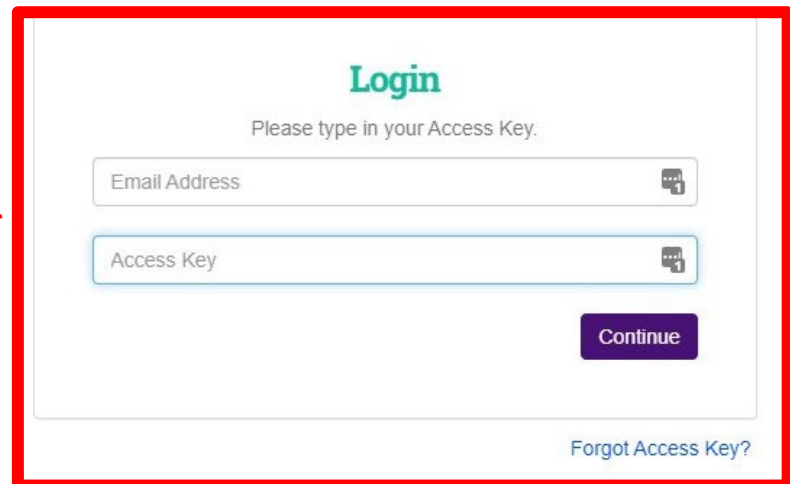
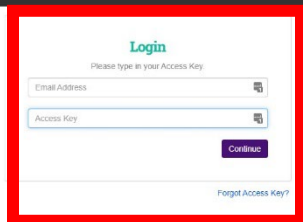


How to access recordings and/or CME evaluations & certificates

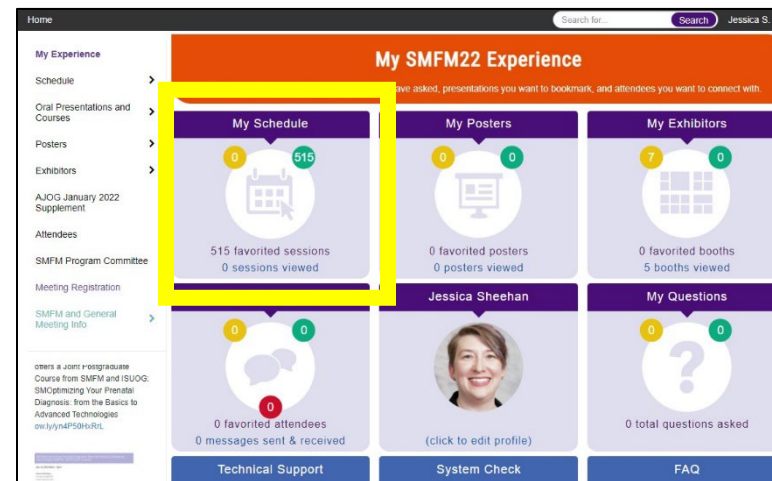
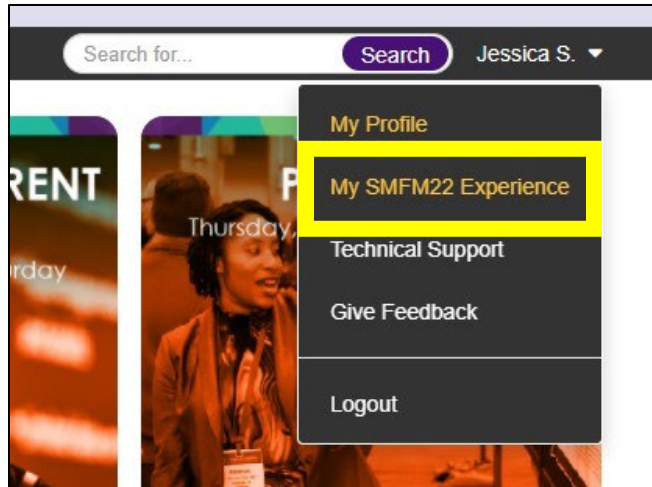
Step #1: Go to <https://www.eventscribe.net/2022/SMFM2022/>. The page will look like the screenshot.



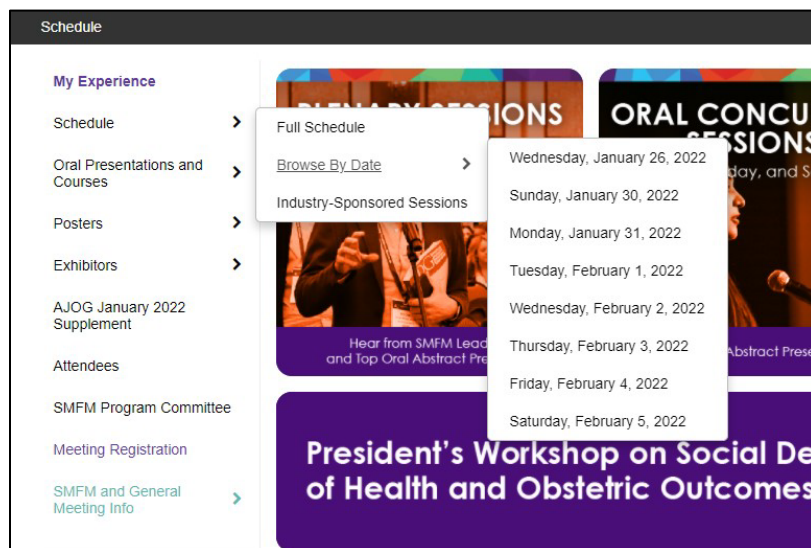
Step #2: Click on the login button at the top right of your screen. Your login is your email address, and your access key is your 5-digit registration ID which is on your registration confirmation. If you do not have your Registration ID, you can click the "Forgot Access Key?" button and it will be emailed to you.



Step #3: After entering your login credentials, your name will now show at the top of the page instead of “Login.” To find the items for which you’ve already registered, click your name which will open a window. Click “My SMFM22 Experience.” Your pre-registered items will be favorited on the event website in the “My Schedule” section.

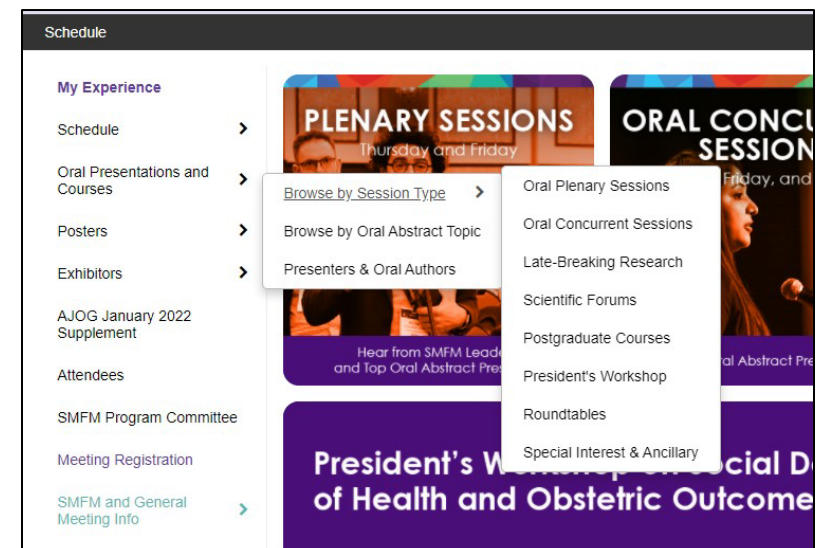


Step #4: You can also search for any course or session via the event website. From any page, navigate to the course you are looking for by either clicking on of the large tile images (ex. Postgraduate courses, scientific forums, etc.) or using the left navigation schedule. Screenshots below show two ways to navigate via the left navigation, by date or course type.



Option #1:
By Date is on the left

Option #2:
By Course Type is on the right



Step #4 (cont.): If you chose option #1 shown in the screenshot on the left, you will come to the view below. Click on the arrow on the course you are interested in to open the menu. Click on the first item in the arrow in the list to open the window to the course.

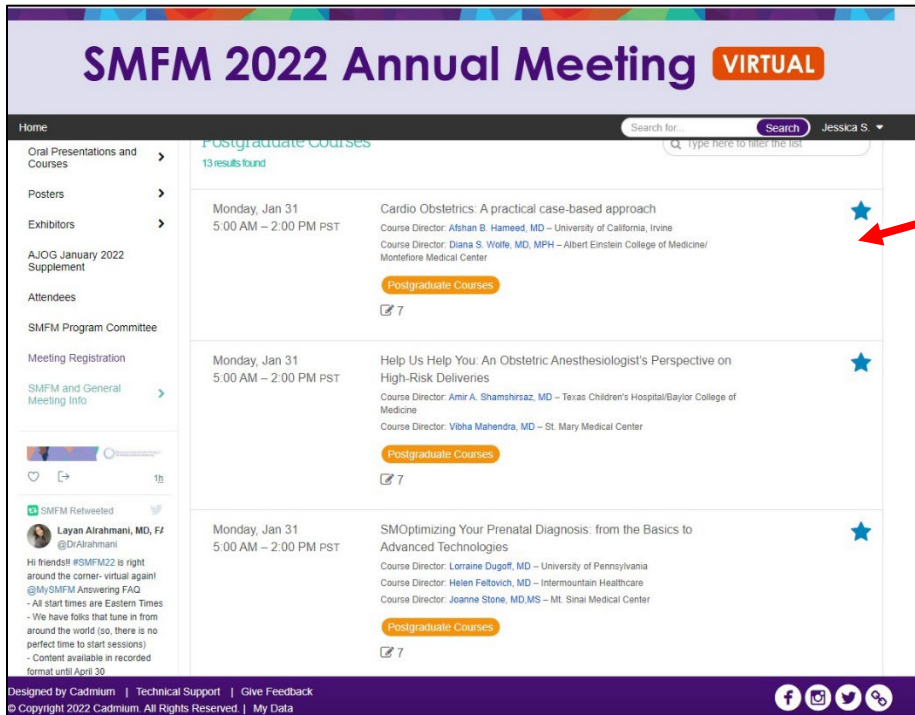
Course view:

Oral Session view:

The Recording and Evaluation for CME buttons is how you will access the recording of the course or session and/or the evaluation for CME for the course and access to the certificate.

If the buttons are grayed out, you do not have this item on your registration. Email events@smfm.org if you believe this is an error.

If you navigate through Option #2, the view is slightly different:



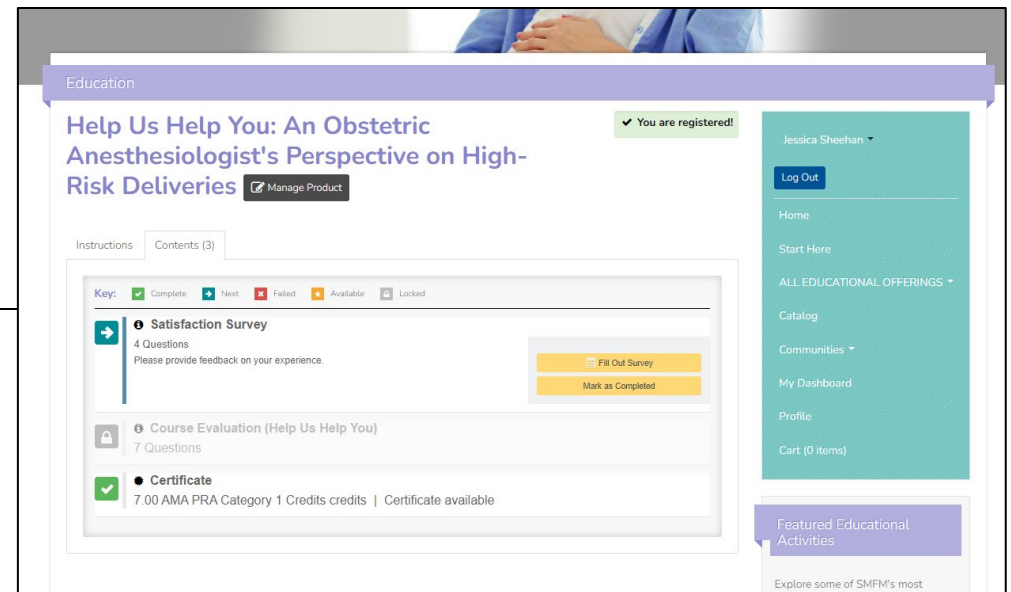
In this view, the course or session opens into a new window when you click on it. It looks like the screenshot above with the recording and Evaluation for CME buttons for sessions.

Step #5: Clicking the “Evaluation for CME” button takes you to online education site for SMFM. This is where you will fill out the satisfaction survey and course evaluation. Both are required to access and create your CME certificate. You will need to be logged into your SMFM member or user account to access the surveys and certificates for each course.

To start the surveys, click the yellow button that says “Fill Out Survey” on the right. Each will open in a pop-up on your screen. If it doesn’t open, make sure you’re using a supported web browser (Chrome, Firefox).

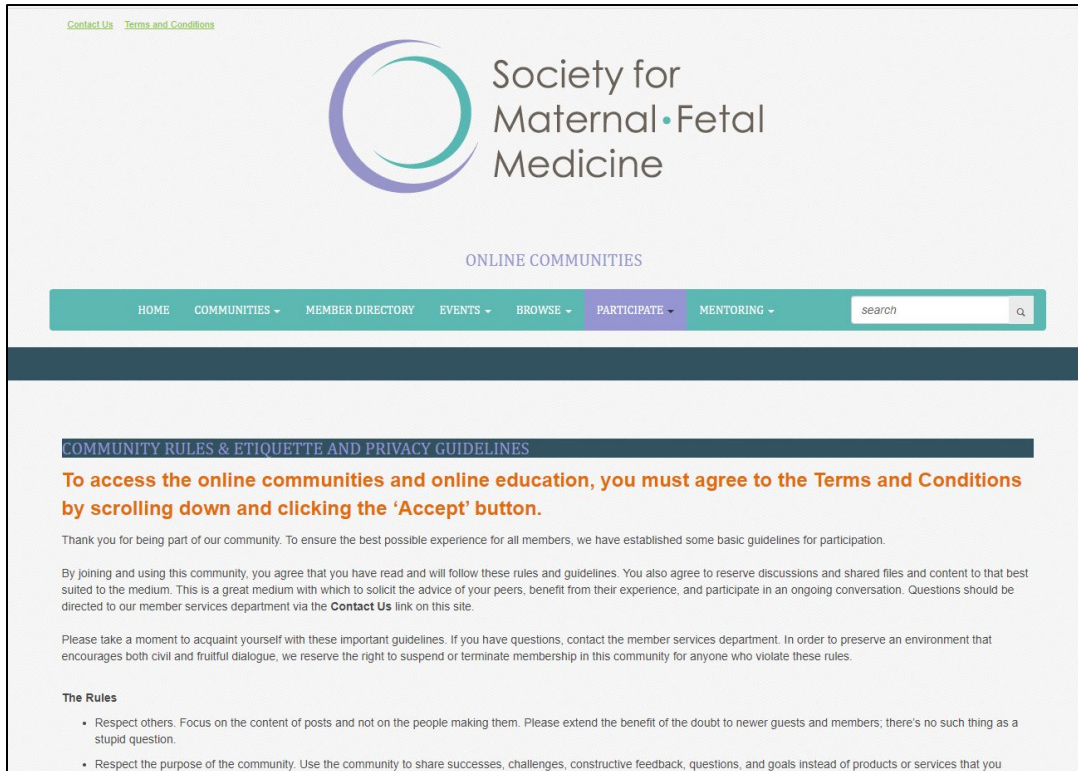
You must complete **both** the satisfaction survey **and** the course evaluation to access the CME certificate. It will auto-populate with your name, credentials, course information, and CME hours.

To save your certificate as a PDF after it is auto-populated, click the “Print This Page” button at the top of the page and choose the print option of “Save As PDF.”



Step #5 (cont.): If you are not a member of SMFM, the online education site may say that you need to register to access the CME evaluation links. If so, click the “Already registered? Log in here” button and log into your SMFM.com user account.

This will take you to our Online Communities page. In order to access our online education website, you will need to accept these terms of the SMFM Online Communities “Community Rules & Etiquette and Privacy Guidelines” to access our online education website.



Read and scroll down the guidelines and click “I Accept” at the bottom of the page to go back to the online education website.

Questions? Email events@smfm.org.