

# SESSION REPORTING

| for RSS activities |

**FREQUENCY** | After a session in your series takes place

**YOU WILL NEED** | Access to eCME  
Flyer/Brochure  
Evaluation Instrument  
Disclosure Statement

**STEPS** | 1) Create the post activity report in eCME  
Log into eCME > Click the activity's name > Click "Session Report" > 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 session you are reporting on:*

**Flyer/Brochure** (should include the speaker's name, speaker's topic, speaker's objectives, date of session, and location)

**Blank Evaluation Instrument** (should include the speaker's name, speaker's topic, speaker's objectives, date of session, max credit hours the **session** is accredited for, and a line for the attendee to list their name and the # of credit hours they are claiming)

**Disclosure Statement** made by the activity director and/or speakers at the beginning of the session

3) Click "Submit" twice

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

Attendance list

Evaluations completed by the attendees

Sign-in sheet