Changing Activity Titles within CloudCME

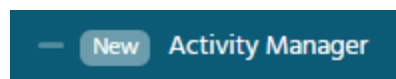- Begin by logging into your account at https://mainehealth.cloud-cme.com/default.aspx

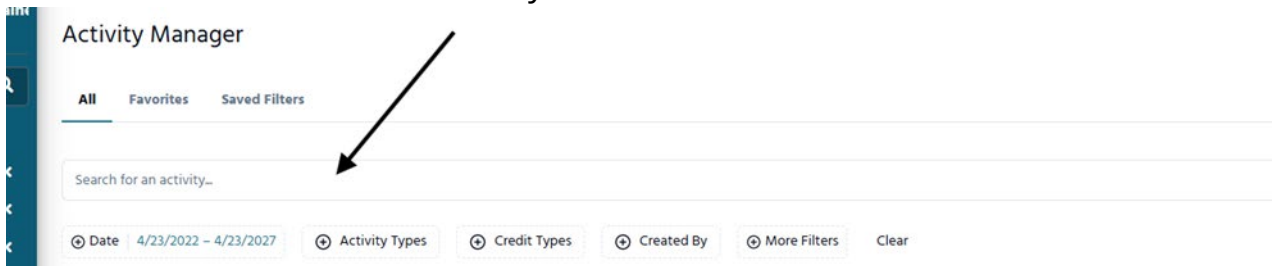- In the lower left side of the screen click "Administration":
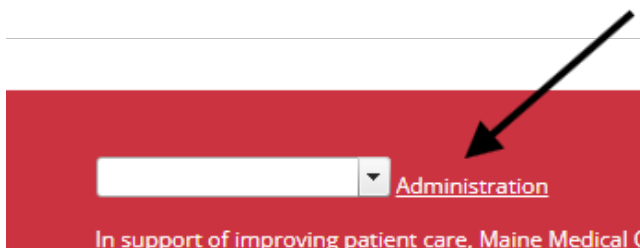
- Next click on "Activities" from the panel on the left side of the screen:

- Then click on "Activity Manager":

- Enter the name of the activity in the search bar as shown below:

- Click on the activity title:

| 99059 (i) | Sep 6, 2025
1:00 PM | Sep 6, 2025
2:00 PM | Activity Manager Checklist Training - TEST -
NON RSS | ME |

- "Activity Name": Here you will see where you can change the title, add topic or faculty name by typing or deleting what is in the text box:

Activity Name

What do you want to call your activity?

Name *

The activity name will display in the Course Listing page, the Course Details pa

Activity Manager Checklist Training - TEST - NON RSS

Date and Time

For RSS activities, set the start and end date to the first date the activity will take place.

Start Date *

09/06/2025   01:00 PM

End Date *

09/06/2025   02:00 PM

Time Zone

(GMT -5:00) Eastern Time (US & Canada), Bogota, Lima

Save Changes

- Once you change the "Activity Name" and/or "Date and Time" click "Save Changes"

- Please note you must also make sure the information is updated on the "Credits & Sessions" tab

Core Options   Accreditation   Faculty & Roles   Search Tags   Documentation   Content & Reports

Basic Information   Types & Formats   Credits & Sessions   MOC   Objectives   Marketing   Portal Overview   Evaluations

Activity Name
What do you want to call your activity?

Name *
The activity name will display in the Course Listing page, the Course Details page, as well as the Attend

2024 Emergency Medicine Didactic Series - 4/1/2026

- Click on the "Credits & Sessions" tab and make any edits here and then click "Save Session"

Basic Information   Types & Formats   Credits & Sessions   MOC   Objectives   Marketing   Portal Overview   Evaluati

2024 Emergency Medicine Didactic Series -...

+ Add Session

Update Session

Session Name *

2024 Emergency Medicine Didactic Series - 4/1/2026

Start Date *

04/01/2026   08:00 AM

End Date *

04/01/2026   01:00 PM

Room   Seating Capacity

                    0

Description

Save Session

- To change more session titles, you will need to click "Return to Activity Manager" and repeat the above steps:

Last Saved: 04/24/2025 11:22 AM

← Return to Activity Manager   ⬀ View in Portal

***If you need to change dates, please see the separate help document or contact cloudcmehelp@mainehealth.org for more information