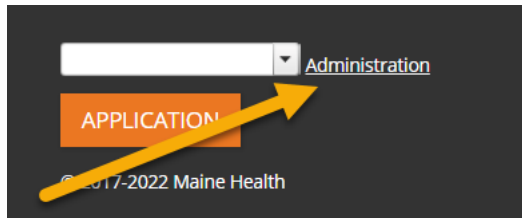


Changing the Date of Your “Course” Activity within CloudCME

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.

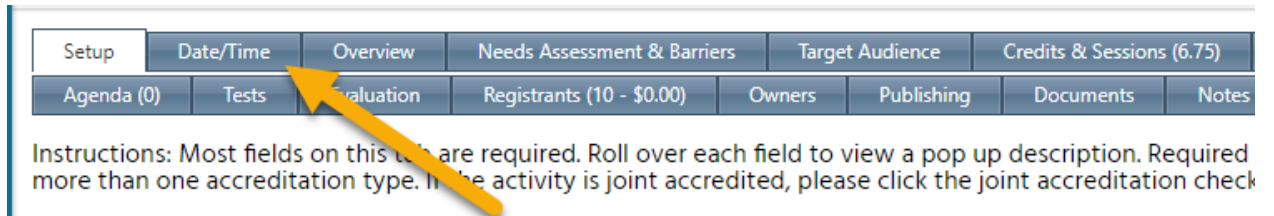
Instructions: Click the help icon for detailed instructions on the use of this screen.



5. Once the activity has loaded up, find and click the “pencil” to edit the activity.

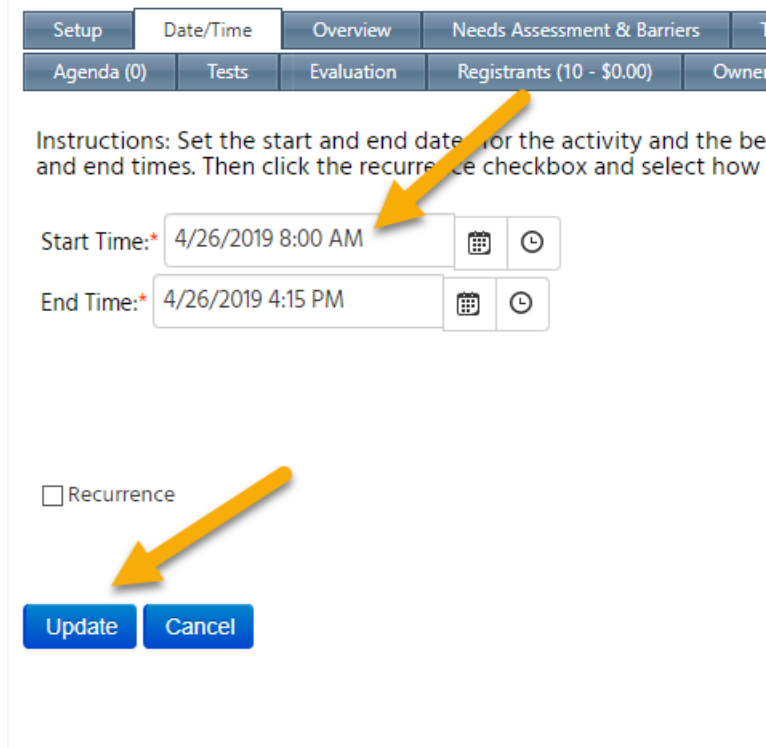
Activity ID	Calendar	Edit	Deactivate	Copy	QR	Approved	Show in AP	Reg. Active	Registrations	View	Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
64286						<input type="checkbox"/>	<input type="checkbox"/>	0			Journal Review CME

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



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

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

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

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

Recurrence

Update Cancel