule

1. **Download the vFairs mobile app:** [Click here](#) from your mobile device, scan the QR code, or search vFairs in the app store.

2. **Sign in:** Enter the email address you used to register for the event and click "sign in". You will then be directed to enter the verification code sent to your email address.

3. **View sessions:** Click "agenda" to view the session offerings. Click the filters icon in the upper right corner to filter sessions by speaker, competency, keywords, language, or level. *Please note that interpretation sessions have not been selected yet.

4. **Select a session and add it to your schedule:** To add a session to your schedule click the session title and then click the "Save a Seat" button at the top of the screen. You will see a pop up that says "User seat reserved successfully." You will also receive an email that your seat has been saved and the icon at the top of that session will now say "seat saved".

5. **View your schedule**: To view your schedule and the sessions you've added, click the back arrow at the top of screen to the left of "Agenda" then click "My Event". At the top select the tab for "My Events". There you will see all of the sessions you have added to your schedule.

6. **Changing your sessions**: If you wish to change one of the sessions in your schedule, select the session you want to drop and click the "Seat Saved" icon. Select "Confirm" on the "Cancel Reservation"pop up. You will see a another pop up that says "Your seat cancelled successfully." Now you can go back out to the agenda and add a different session for that time block. *Please note that you can only reserve one session in each time block. Once a session is full, you can add yourself to the wait list, however if you are on the wait list for a session, you will not be able to add another session in the same time block. Session changes can be made until the session start time at the in-person event.

This process is only for the in-person event sessions. More information for virtual sessions will be announced prior to when virtual sessions open.

Have questions? [Check out our FAQ page](#). If you don't find the answer to your question on our FAQ page or if you have any concerns please email us at info@rmecconference.com

RMECC Is a Program Of

DENVER'S EARLY CHILDHOOD COUNCIL