

How To: Finalize and Publish your Activity's Information Page

This guide will walk you through how to add information for your activity's landing page in CloudCME. We will start in the **Overview** Tab:

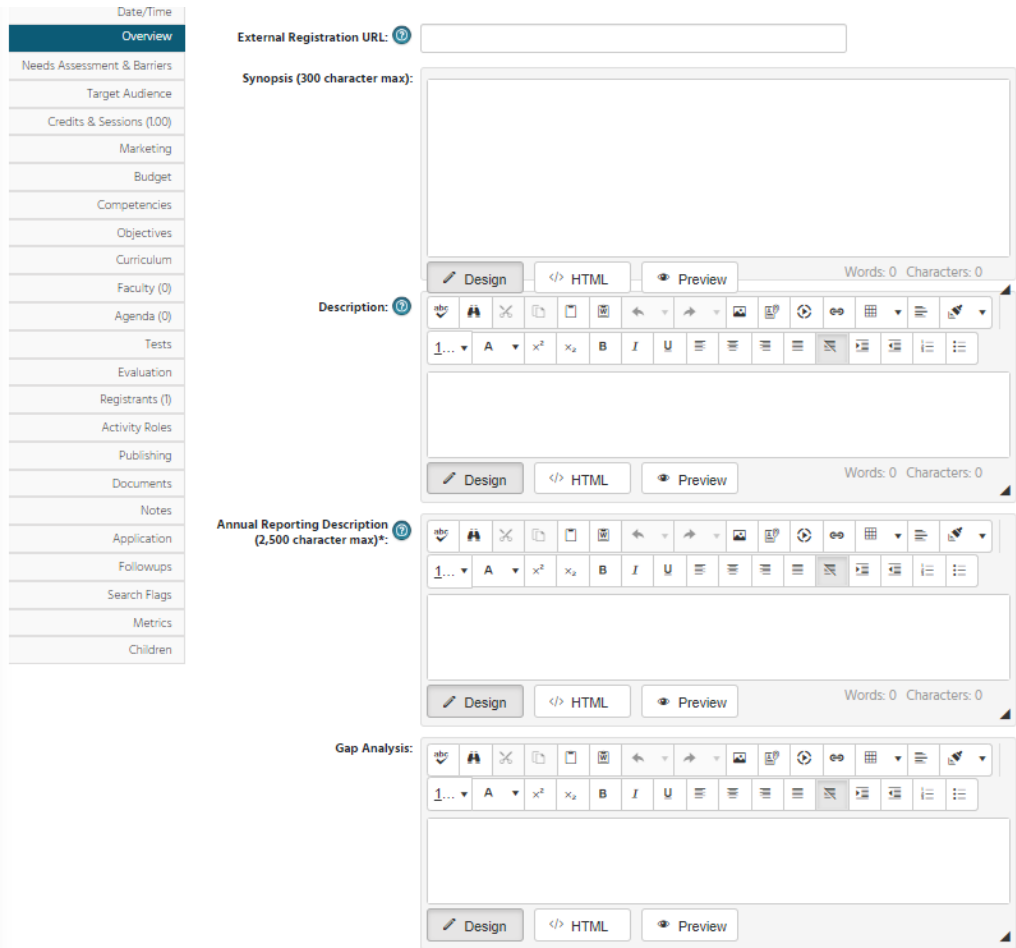
Step 1:

In the **overview** tab you can add a *Synopsis* and/or *Description* that will appear on the event page that you are creating.

Annual Reporting Description: this information won't appear on the event page, but will appear in accreditation reports.

Gap Analysis: You can add information on how this activity will address known skill gaps and/or what those gaps are.

After all content is added, scroll to the bottom of the page, and click **Save**. The button may also appear as **Update**.



The screenshot shows the 'Overview' tab of the CloudCME interface. On the left is a sidebar menu with options: Date/Time, Overview (selected), Needs Assessment & Barriers, Target Audience, Credits & Sessions (100), Marketing, Budget, Competencies, Objectives, Curriculum, Faculty (0), Agenda (0), Tests, Evaluation, Registrants (1), Activity Roles, Publishing, Documents, Notes, Application, Followups, Search Flags, Metrics, and Children. The main content area contains several text input fields, each with a rich text editor toolbar (Design, HTML, Preview) and a 'Words: 0 Characters: 0' indicator. The fields are: 'External Registration URL', 'Synopsis (300 character max):', 'Description:', 'Annual Reporting Description (2,500 character max)*:', and 'Gap Analysis:'. At the bottom of the form, there is a question: 'Will you be providing non-educational intervention(s) with this activity?' with radio buttons for 'Yes' and 'No' (selected).

Update **Cancel**

We will now move over to the **Marketing** tab. Here, we will add more specific instructions that participants may need to know about the activity.

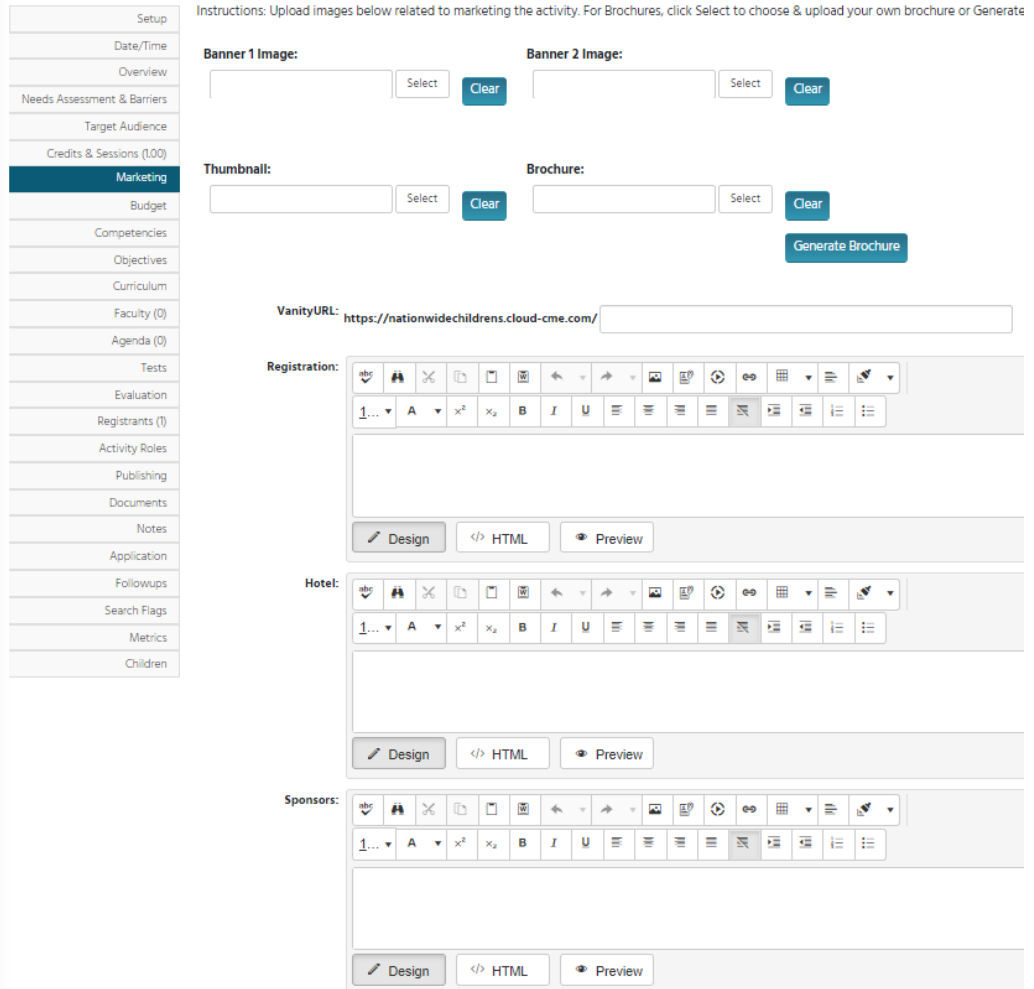
Click the **Marketing** tab

Within the marketing tab you have options to add additional information to the page.

To upload a marketing image to associate with the event, you can upload through **Banner 2 image**

In the textboxes, you can add instructions for participants on how to register for the event, where to find hotel information, or information on sponsors or commercial support providers for the event.

Once done adding content scroll to the bottom of the page and click **Update**



Instructions: Upload images below related to marketing the activity. For Brochures, click Select to choose & upload your own brochure or Generate

Banner 1 Image: Select

Banner 2 Image: Select

Thumbnail: Select

Brochure: Select

VanityURL: <https://nationwidechildrens.cloud-cme.com/>

Registration:

Hotel:

Sponsors:

One thing to mention in this section is the Vanity URL.

You can use this to individualize the link being used for the event

You want to keep it short (ex. BIM2023). When you use the full link this is what it would look like

<https://nationwidechildrens.cloud-cme.com/BIM2023>

VanityURL: <https://nationwidechildrens.cloud-cme.com/>

We will now move into the **Publishing** Tab to make our information page live:

Click the **Publishing** tab
Check the **Show in AP** checkbox
Click **Update**

“Show in AP” will make the activity viewable to registrants too.
“View in AP” will show you what your page will look like without making it active.
AP = Attendee Portal

Instructions: The checkboxes below are related to activating various features of the activity along with giving the ability to make the course featured.

Setup	
Date/Time	
Overview	
Needs Assessment & Barriers	
Target Audience	
Credits & Sessions (100)	
Marketing	
Budget	
Competencies	
Objectives	
Curriculum	
Faculty (0)	
Agenda (0)	
Tests	
Evaluation	
Registrants (1 - 50.00)	
Activity Roles	
Publishing	
Documents	

Publishing Options

Registration Form Active
 Event Active
 Publish Agenda/Syllabus
 Featured
 Internal Only
 Hide from Search Engines
 Show in AP
 [View in AP](#)

[Update](#)
[Apply Settings to Children](#)
[Cancel](#)

Here's an example of what a fully set up information page may look like:

Date & Location

Thursday, September 7, 2023, 7:00 AM - Saturday, September 9, 2023, 4:30 PM, Nationwide Children's Hospital Conference Center, Columbus, OH

Target Audience

Specialties - Gastroenterology, Hepatology & Nutrition, Motility Center

Credits

AAMA PRA Category 1 Credits™ (17.25 hours), Non-Physician Attendance (17.25 hours), ANCC Contact Hour(s) (17.25 hours), AAPA Credit(s) (17.25 hours), APA Credit(s) (17.25 hours)

Overview

We invite you to join us at the 2nd World Congress of Pediatric Neurogastroenterology and Motility held September 7-9, 2023 at Nationwide Children's Hospital in Columbus, Ohio, USA. Our organizing committee includes leaders in the field from around the world who have put together an interactive conference program highlighting the latest clinical and scientific advances in our field. Our program will include a combination of expert presentations, panel discussions, interactive hands-on sessions, research abstract presentations, and social events to facilitate learning, networking, and collaboration. We expect to attract participants from around the globe with both in-person events and a robust virtual platform allowing full engagement of remote attendees.

[Click here to view the 2nd World Congress of Pediatric Neurogastroenterology and Motility Agenda](#)

Target Audience: Pediatric gastroenterologists, advanced practice providers, psychologists, nurses, dietitians, and trainees with an interest in pediatric neurogastroenterology and motility disorders.

Objectives

At the conclusion of this activity, learners will be able to:

1. Utilize in the daily practice new information on the diagnosis and management of esophageal motility disorders.
2. Understand when and how to test a child presenting with nausea and vomiting.
3. Implement dietary therapies in children with neurogastrointestinal disorders.
4. Become knowledgeable about the latest innovations in pediatric neurogastroenterology and motility.
5. Utilize evidence based information in the diagnosis and treatment of children with refractory constipation.
6. Become familiar with indications and pitfalls of manometric procedures.
7. Know when to utilize behavioral, medical, and surgical interventions in the diagnosis and management of children with pain predominant Disorders of Gut Brain Interactions (DGBI).
8. Utilize the biopsychosocial model in the management of patient with DGBI.

Registration

In-Person Registration	Registration Discount (Prior to May 1, 2023)	General Registration
Trainee In-Person	\$150	\$150
Nurse, Psychologic and Other Healthcare Professional In-Person	\$150	\$200
Physician In-Person	\$200	\$200
Virtual Registration		
Trainee Virtual	\$150	\$150
Nurse, Psychologic and Other Healthcare Professional Virtual	\$150	\$200
Physician Virtual	\$200	\$200

Accreditation

In support of improving patient care, Nationwide Children's Hospital is accredited by the American Nurses Credentialing Center (ANCC), the Accreditation Council for Pharmacy Education (ACPE), and the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for the healthcare team.

Additional Information

Cancellation Policy

Cancellations received in writing no less than 20 days before the course will be refunded, less a 20% administrative fee. No refunds will be made on cancellations received after that date. Please send cancellation requests to IPCE@nationwidechildrens.org.

Nationwide Children's Hospital reserves the right to cancel or postpone this program if necessary; in the event of cancellation, course fees will be fully refunded. We are not responsible for other costs incurred such as non-refundable airline tickets or hotel penalties.

Accessibility Statement

Nationwide Children's Hospital is committed to ensuring that its programs, services, goods and facilities are accessible to individuals with disabilities as specified under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Amendments Act of 2008. If you have needs that require special accommodations, including dietary concerns, please contact the CME Conference Coordinator at IPCE@nationwidechildrens.org.

Please reach out to us at IPCE@nationwidechildrens.org if you have questions.

