



Paperless E-Attendance/ E-Sign-In Setup for CME series Coordinators

Pre-requisites For Remote Attendance-
taking using **Cloud-CME**

Objective 2:
Demonstrate the
mechanisms for
“paperless CME
attendance”
(a.k.a. *E-Sign-In*)
for your web-
based session



4 ways that promoting learners to E-sign-in can save coordinator's time:

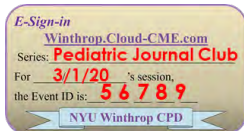
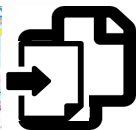
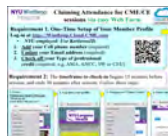
1. E-Sign-in **records the learner's attendance directly and immediately** into CloudCME credit database.
2. **The learner's CME transcript is updated in real time**, and available for their retrieval via self-service 24/7.
3. Coordinators can **discontinue collecting attendance** via paper + Excel sheets for any individuals who use E-Sign-In at a session. *Eliminate scanning/filing/typing.*
4. E-Sign-In **eliminates the 6+ week lag** between hand attendance collection and database updates.

Paperless CME Attendance is a multi-step process: *Plan ahead!*



One Time Set-up: Your learners **MUST** prep their profile 1x** at <https://winthrop.cloud-cme.com>

Before EACH session, the Session Leader or CME Field Agent must:



1. ****Email the Prep guide** to your learners: <https://bit.ly/33wDtRH>
2. **Look up the Event ID** in Cloud-CME (unique to each session)
3. **Insert the “E-Sign-In How-To” slides** into the meeting slides and display them for your participants
4. **Announce during the session that e-attendance** is required for credit
5. **Display the E-sign-In Event Seal with Event ID** to attendees **at the end of the session**

1. ****Email the One-Time Prep Guide** to your learners:

- ▶ **Download the One-Time Prep Guide here:**
<https://bit.ly/33wDfRH>
- ▶ **Attach it to an email to your learner group**



Suggested Announcement for your learners

RE: E-Sign-In for CME has arrived!

The Department of _____ has transitioned to Paperless CME attendance for your safety. **We will no longer be signing in for CME credits using paper.**

Before our next meeting of [Series Name Here] **on** [mm/dd/yy] , please prepare your mobile device for E- Sign-In by following the one-time set-up instructions attached.

E-sign-in is **mandatory for all who desire to claim CME or CE credits**. You can choose to E-Sign-in via Internet or via Texting. Each method will takes about 30 seconds of your time during our sessions.

Regards, Etc.

2. Look up the Event ID in Cloud-CME (unique to each session)

- ▶ In Winthrop.Cloud-CME.com, navigate to the Activities Manager (in the Admin area), and search for your event
- ▶ The Activity ID number in the left column is used as the **E-sign-In Event ID**.
- ▶ Note: your series has many child-sessions. **Each session's Activity ID is unique**, and will only be accepted from 15 minutes prior to the session start time through 30 minutes after the session end time.
- ▶ **List the Activity ID in your session slides, and include the E-Sign-In Event Badge**



Activities Manager (1)

Instructions: To edit and work with a single event that already exists, begin by selecting it from the drop down list. This will result in much faster operations for all edits on that activity. To click Add New Record in the Grid View below.

Update on Diabetes (240) - 654321 ☐ All ☒ Parents Only

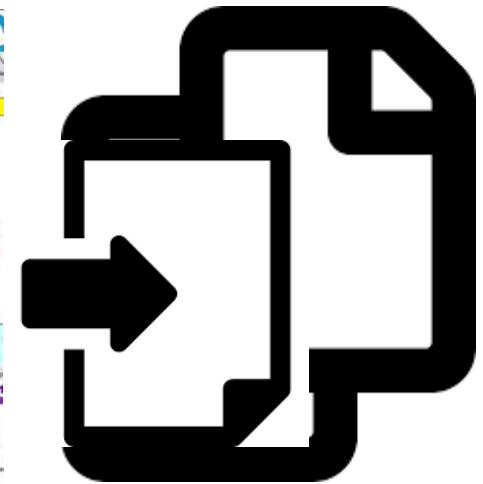
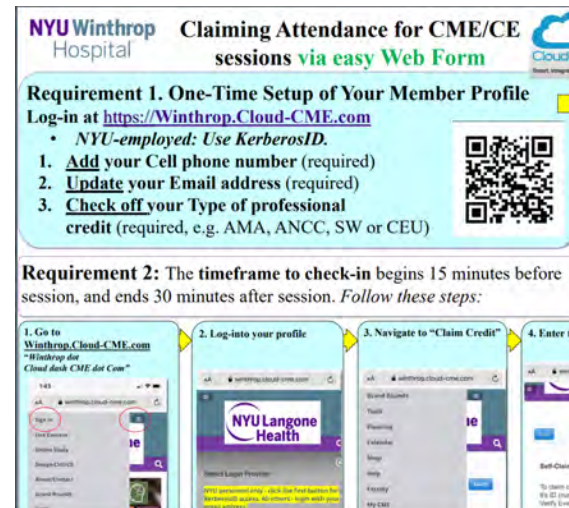
Type: -- Select -- Start Date: 11/4/2013 End Date: 11/4/2022 ☒ Hide Inactive ☐ Activity Planning Form Submissions

Add Export XLS Refresh Save Layout Reset

Activity ID	Calendar	Edit	Approved	Paid Registrations	View	Name	Starts	End
240				9		Update on Diabetes	9/20/2019 8:00:00 AM	9/30/2019 5:00:00 PM

3. Insert the “E-Sign-In How-To” slides into the meeting slides and display them for your participants

- ▶ Download these slides here:
<https://bit.ly/3b9MuTn>
 - ▶ If needed, also download the **E-Sign-In Event Seal**
<https://bit.ly/3di5FMW> and insert it
- ▶ Insert the **Event ID** you retrieved in step 2
- ▶ Suggestion: Show the How-To slides at the **end of the session** to save presentation time



4. Announce during the session that E-Sign-In is required for credit

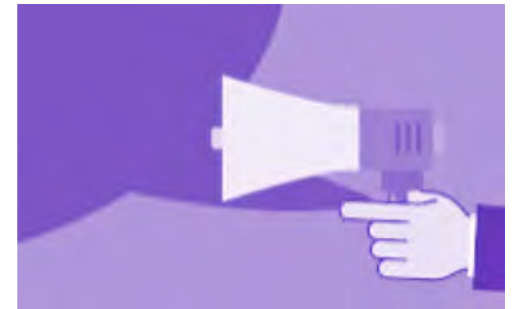
Suggested Announcement for your learners during the session

E-Sign-In for CME has arrived!

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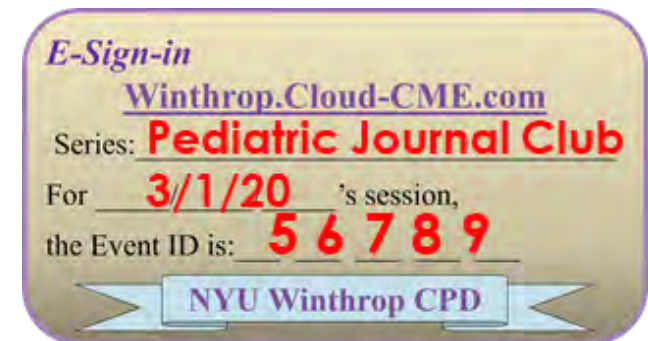
Before the end of today's session, please prepare your mobile device for E-Sign-In by following the one-time set-up instructions shown here. We emailed these to you on __/__/__.

E-sign-in is **mandatory for all who desire to claim CME or CE credits**. You can choose to E-Sign-in via Internet or via Texting. Each method will take about 30 seconds of your time. At the end of this session, we will display the Event ID you will use to claim your credit.



5. Display the E-sign-In Seal with Event ID to attendees at the end of your session

- ▶ **Include and Update the E-Sign-In Event Seal** consistently so that learners can easily find the Event ID
- ▶ **Verify that you have each session's CORRECT Event ID** displayed, as incorrect ID's will not register credit.
- ▶ **The Event ID changes daily**, so beware of copying and pasting an outdated Event ID.
- ▶ **Mistakes in displaying the Event ID** will require you to painstakingly reconstruct who attended from memory, in order to log their credit by hand





Thank you!

- ▶ Email the Winthrop CME & CPD Office with questions and feedback.
- ▶ WinthropCME@nyulangone.org