

FNCE[®] Special Functions

New software system training and instructions

- Go to tinyurl.com/fnce19specfunc

- If that does not work full URL is: <https://www.abstractscorecard.com/cfp/submit/login.asp?EventKey=WYLHPDHT>



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

Food & Nutrition Conference & Expo

You will be using this site to complete either a Special Function Request or Meeting Specifications. Please login below and follow instructions to complete your request.

Log in to Complete a Request

New Users

Click 'Join Now' to begin your first request.

[Join Now](#)

Already a User?

Email Address *

Access Key *
 [Show](#)

[Lost your access key?](#)

[Login](#)

Questions? Organizer: Chirag Patel - cpatel@eatright.org

Country

★ Professional Information

Position

Affiliation

Credentials
 Not Applicable

🔑 Access Key

Please type in an access key that you will use to access your submission information in the future. The access key must be between 6 and 10 characters long and contain at least one letter and one number.

Enter Access Key *
 [Show](#)

Access Key Strength

Re-type Access Key *
 [Show](#)

Status: Pass Suggestions:
• Add another word or two. Uncommon words are better.
• Capitalization doesn't help very much

[Create Account](#)

• 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.**



EVENT INFORMATION

FNCE 2019 Special Functions
October 26 - 29, 2019
Pennsylvania Convention Center
Philadelphia, Pennsylvania
United States
[Contact the Event Organizer](#)



YOUR PROFILE

Chirag Patel, CMP
n/a
Logins: 10 [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SPECIAL FUNCTIONS (You have 0 complete special functions, 2 incomplete special functions, and 0 withdrawn special functions)

[Click here to begin a new special function](#)



Home / [New Special Function](#)



START A SPECIAL FUNCTION REQUEST

[Submit](#)

Please Type the Title of the Function *

Please be sure to enter the full name including a DPG or MIG, example: Academy DPG Executive Committee Meeting. The exact title will appear on any signage, website and app.

0 characters (200 max)
0 words (75 max)

[Submit](#)

- 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. “XYZ DPG Pre-FNCE Luncheon” or “XYZ Exhibitor Lunch”



TASK LIST

Save Request

Please click on each task below to enter the requested information. All tasks must be completed even if you are not requesting one of the services. You will be asked to enter "NONE" into the field within the task.

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: 647899

[Edit Meetings Team Meeting](#)

Form: Special Function Request

Special Function Status: Active



1. Submit Function Information

Click here to provide the general information for your request. Please complete ONE SUBMISSION PER FUNCTION PER DAY. Function can be duplicated prior to submitting. Consider this option for those functions over multiple days.

Save Request



TASK LIST

Save Request

Please click on each task below to enter the requested information. All tasks must be completed even if you are not requesting one of the services. You will be asked to enter "NONE" into the field within the task.

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: 647899

[Edit Meetings Team Meeting](#)

Form: Special Function Request

Special Function Status: Active

Submit Function Information task was successfully completed on Friday, March 1, 2019, 6:36 PM



1. Submit Function Information

Completed Friday, March 1, 2019, 6:36 PM

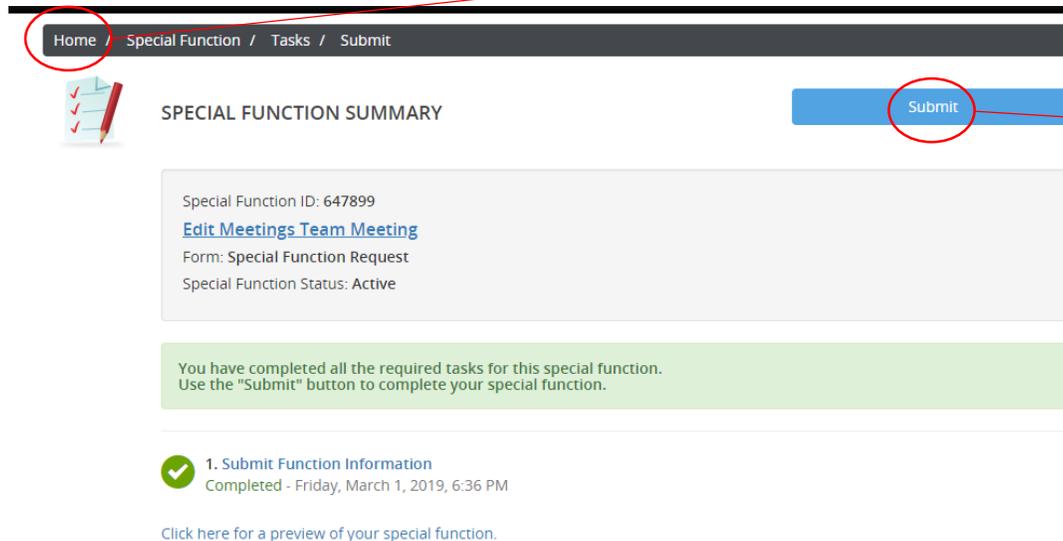
Click here to provide the general information for your request. Please complete ONE SUBMISSION PER FUNCTION PER DAY. Function can be duplicated prior to submitting. Consider this option for those functions over multiple days.

Save Request

- Task list page will contain a sections “1. Submit Function Information” that needs to be completed in order to submit your special function 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.

IMPORTANT - This year for functions on multiple days, there is a duplicate option that can be completed to save time for the submission process. On the **SPECIAL FUNCTION SUMMARY** page **DO NOT click "Submit"** if you plan to have a multiple day meeting. Follow the instructions in bold below and then the next 3 slides will provide the duplicating instructions.



The screenshot shows a web interface for a 'SPECIAL FUNCTION SUMMARY'. At the top, a breadcrumb trail reads 'Home / Special Function / Tasks / Submit', with 'Home' circled in red. Below the breadcrumb is a blue 'Submit' button, also circled in red. The main content area includes a document icon with a red pencil, the title 'SPECIAL FUNCTION SUMMARY', and a light gray box containing the following text: 'Special Function ID: 647899', a blue link 'Edit Meetings Team Meeting', 'Form: Special Function Request', and 'Special Function Status: Active'. Below this is a green box with the message: 'You have completed all the required tasks for this special function. Use the "Submit" button to complete your special function.' At the bottom, there is a green checkmark icon, the text '1. Submit Function Information', and 'Completed - Friday, March 1, 2019, 6:36 PM'. A link 'Click here for a preview of your special function.' is located at the very bottom.

- **If you have a function for multiple days, click on Home**
- If you are ready to submit the function as is, 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.

Duplicating a Special Function

Event Information

Your Profile

Submit Feedback

Special Function successfully completed on Friday, March 1, 2019, 6:50 PM



SPECIAL FUNCTIONS (You have 1 complete special function, 2 incomplete special functions, and 0 withdrawn special functions)

[+ Click here to begin a new special function](#)

1 [Meetings Team Meeting](#)
Status: **INCOMPLETE** (Last Edited 03/01/2019, 6:36 PM)

[PREVIEW SPECIAL FUNCTION 1](#) [DUPLICATE SPECIAL FUNCTION 1](#)

2 [Test Function](#)
Status: **INCOMPLETE** (Last Edited 02/20/2019, 5:13 PM)

[PREVIEW SPECIAL FUNCTION 2](#) [DUPLICATE SPECIAL FUNCTION 2](#)

3 [DUPLICATED : Test Function](#)
Status: Complete (Submitted 03/01/2019, 6:50 PM)

[Preview](#) [RESEND CONFIRMATION EMAIL](#)

- Select the function that you would like to duplicate and click on the “Duplicate Special Function” button located under the function title
- A pop-up will appear to confirm, click on the “duplicate” option and allow it time to create the duplicated function

Duplicating a Special Function

Submit Feedback

Special Function successfully duplicated on Friday, March 1, 2019, 7:14 PM

SPECIAL FUNCTIONS (You have 1 complete special function, 3 incomplete special functions, and 0 withdrawn special functions)
[Click here to begin a new special function](#)

- 1** [DUPLICATED : Meetings Team Meeting](#)
Status: **INCOMPLETE** (Last Edited 03/01/2019, 7:14 PM)
[PREVIEW SPECIAL FUNCTION 1](#) [DUPLICATE SPECIAL FUNCTION 1](#)
- 2** [Meetings Team Meeting](#)
Status: **INCOMPLETE** (Last Edited 03/01/2019, 6:36 PM)
[PREVIEW SPECIAL FUNCTION 2](#) [DUPLICATE SPECIAL FUNCTION 2](#)
- 3** [Test Function](#)
Status: **INCOMPLETE** (Last Edited 02/20/2019, 5:13 PM)
[PREVIEW SPECIAL FUNCTION 3](#) [DUPLICATE SPECIAL FUNCTION 3](#)
- 4** [DUPLICATED : Test Function](#)
Status: Complete (Submitted 03/01/2019, 6:50 PM)
[Preview](#) [RESEND CONFIRMATION EMAIL](#)

- You should see a new function in your list titled “DUPLICATED: *Function Name*”

- Click on this function title and on the next page, begin by clicking on “Edit DUPLICATED: *Function Name*” (in the gray box) to rename the function as XYZ Meeting Day 2, etc



TASK LIST

Save Request

Please click on each task below to enter the requested information. All tasks must be completed even if you are not requesting one of the services. You will be asked to enter "NONE" into the field within the task.

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: 647915

[Edit DUPLICATED : Meetings Team Meeting](#)

Form: Special Function Request

Special Function Status: Active



1. Submit Function Information

Completed Friday, March 1, 2019, 6:36 PM

Click here to provide the general information for your request. Please complete ONE SUBMISSION PER FUNCTION PER DAY. Function can be duplicated prior to submitting. Consider this option for those functions over multiple days.

Duplicating a Special Function



Please click on each task below to enter the requested information. All tasks must be completed even if you are not requesting one of the services. You will be asked to enter "NONE" into the field within the task.

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: 647915

[Edit Meetings Team Meeting Day 2](#)

Form: Special Function Request

Special Function Status: Active

Special Function was successfully updated on Friday, March 1, 2019, 7:21 PM



1. Submit Function Information

Completed Friday, March 1, 2019, 6:36 PM

Click here to provide the general information for your request. Please complete ONE SUBMISSION PER FUNCTION PER DAY. Function can be duplicated prior to submitting. Consider this option for those functions over multiple days.

Save Request

- Once updated with the new title, click on “Update Special Function” and you will arrive back to the Function Information page.
- Click on the “Submit Function Information” link and begin the process of updating dates, times, etc. as necessary for your special functions additional day(s)
- Eventually you will come to the SPECIAL FUNCTION SUMMARY PAGE again, please follow the instructions on page 5 to submit or duplicate.
- PLEASE REMEMBER to also go back and submit the original function requests that were duplicated



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](#)

- 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)

TASK LIST [Save Request](#)

Please click on each task below to enter the requested information. All tasks must be completed even if you are not requesting one of the services. You will be asked to enter "NONE" into the field within the task.

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: 644200
[Edit Test Function](#)
Form: FNCE 2019 - Special Function Request
Special Function Status: Active

[1. Submit Function Information](#)
Completed Wednesday, February 20, 2019, 5:13 PM
[Click here to provide the general information for your request.](#) Please

- Next click on the "Edit Function Name" (in the gray box)

Home / Edit Special Function



EDIT SPECIAL FUNCTION

[Update Special Function](#)

Please Type the Title of the Function *

Please be sure to enter the full name including a DPG or MIG, example: Academy DPG Executive Committee Meeting. The exact title will appear on any signage, website and app.

Test Function

13 characters (200 max)
2 words (75 max)

Special Function Status *

Active

[Update Special Function](#)

- 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