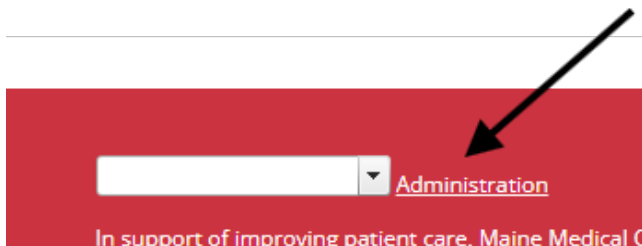


Changing the Date of Your “RSS” Activity within CloudCME

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



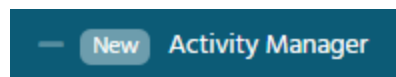
- In the lower left side of the screen click “Administration”:



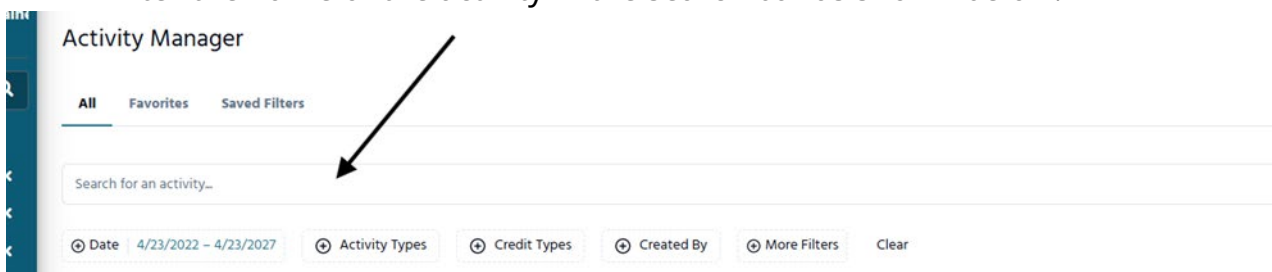
- Next click on “Activities” from the panel on the left side of the screen:



- Then click on “Activity Manager”:



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



- Click on the activity title:



- Click on the “Recurrence/Children” Tab:

Activity Manager Checklist Training - TEST - NON RSS

ME 09/06/2025 – 09/06/2025 Activity ID: 99059

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

[← Return to Activity Manager](#) [View in Portal](#)

Core Options Accreditation Faculty & Roles Recurrence/Children 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 Attendance page.

Activity Manager Checklist Training - TEST - NON RSS

- Scroll down and click on the session (“child”) you would like to edit:

Name	Approved	Time	Date	Activity ID	Not Child into Parent	Active
2024 Emergency Medicine Didactic Series - 4/15/2026	<input checked="" type="checkbox"/>	8:00 AM - 1:00 PM	04/15/26	99008	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2024 Emergency Medicine Didactic Series - 4/8/2026	<input checked="" type="checkbox"/>	8:00 AM - 1:00 PM	04/08/26	99008	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2024 Emergency Medicine Didactic Series - 4/1/2026	<input checked="" type="checkbox"/>	8:00 AM - 1:00 PM	04/01/26	99008	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2024 Emergency Medicine Didactic Series - 3/25/2026	<input checked="" type="checkbox"/>	8:00 AM - 1:00 PM	03/25/26	99008	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- “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)

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 Attendee Pc

2024 Emergency Medicine Didactic Series - 4/1/2026

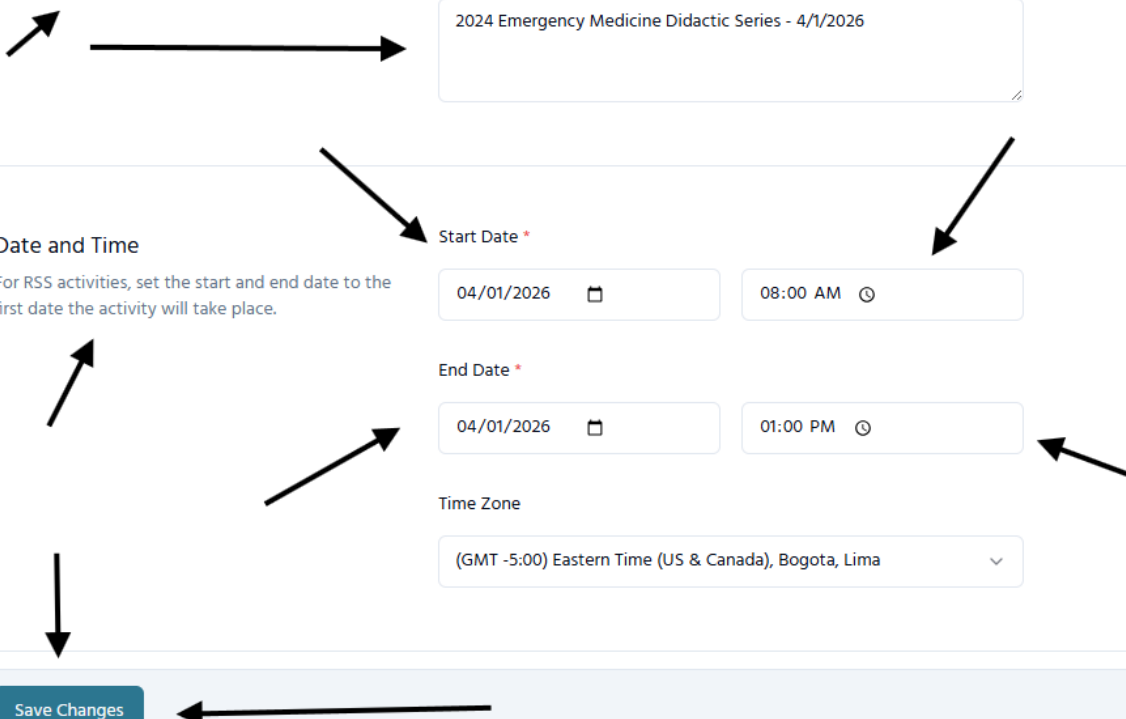
Date and Time
For RSS activities, set the start and end date to the first date the activity will take place.

Start Date *
04/01/2026 08:00 AM

End Date *
04/01/2026 01:00 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 if you change anything on the “Recurrence” tab 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

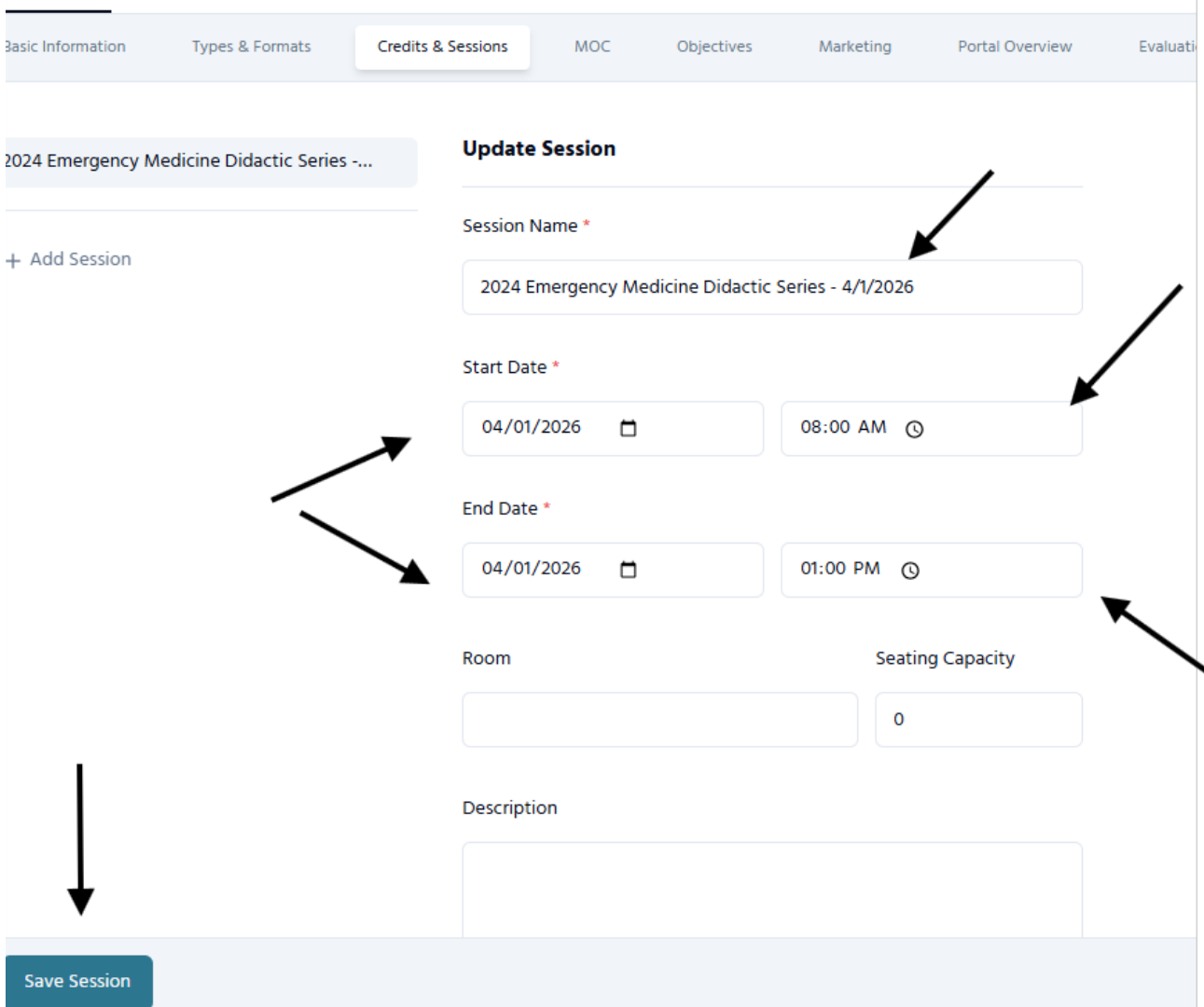
Activity Name
What do you want to call your activity?

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 Evaluation

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

***If you need to add dates, please contact cloudcmehelp@mainhealth.org and we can walk you through that