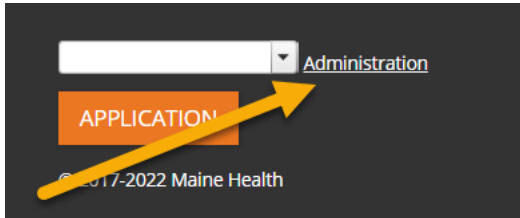
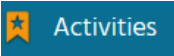



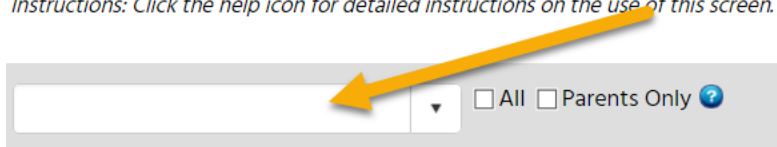
Changing the Date of Your “RSS” Activity within CloudCME

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  on the left side of the screen and then 
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.

Instructions: Click the help icon for detailed instructions on the use of this screen.



Make sure you find the "Child" that has the date you would like to change or closest to the date. Do not change the "Parent" date.

Activity ID	Calendar	Edit	Deactivate	Copy	QR	Approved	Show in AP	Reg. Active	Registrations	View	
63935							<input type="checkbox"/>	<input type="checkbox"/>	0		
"Parent" Do not change any dates here											
ID	Approved	Show in AP	Name								
64262	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Emergency Medicine EKG 2019 - 3/20/2019								
64263	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Emergency Medicine EKG 2019 - 4/20/2019								
64264	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Emergency Medicine EKG 2019 - 5/08/2019	"Children" Find the date that you would like to change or closest to the date							
64265	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Emergency Medicine EKG 2019 - 6/20/2019								
64266	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Emergency Medicine EKG 2019 - 7/20/2019								
64267	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Emergency Medicine EKG 2019 - 8/20/2019								
64268	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Emergency Medicine EKG 2019 - 9/20/2019								
64269	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Emergency Medicine EKG 2019 - 10/20/2019								
64270	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Emergency Medicine EKG 2019 - 11/20/2019								

Click on the name of the child whose date you would like to change

5. You will automatically load up under the "Setup" tab. Find the "Date/Time" tab and click on it.



Setup	Date/Time	Overview	Needs Assessment & Barriers	Target Audience	Credits & Sessions (6.75)		
Agenda (0)	Tests	Evaluation	Registrants (10 - \$0.00)	Owners	Publishing	Documents	Notes



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 check

6. Here you can change the date and/or time. After any changes select "Update."

Setup	Date/Time	Overview	Needs Assessment & Barriers	
Agenda (0)	Tests	Evaluation	Registrants (10 - \$0.00)	Owner

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

Start Time:* 4/26/2019 8:00 AM  

End Time:* 4/26/2019 4:15 PM  

Recurrence

7. Lastly, you will want to go back to the "Setup" tab and change the "Activity Name" to represent the new date. RSS are loaded up with appropriate dates so when attendance is loaded into the activity it matches to limit confusion and error. When completed click up "Update" to save your changes

Activity Name:

Select all that apply *:

Type *:

Is this a Case Conference?

ACCME Fields

ACCME Activity ID:

Approval Status: