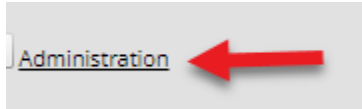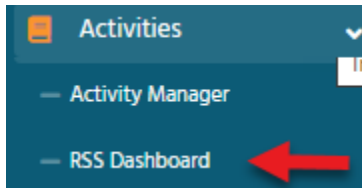Children (sessions) are built in the RSS Dashboard when an activity has been approved. The child session **must be updated 2 weeks** prior to the session date or the child may not be processed.

1. On the home page of the Portal, scroll to the bottom and click Administration link at the bottom of the screen.

2. Click Activities – RSS Dashboard

3. If you have more than one RSS Activity type the activity name of the activity in the Search field.

4. The status of the Child will change depending on if there is information needed or if the activity has been approved. Once the Child has been updated the status will change to Pending or In Review.
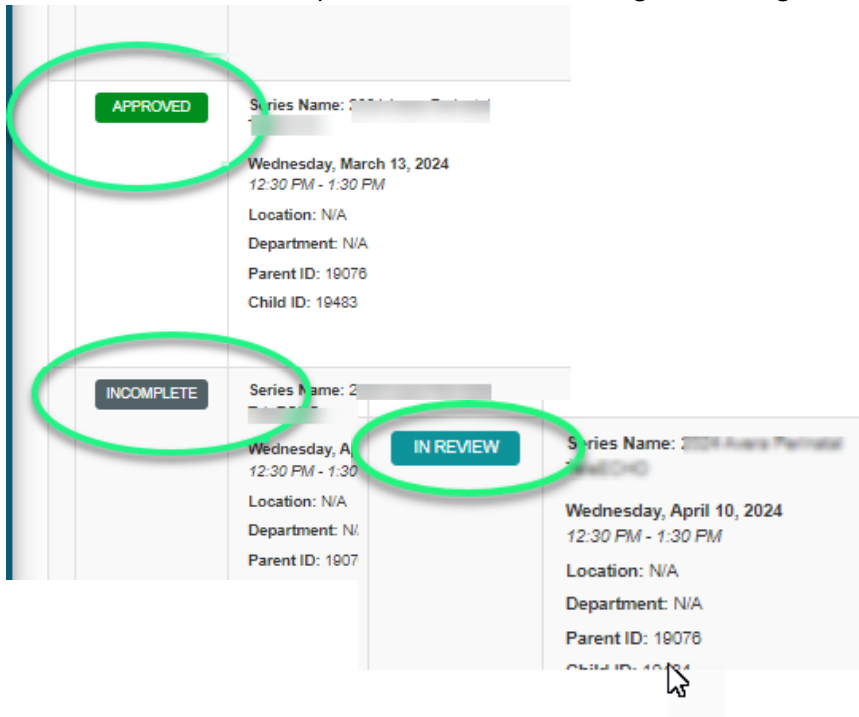
5. The Dashboard is in grid-style. It is recommended to work from left to right.

6. Click the child name to update the activity.

7. Update information to match the planning form. Upload planning form and any other supporting documents.
   a. Confirm the date /time is correct.
   b. Update objectives to match the planning form.
   c. Upload planning form / documents
   d. **IMPORTANT:** to save the documents and updates click the Save & Close button

8. Manage Faculty – add presenter for the session. Click Manage Faculty button.
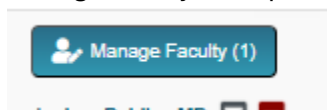
9. Add presenter's name (last name/first name) and click Add Faculty button.
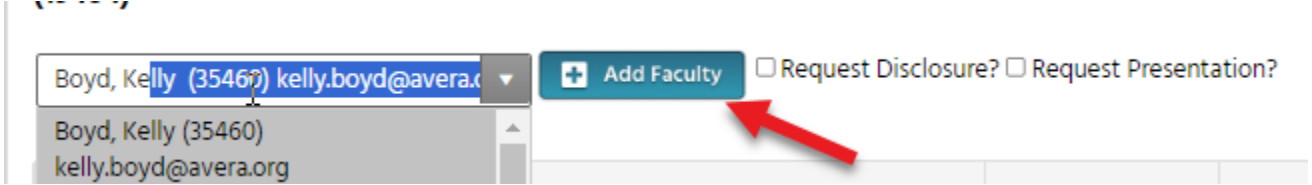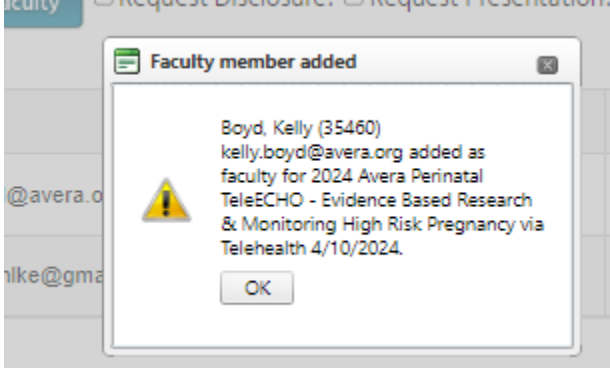
a. when faculty are added, a confirmation message will pop-up.

b. the disclosure date and if there are conflicts of interest to mitigate will appear in the Faculty table.

Manage Faculty for 2024 Avera Perinatal TeleECHO - Evidence Based Research & Monitoring High Risk Pregnancy via Telehealth 4/10/2024 (19484)

	Full Name	Email	Disclosure Date	Disclosure	
☐	Kelly Boyd, MSN, Nurse	kelly.boyd@avera.org	6/22/2023	Nothing to disclose - 06/22/2023	⊖
☐	Joshua Dahlke, MD	joshuadahlke@gmail.com	3/8/2024	Nothing to disclose - 03/08/2024	⊖

10. The eLearning Administrator will finish building the out the child and send the appropriate documents to the lead planner.