Text Your Attendance Guide

Text attendance is the standard for recording your participation in a Sharp accredited continuing education activity. There are no paper sign-ins. The CME Department does not audit all activities, but will periodically verify attendance. Failure to text your attendance could mean loss of earned continuing education credit.

1 Create a new contact on your mobile device using **(858) 247-3111**. Name the contact something you will remember such as *Sharp CME Attendance* or *Sharp CME Text Attendance*.

2 Open a new message to this newly created contact. Enter your **Sharp email address** (or your preferred email address if you are not affiliated with Sharp HealthCare). Enter the email address only. No other details are needed. Press send.

3 Receive a **confirmation message** that you are signed up. You only need to sign up one time, unless your account email address changes. Moving forward you will record your attend as described in step 4.

4 Record your attendance at an activity by texting the **Activity ID** provided at the start of the activity. Enter the 5-digit number only. No other details are needed. Press send. Receive confirmation your attendance has been awarded.

❌ **Get an error when signing up?** Make sure you have a CME Portal account and your required profile details are complete before signing up for text attendance. If the issue persists contact Sharp CME.

You Tube **VIDEO GUIDE**

Need help? Contact us at (858) 499-4560 or cme@sharp.com

TIPS & TRICKS

🕐 Text attendance is available starting 30 minutes before an activity starts, during the activity and up to 60 minutes after the activity ends.

ⓘ Activity IDs are most often announced verbally at the start of an activity, but can also be noted on a meeting agenda, posted in a chat, or shown on an opening slide.

☆ Activity IDs are unique to each activity. No two are the same even if it is an on-going series you attend regularly.

⊗ If you have difficulty texting your attendance for any reason you can record your attendance by utilizing the Claim Credit option found on the Sharp CME Portal homepage. The Activity ID will be required.

📷 When contacting Sharp CME for help with a text attendance error sending screen shots of the exact error you are receiving is helpful in promptly resolving the issue.

SHARP CME