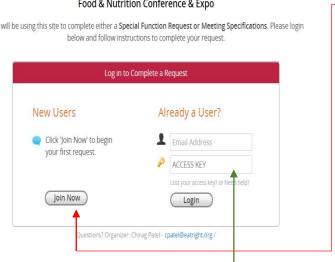# FNCE® Special Functions

New software system training and instructions
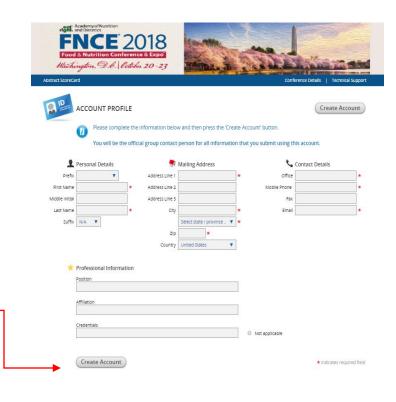
- Go to **tinyurl.com/fnce18specfunc**
  - If that does not work full URL is: https://www.conferenceabstracts.com/cfp2/login.asp?EventKey=QUOWWERI

- This is a new system, so most likely you do not have an account created. Click on the "**Join Now**" button under the New Users section to create your account and receive your ACCESS KEY.

- Complete all the information and click on the "Create Account" button
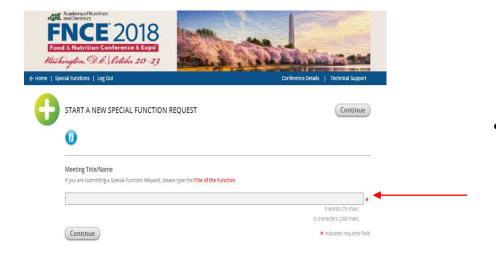

- Once you create your account, you will receive a confirmation e-mail within 5-10 minutes from **support@ConferenceAbstracts.com**. The e-mail will contain your **ACCESS KEY**.
- **SAVE THIS E-MAIL!!! The ACCESS KEY is your individual password to log into the system.**

- After logging in with your e-mail and ACCESS KEY, you can begin creating your special function requests.
- Remember each special function will need to be submitted as a request separately.
  - Exception being the same meeting held over multiple days, such as committee or board meetings.

- Click on the verbiage to begin your New special function request

- Enter the full title of your function, which should include your group name. Ex. "AND Department Pre-FNCE Luncheon" or "AND Department Meeting"

TASK LIST

Please click on each task below to enter the requested information.

Once completed, the task will then appear with a large green check mark.

After you have completed all of the tasks below, select "Save Submission".

Special Function ID: 467289
Test again
Form: Special Function Request
Special Function Status: Active

[Save Request]

1. Academy Staff and DPG/MIG - Function Information
Click here to provide the general information for your request.

[Save Request]

- Task list page will contain a sections "1. Academy Staff and DPG/MIG Function Information" that needs to be completed in order to submit your special function request

TASK LIST

Please click on each task below to enter the requested information.

Once completed, the task will then appear with a large green check mark.

After you have completed all of the tasks below, select "Save Submission".

Special Function ID: 459285
Chirag's Awesome FNCE
Form: Special Function Request
Special Function Status: Active

[Save Request]

1. Function Information
Click here to provide the general information for your request.

[Save Request]

- Once completed you will see a green circle with a white check mark. It's ready to be saved, so you may click on the "Save Request" button or click back into the sections to update.

SUBMISSION SUMMARY

Chirag's Awesome FNCE
Form: Special Function Request
Special Function Status: Active

Submit

You have completed all the required tasks for this special function.
Press the '**Submit**' button to complete your special function.

Function Information
Completed (2/28/2018, 3:41 PM)

Click here for a preview of your submission.

- Once you click on the Save Request, the system will give you another opportunity to make any changes or you can simply click the "Submit" button and the form will be sent.
- An email confirmation will be sent to you at the email address provided in your account
  - The confirmation will contain all the information you submitted.

EVENT INFORMATION

FNCE 2018
Location:Walter E. Washington Convention Center
Washington, District of Columbia
Dates: October 20–23, 2018
Contact the Event Organizer

YOUR PROFILE

Chirag Patel, CMP
Academy of Nutrition and Die...
Logins: 16 Log Out
View / Edit Your Profile

SUBMIT FEEDBACK

We always welcome feedback, and we want to hear what you like and what can be improved.
Feedback Form

SPECIAL FUNCTIONS (you have 1 complete special functions, 1 incomplete special functions and 0 withdrawn special functions)

Click here to begin a new Special Function

Let's All Be Planners
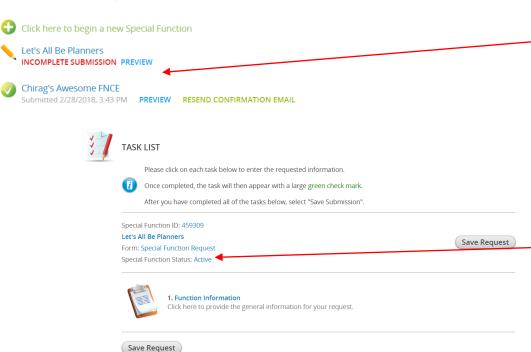INCOMPLETE SUBMISSION PREVIEW

Chirag's Awesome FNCE
Submitted 2/28/2018, 3:43 PM PREVIEW RESEND CONFIRMATION EMAIL

- After clicking 'Submit,' you will be returned to the original landing page.
- You will see form(s) submitted, those that are incomplete, and the option to start a new Special Function request
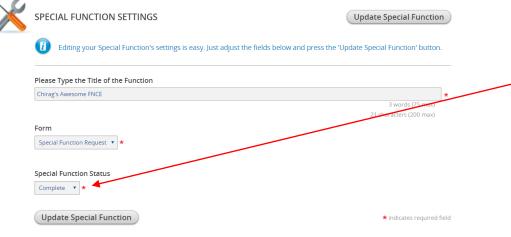
SPECIAL FUNCTIONS (you have 1 complete special functions, 1 incomplete special functions and 0 withdrawn special functions)

➕ Click here to begin a new Special Function

✏️ Let's All Be Planners
INCOMPLETE SUBMISSION   PREVIEW

✅ Chirag's Awesome FNCE
Submitted 2/28/2018, 3:43 PM   PREVIEW   RESEND CONFIRMATION EMAIL

TASK LIST

Please click on each task below to enter the requested information.

ℹ️ Once completed, the task will then appear with a large green check mark.

After you have completed all of the tasks below, select "Save Submission".

Special Function ID: 459309
Let's All Be Planners
Form: Special Function Request   Save Request
Special Function Status: Active

📋 **1. Function Information**
Click here to provide the general information for your request.

Save Request

SPECIAL FUNCTION SETTINGS   Update Special Function

ℹ️ Editing your Special Function's settings is easy. Just adjust the fields below and press the 'Update Special Function' button.

Please Type the Title of the Function
Chirag's Awesome FNCE   *
3 words (75 max)
21 characters (200 max)

Form
Special Function Request ▾ *

Special Function Status
Complete ▾ *

Update Special Function   * indicates required field

- If you would like to withdraw meaning you are no longer holding the event; click on the specific function you would like to withdraw (could be a function that is already submitted or an incomplete function)

- Next click on the verbiage next to "Special Function Status"
  - It may say "Active" or "Complete" depending on where you are in the submission process

- To withdraw the function, click on the Special Function Status drop down and change it to withdrawn.
  - Click on the "Update Special Function" button to than save the function withdrawal.
  - Please note, this will still show on your dashboard (landing page) but will say "Withdrawn" in the Special Function Status