

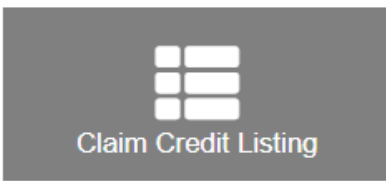
CME Tracker Q&A

1) Q: When should I register and do I have to register ahead of time?

A: You can register anytime up until the event takes place and we will have i-pads available for registration purposes at the conferences.

2) Q: How do I complete the evaluation?

A: If you have pre-registered, you can go to the “Claim Credit Listing” option:



And select “claim credit” to launch the evaluation

OR

If you have not pre-registered, you will click on the blue “Claim Credit” option



And enter the activity code provided by me via email and it will launch the survey from there.

3) Q: How do I get the code for the evaluation?

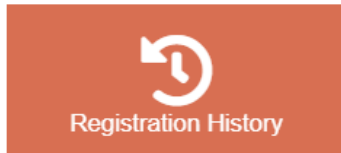
A: The evaluation code is sent out via email and provided in person at the conferences. If you do not have the code please reach out to Justine Minard, CME Coordinator for the code.

4) Q: How long do I have to complete the evaluation?

A: You have **90 days** to complete the evaluation after the conference takes place.

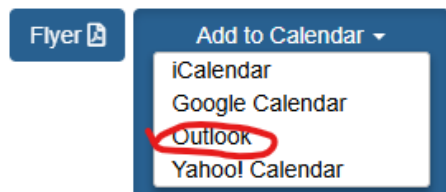
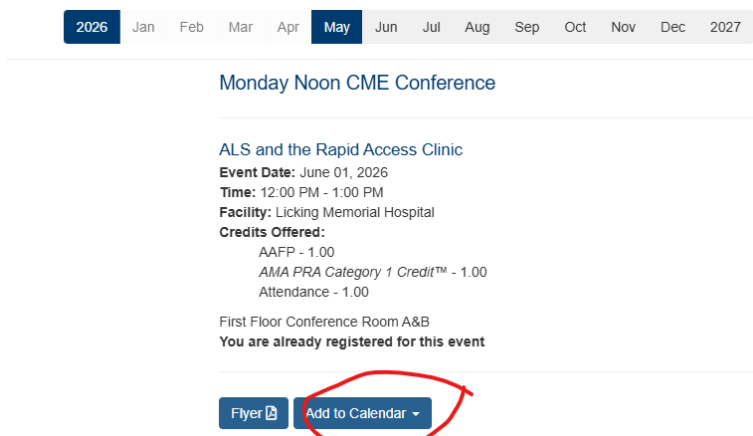
5) Q: How can I see my registrations?

A: If you forget what conferences you have registered for you can select the orange “Registration History” button. This will provide a list of conferences that you have registered for.



6) Q: Can I add my registrations to my calendar?

A: Yes, you can add registrations to your calendar by selecting the “Add to Calendar” button shown below:



Select the Outlook button under the dropdown for the event to save to your calendar.

7) Q: Can reminders be sent out after the conference so that I remember to complete the evaluation?

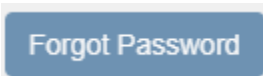
A: Yes, I will generate reminders for each conference that will be sent out twice. The reminders will be sent out the day after the conference and a week after the conference. The conference reminders will be sent out by cmetracker.com.

8) Q: If I forget to register can I still earn the credit?

A: Yes, do not worry. If you forget to register, I have an electronic attendance sheet and I will register you, but please do not make this a habit as the system works best if you register prior to the conference.

9) Q: Can I reset my password if I forget my login?

A: Yes, you can select the forgot password option and reset your password, or I can reset it for you if you would like.

A rectangular button with a blue gradient and rounded corners, containing the text "Forgot Password" in white.

10) Q: If I am having issues with the site can I have a paper evaluation instead?

A: If you have tried to utilize CME Tracker and are having issues with the website please send me an email and I will send over a paper evaluation to complete and email back. We do not want to keep physicians from earning their credits for conferences attended so please reach out for assistance if need be.