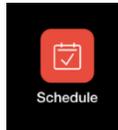


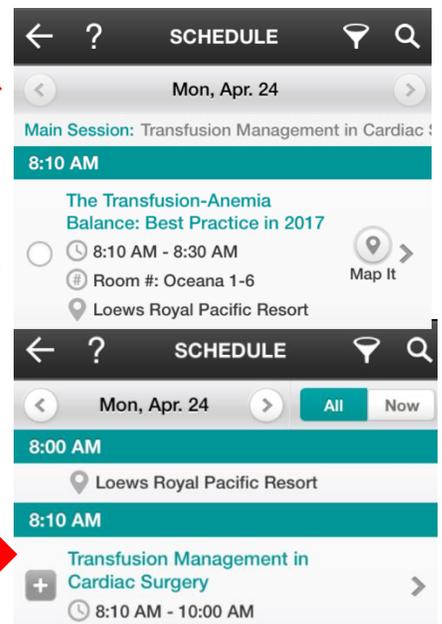
Steps to Accessing Handouts, Polling, and Evaluations in Your Meeting App

1. Connect to Wifi
 - Network Name: ECHO17
 - Password: ECHO17
2. Open The Meeting App on your Device and Log On:
 - Username: email address used to register
 - Password: ECHO17

3. Click on the “Schedule” Module



4. Flip through the days using the arrows at the top in order to find the session you’re looking for

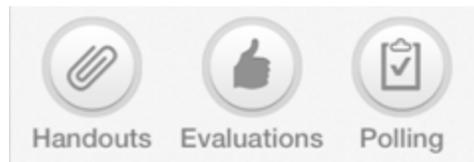


5. Open the session
 - For example: Click on “Transfusion Management in Cardiac Surgery”

6. Open the Presentation Title within the Main Session
 - For example: Open “The Transfusion-Anemia Balance: Best Practice in 2017”

7. Once the presentation is open, you will see two or three icons:

- Handouts
- Evaluations
- Polling



8. To access **Handouts**, click the handout icon and then click on the Session Title



9. To answer **ARS questions**, and send questions to the speakers click on the **Polling** icon

10. To **Evaluate** the session, click on the Evaluations Icon:

- a. You will be taken to the SCA Website and asked to log on again.
 - Username: SCA Website Username
 - Password: SCA Website Password



- b. Select the conference you want to evaluate

Note: You may be asked to select your designation in order to continue

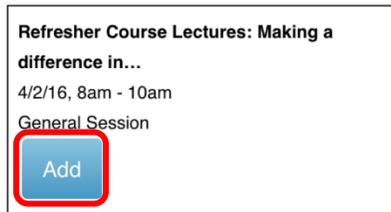
- c. Click the “Home” button in the top right corner



- d. You will be taken to the home screen

- e. Click on the “Search Sessions” button

- f. Flip through the evaluations and add the sessions you want to evaluate by clicking on the “Add” button under each session:



- g. Once you have added all the sessions you want to evaluate, click on the “Home” button in the top right corner

- h. Once back on the home screen, click “My Sessions”

- i. You will have the option to Evaluate each session you selected in the “Search Sessions” section

- j. The total CME credit claimed will add up automatically

- k. Click the “Home” button to return to the Home Page

- l. To view your Certificates, click “My Certificates” on the Home Page

