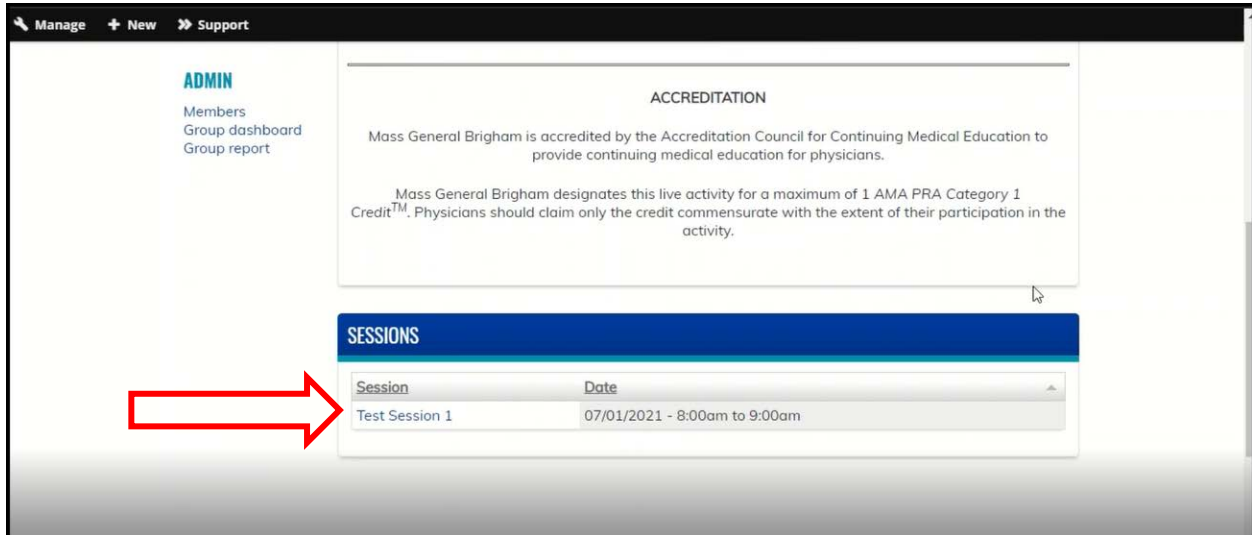


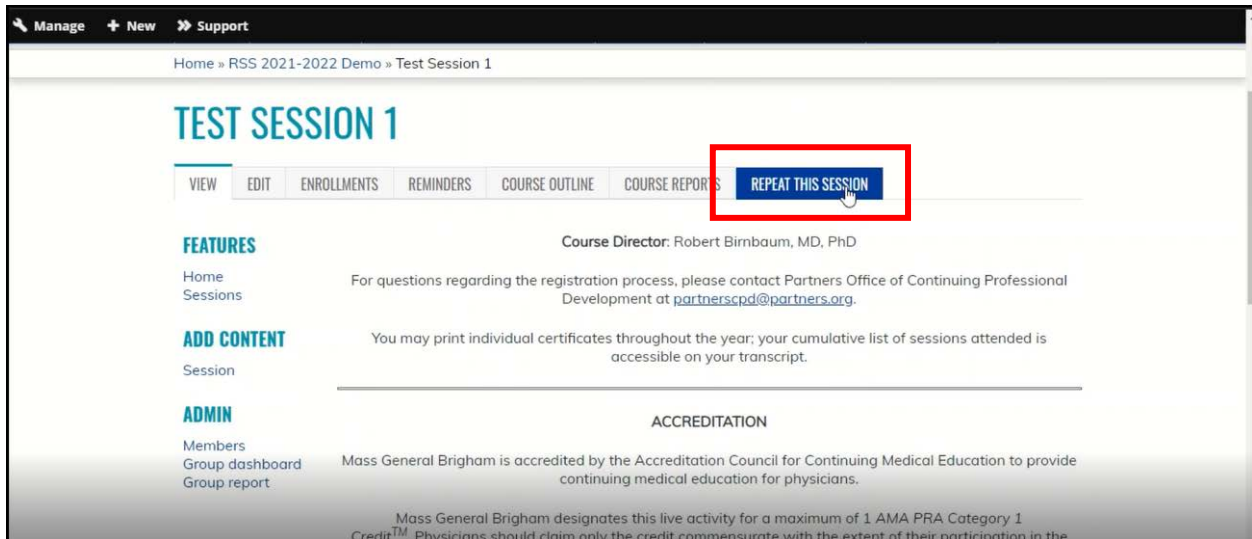
## REPEATING SESSIONS

Please note: the CPD will create the landing page & the first session of your series.

1. Navigate to your series
2. Navigate to the first session
  - \* Verify that all the information the landing page is accurate



3. Click the 'Repeat This Session' tab



- Verify the frequency of your sessions
  - For monthly sessions, use the drop down & click 'monthly' – a new set of options will appear

- Select 'On' under the 'Stop Repeating' section & enter 6/30/2022

- Click 'Generate'
  - Please note the generation of your session may take a few minutes

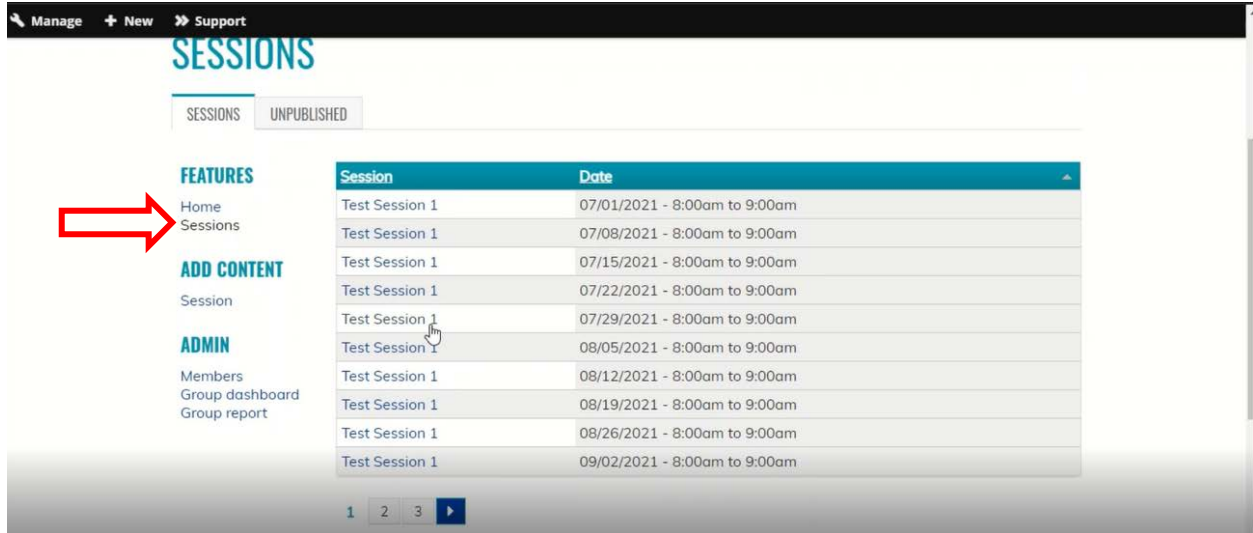
- You can find the newly generated sessions under the 'Sessions' list

## RSS 2021-2022 DEMO

VIEW	EDIT	FEATURES	GROUP	SESSION WORKFLOW DASHBOARD	REVISIONS	CLONE
<p><b>FEATURES</b></p> <p>Home Sessions</p> <p><b>ADD CONTENT</b></p> <p>Session</p> <p><b>ADMIN</b></p> <p>Edit Series Features Members Group dashboard Group report</p>						
<p><b>Course Director:</b> Robert Birnbaum, MD, PhD</p> <p>For questions regarding the registration process, please contact Partners Office of Continuing Professional Development at <a href="mailto:partnerscpd@partners.org">partnerscpd@partners.org</a>.</p> <p>You may print individual certificates throughout the year; your cumulative list of sessions attended is accessible on your transcript.</p> <hr/> <p><b>ACCREDITATION</b></p> <p>Mass General Brigham is accredited by the Accreditation Council for Continuing Medical Education to provide continuing medical education for physicians.</p> <p>Mass General Brigham designates this live activity for a maximum of 1 AMA PRA Category 1 Credit™. Physicians should claim only the credit commensurate with the extent of their participation in the activity.</p>						

## CHANGING SESSION TITLES

1. Navigate to the session that needs to be edited
  - \* Sessions can be found by clicking 'Sessions' on the left hand-side of your screen



Manage + New Support

# SESSIONS

SESSIONS UNPUBLISHED

**FEATURES**  
Home  
Sessions

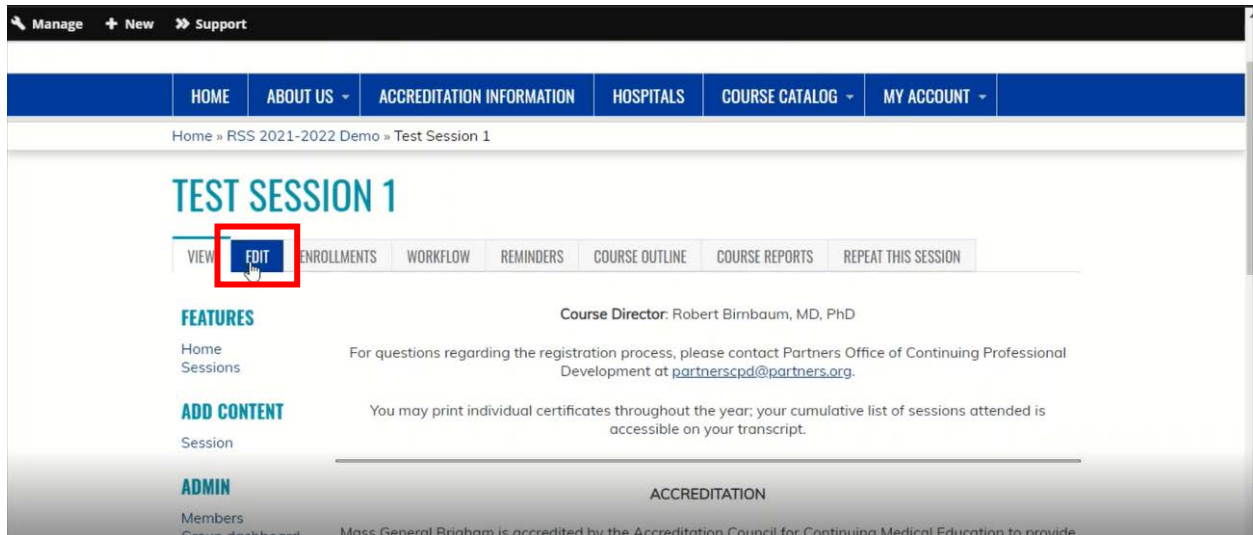
**ADD CONTENT**  
Session

**ADMIN**  
Members  
Group dashboard  
Group report

Session	Date
Test Session 1	07/01/2021 - 8:00am to 9:00am
Test Session 1	07/08/2021 - 8:00am to 9:00am
Test Session 1	07/15/2021 - 8:00am to 9:00am
Test Session 1	07/22/2021 - 8:00am to 9:00am
Test Session 1	07/29/2021 - 8:00am to 9:00am
Test Session 1	08/05/2021 - 8:00am to 9:00am
Test Session 1	08/12/2021 - 8:00am to 9:00am
Test Session 1	08/19/2021 - 8:00am to 9:00am
Test Session 1	08/26/2021 - 8:00am to 9:00am
Test Session 1	09/02/2021 - 8:00am to 9:00am

1 2 3 ▶

2. Click on the 'Edit' tab



Manage + New Support

HOME ABOUT US ACCREDITATION INFORMATION HOSPITALS COURSE CATALOG MY ACCOUNT

Home » RSS 2021-2022 Demo » Test Session 1

## TEST SESSION 1

VIEW **EDIT** ENROLLMENTS WORKFLOW REMINDERS COURSE OUTLINE COURSE REPORTS REPEAT THIS SESSION

**FEATURES**  
Home  
Sessions

**ADD CONTENT**  
Session

**ADMIN**  
Members  
Group dashboard

Course Director: Robert Birnbaum, MD, PhD

For questions regarding the registration process, please contact Partners Office of Continuing Professional Development at [partnerscpd@partners.org](mailto:partnerscpd@partners.org).

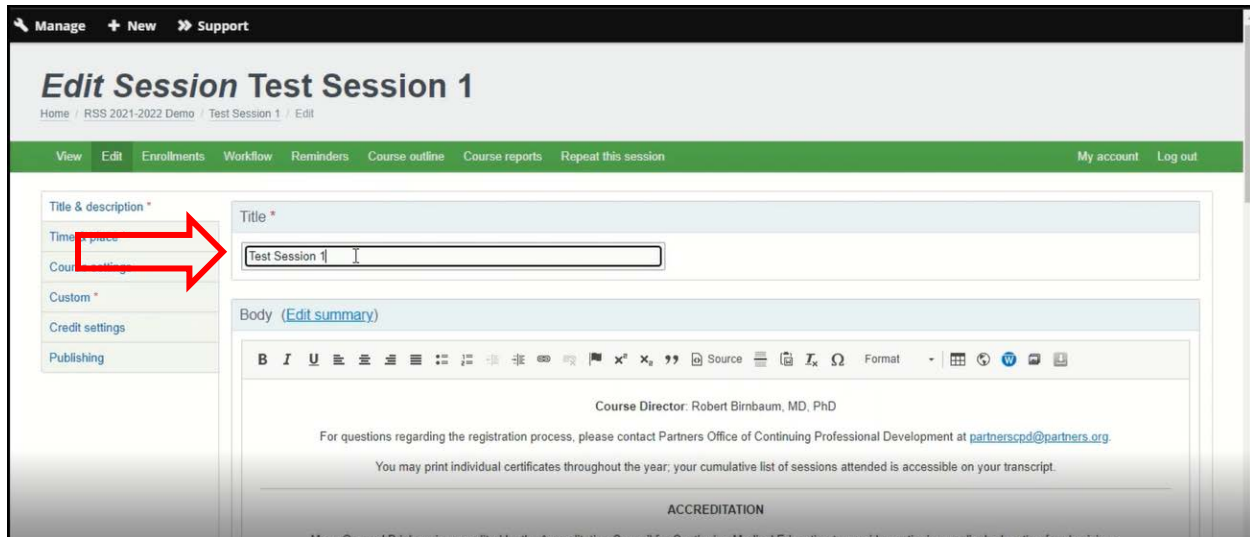
You may print individual certificates throughout the year; your cumulative list of sessions attended is accessible on your transcript.

**ACCREDITATION**

Mass General Brigham is accredited by the Accreditation Council for Continuing Medical Education to provide

3. Change the session title in the 'Title' field

- All session titles should include the session date and the series title (ie. July 1, 2021 MGH Medical Grand Rounds 2021-2022) – you may include the topic title/speaker name as well



4. Date/Time can be changed under the 'Time & Place' tab

5. Once all edits have been made, click the 'Save' button at the bottom of the page

