

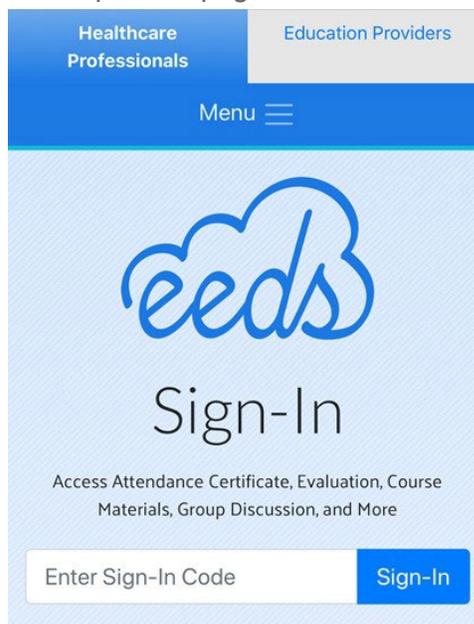
## Registering for an Event

**Date:** March 20, 2019  
**To:** CME Participants

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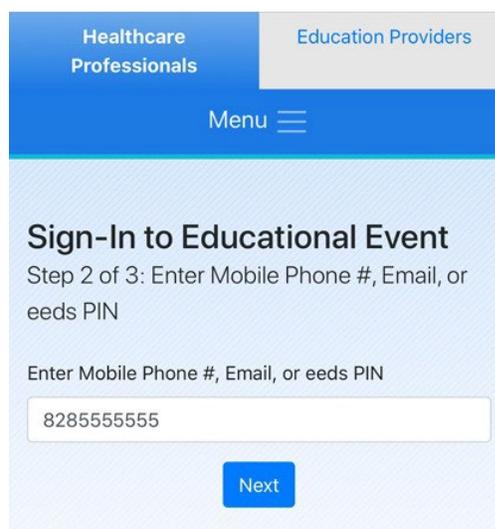
### Using the eeds™ Website

- Open the eeds™ Website – [www.eeds.com](http://www.eeds.com)
  - Use the “Sign-In” option at the top of the page



The screenshot shows the top navigation bar with 'Healthcare Professionals' and 'Education Providers' tabs. Below the navigation is a 'Menu' icon. The main content area features the 'eeds' logo, the text 'Sign-In', and a sub-header: 'Access Attendance Certificate, Evaluation, Course Materials, Group Discussion, and More'. At the bottom, there is a text input field labeled 'Enter Sign-In Code' and a blue 'Sign-In' button.

- Enter the 6-character activity code provided at the event
  - Select “Sign-In”
- Enter your Identifier – mobile phone number or email address



The screenshot shows the same navigation bar as the previous page. The main content area is titled 'Sign-In to Educational Event' and includes the instruction 'Step 2 of 3: Enter Mobile Phone #, Email, or eeds PIN'. Below this is a text input field with the placeholder text 'Enter Mobile Phone #, Email, or eeds PIN' and the value '828555555'. A blue 'Next' button is positioned at the bottom.

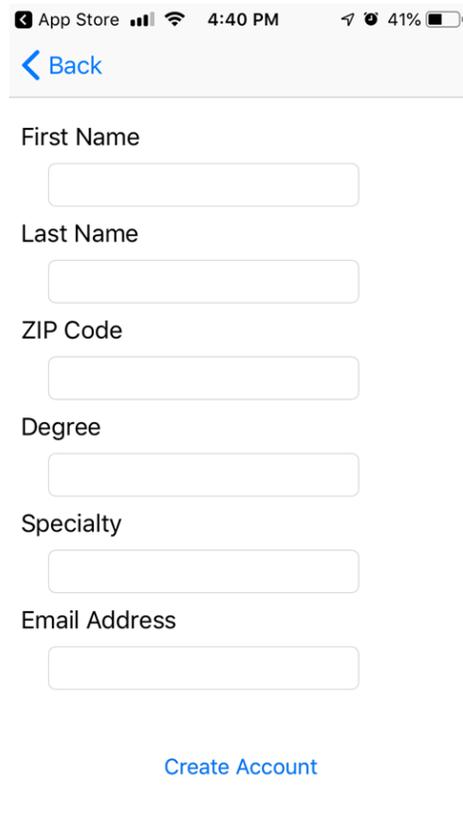
- Select your Last Name from a drop down list or Register
  - Your name will appear if you have previously registered using that identifier
  - If your identifier has not been used or registered, eeds™ will prompt you to complete the registration process

- You are now registered and your attendance has been recorded!
- Access the Activity Overview Page to complete surveys, download course materials, and download your certificate

## Using the eeds™ App

- Navigate to the App Store (iPhone) or Google Play Store (Android) and download the eeds™ app
  - Accounts can take 24 hours to populate, so download the app prior to the event
- Select your method of sign-in or select “Sign-up for an eeds Account”

- If not previously registered, the app will prompt you to enter your information



The screenshot shows a mobile app interface for account creation. At the top, the status bar displays 'App Store', signal strength, Wi-Fi, the time '4:40 PM', location services, and a 41% battery level. Below the status bar is a blue '< Back' button. The form consists of several text input fields, each with a label above it: 'First Name', 'Last Name', 'ZIP Code', 'Degree', 'Specialty', and 'Email Address'. At the bottom of the form is a blue 'Create Account' button.

- Once you enter your identifier or registration information, your attendance will be recorded!

## Other Features

- You can text in your attendance by texting the 6-character code to **828-216-8114**
- Attendance certificates for specific events can be accessed via the mobile app or website