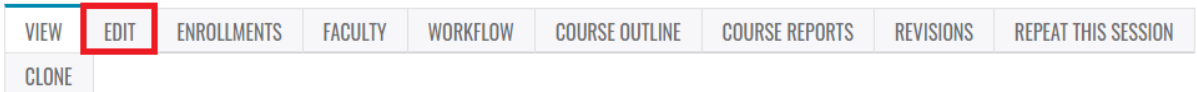


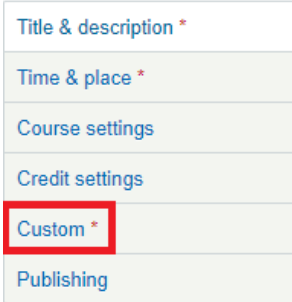
In-Hospital Series Process for COVID-19 Sessions

The process for submitting a session related to COVID-19 for approval is relatively the same as submitting a regular session for approval:

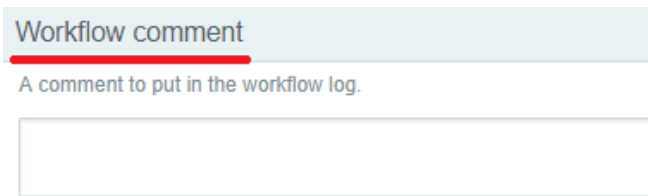
1. Follow series link
2. Log-in
3. Go to session you are updating
4. Click 'Edit' on bar on top of page



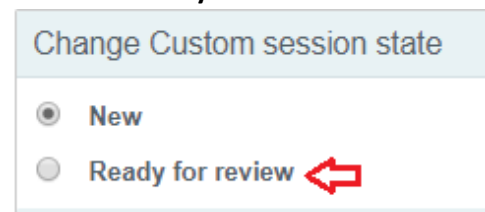
5. Click 'Custom' on the left side of the page



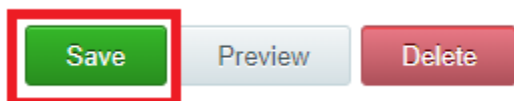
6. Rather than submitting a disclosure form, you will add a comment stating the sessions is related to COVID-19



7. Check-off 'Ready for review'



8. Click 'Save' at bottom of page



An email will be sent to Emily Welch to review the information you have provided. Once the session has been approved, you will receive an email stating the SMS code for attendance is available. The SMS code will be posted on the session's website (please note: this is only visible to those who are 'administrative members' on the site)