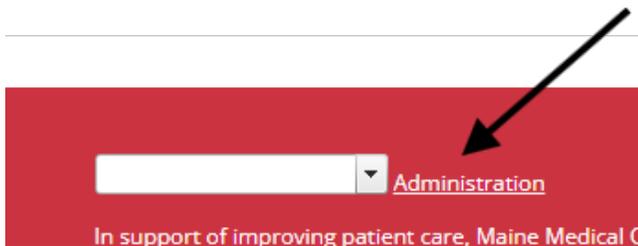


Changing the Date of Your Activity within CloudCME

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



- In the lower left side of the screen click "Administration":



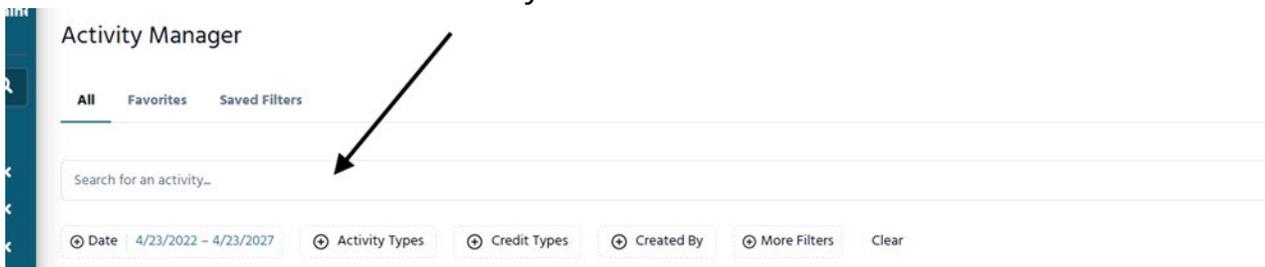
- Next click on "Activities" from the panel on the left side of the screen:



- Then click on "Activity Manager":



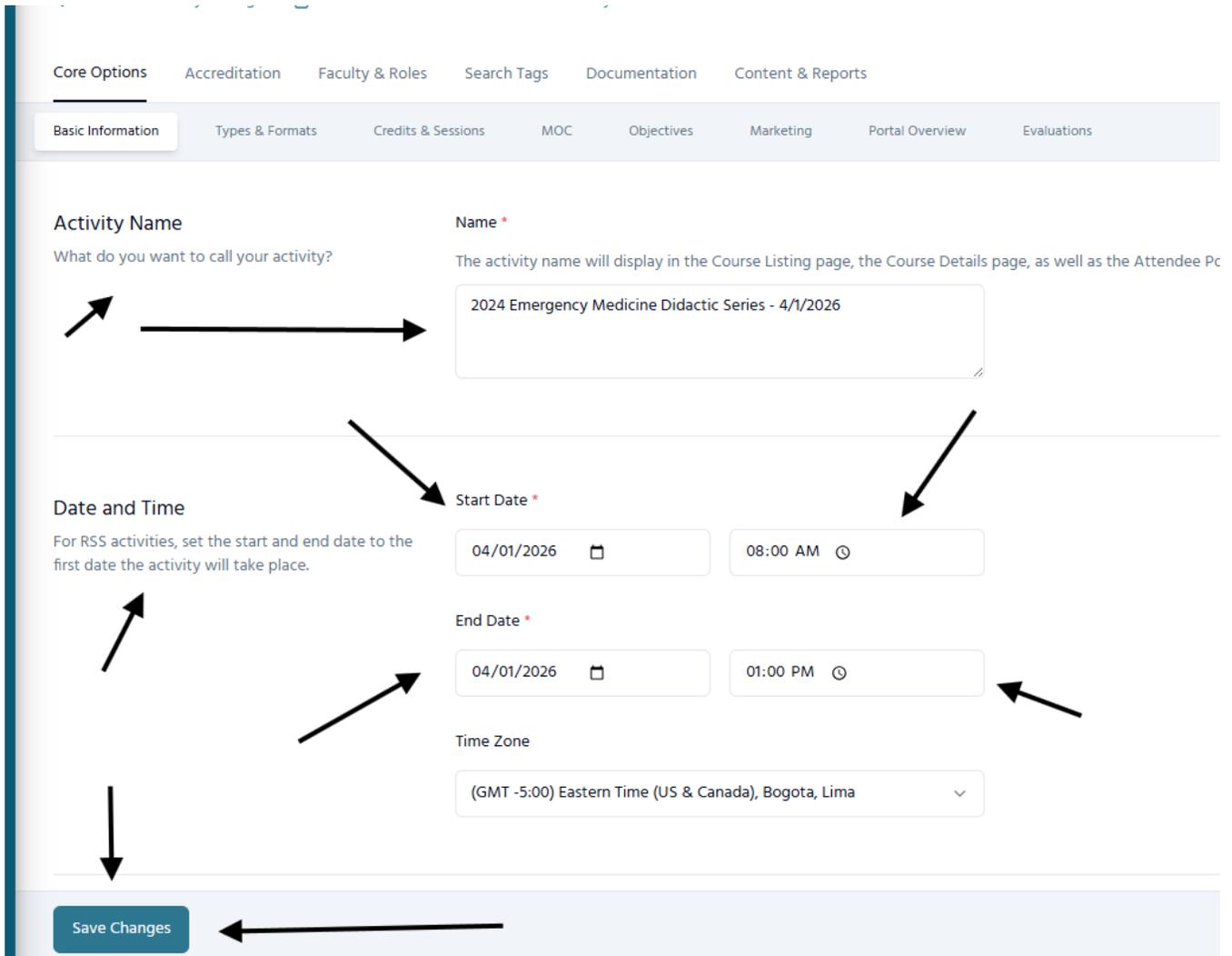
- Enter the name of the activity in the search bar as shown below:



- Click on the activity title:



- “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:
- “Date & Time”: Here is where you can change the date and time by using the calendar and clock icons (Note: if you change the date, you must also change the date in the title)



The screenshot shows the 'Basic Information' tab of an activity management system. The 'Activity Name' section has a text input field containing '2024 Emergency Medicine Didactic Series - 4/1/2026'. Below it, the 'Date and Time' section includes fields for 'Start Date' (04/01/2026), 'Start Time' (08:00 AM), 'End Date' (04/01/2026), 'End Time' (01:00 PM), and a 'Time Zone' dropdown menu set to '(GMT -5:00) Eastern Time (US & Canada), Bogota, Lima'. A 'Save Changes' button is located at the bottom left. Black arrows point from the text in the list above to these specific fields in the form.

- Once you change the “Activity Name” and/or “Date and Time” click “Save Changes”
- Please note if you change the activity title or dates 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 Evaluations

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 dates or title information, 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](#)