HOW TO CREATE RSS SESSIONS IN ETHOS

1. In the series that you created
   a. Under Add Content, click on the Session link

2. Click on the Title & Description tab to the left of your screen
   a. Enter the title/topic or name of your RSS/conference

3. Click on the Time & Place tab to the left of your screen
4. **SESSION DATE**
   a. Enter the date of the first session/conference along with start time (ie. 01/01/2020 12:00pm)
   b. Enter the date of the first session/conference along with end time (ie. 01/01/2020 1:00pm)

5. **LOCATION**
   a. Enter City/State

6. Click on the **Course Settings** tab to the left of your screen
   a. If your series is receiving Pharmacy credit and you were provided with a UAN #, enter that number(s) into the **External course ID** under **Course Settings/Duration**
   b. **If you did not request Pharmacy credit, you can skip this tab**
7. Click on the **Sessions Settings** tab to the left of your screen

8. **SPEAKER NAME/ROOM NUMBER/ADDITIONAL NOTES**
   a. Enter Speaker’s name
   b. If you have a room number, you can enter it here
   c. **Do not** enter anything under Additional Notes
d. Click on the **Credit Settings** tab to the left of your screen. Activate each credit that your series was approved for by clicking on the down arrow next to the credit type and clicking on the “Active” button.

e. **Increments:** Make sure **Max** is set to the total number of credits for each session (i.e., 1.00; 2.00; .50; 1.50, etc.)

f. *If your series was approved for Pharmacy credit, make sure the ACPE credit is active and that you enter the UAN # in the “Code” box.*

g. *If your series is only accredited for 1 or 2 credit types, be sure to activate Attendance credit as well.*
9. Click on the green **Save** button at the bottom of the page