Changing the Date of Your “Course” Activity within CloudCME

1. You will begin by logging into your account at https://mainehealth.cloud-cme.com/default.aspx

2. In the lower left side of the screen you will click on the “Administration” button.

3. Next you will click on Activities on the left side of the screen and then Activity Manager.

4. You then will enter the name of the activity you are interested in changing near the top right of the screen. Once the name is found, click on it.

5. Once the activity has loaded up, find and click the “pencil” to edit the activity.
6. You will automatically load up under the “Setup” tab. Find the “Date/Time” tab and click on it.

<table>
<thead>
<tr>
<th>Setup</th>
<th>Date/Time</th>
<th>Overview</th>
<th>Needs Assessment &amp; Barriers</th>
<th>Target Audience</th>
<th>Credits &amp; Sessions (6.75)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agenda</td>
<td>Tests</td>
<td>Evaluation</td>
<td>Registrants (10 - $0.00)</td>
<td>Owners</td>
<td>Publishing</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Documents</td>
</tr>
</tbody>
</table>

Instructions: Most fields on this tab are required. Roll over each field to view a pop up description. Required more than one accreditation type. If the activity is joint accredited, please click the joint accreditation checkbox.

7. Here you can change the date and/or time. After any changes select “Update.”

Instructions: Set the start and end dates for the activity and the beginning and end times. Then click the recurrence checkbox and select how often.

- Start Time: 4/26/2019 8:00 AM
- End Time: 4/26/2019 4:15 PM

- Recurrence

Update  Cancel