

POST ACTIVITY REPORTING

| for RSS activities |

FREQUENCY | Quarterly; represents three months of sessions within the series.

YOU WILL NEED | Access to eCME
Post Activity Report Table
Post Activity Report Narrative
Attendance List

- STEPS** | 1) Create the session report in eCME
Log into eCME > Click the activity's name > Click "Post Activity" > Complete all of the tabs and sub tabs
- 2) Under the "Attachments" tab, be sure to upload the following attachments, *as they correspond to the quarter you are reporting on:*

Post Activity Report Table (reference the template)

Post Activity Report Narrative this is a composite of the feedback received from participants on the evaluation instrument from the sessions that took place during that quarter

Attendance Tracker* (reference the template). Submitted with your final post activity report for the series. Only the CME Attendance Tracker template will be accepted; all other forms of the attendance list will be returned to the submitter.

****Please submit the Attendance Tracker with the final post activity report for the series. Since certificates are produced at the end of the series, one cumulative Attendance Tracker for the series will suffice.***

- 3) Click "Submit" twice

NOTES | **DO NOT INCLUDE THE FOLLOWING:**

Brochure/Flyer

Evaluation Instrument OR the evaluations completed by the audience

Sign-in sheet from the activity

Disclosure forms, statements or COI letters