Updating Sessions & Requesting Review/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

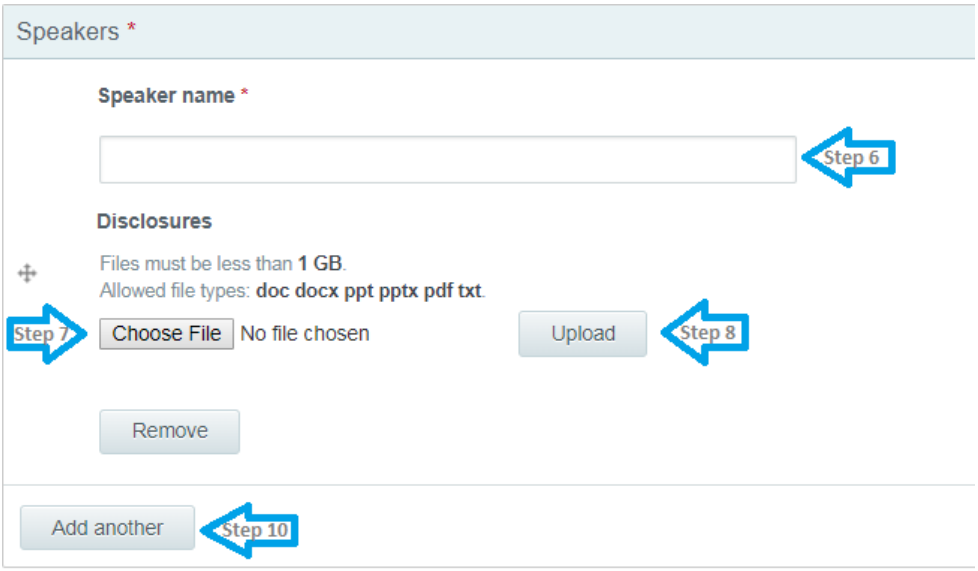
6. Add Speaker Name

7. Click 'Choose File' to upload speaker disclosure form

8. Click 'Upload'

9. *Repeat steps 6 – 8 for all speakers for this session*

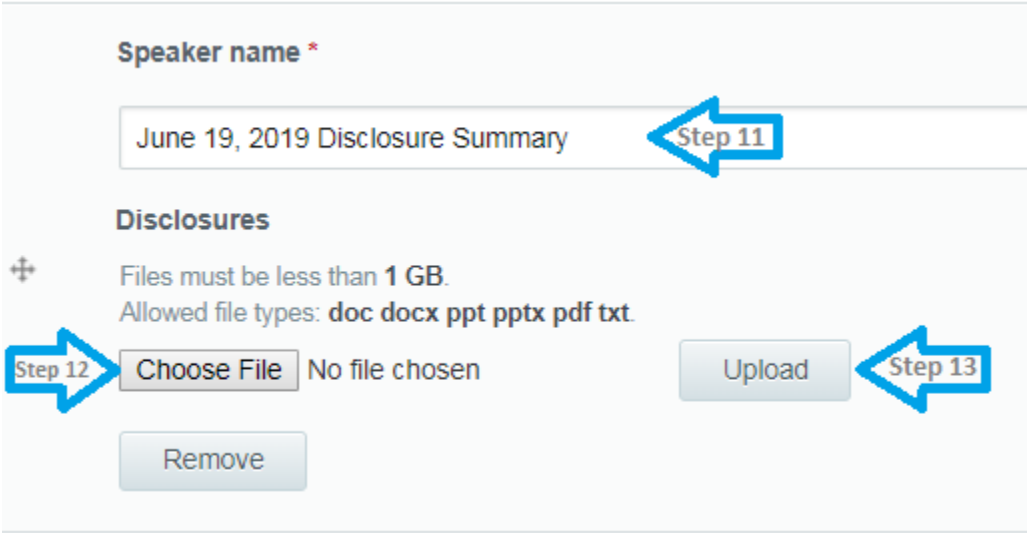
10. Click 'Add Another'



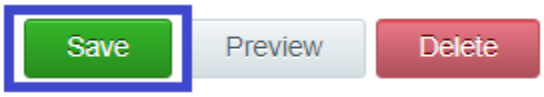
11. Speaker Name for the additional attachment will be: *[DATE] Disclosure Summary*

12. Click 'Choose File' to upload the disclosure summary created for this session

13. Click 'Upload'

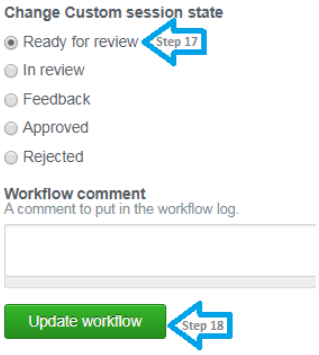


14. Click 'Save' at bottom of page



15. You will be brought back to the session's page

16. Click "Workflow" on bar at top of page



17. Check-off 'Ready for review'

18. Click 'Update workflow'

An email will be sent to Emily Welch to review the information you have uploaded. Once the session has been approved, you will receive an email and the SMS code for attendance will become available. If revisions are needed for the uploaded information, you will receive an email prompting you to make the appropriate edits.

(Please see page 3 for additional information regarding the new SMS attendance process)