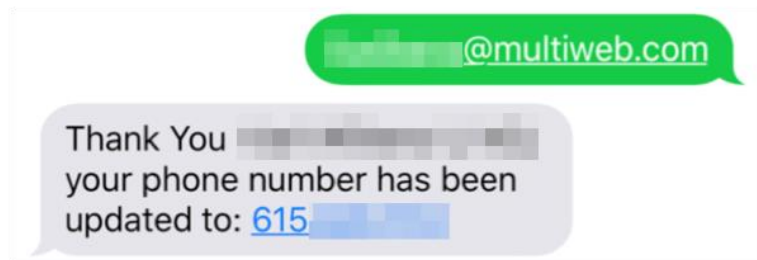


Instructions for SMS Texting. These instructions assume that you have an active account in CloudCME®. If you do not, please set up your account first. You can only record your attendance 5 minutes prior to the meeting, during the activity or 60 minutes after the meeting.

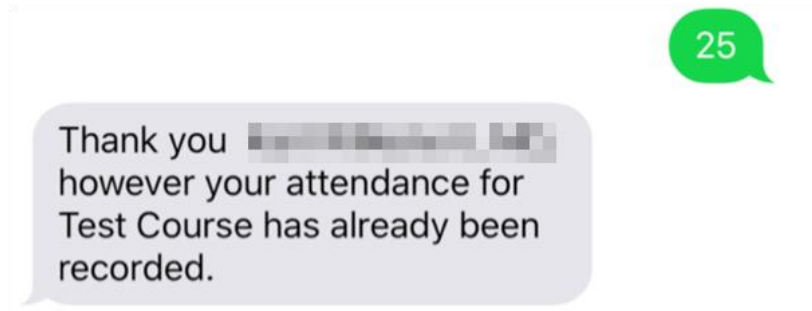
Step 1: First, you must pair your mobile phone to your account in CloudCME®. Text your email address, entered in your Profile, to {Enter your organization’s local exchange number}. You will receive a message that your phone number has been updated. This is a one-time operation.



Step 2: You must be registered for the activity prior to recording your attendance. To record your attendance to an activity, text the activity id number. **You must text an SMS text message not an iMessage, if using iOS.** You will receive a message back that verifies your activity attendance has been recorded.



NOTE: You can only record attendance once to an activity. If you try to record your attendance an additional time, you will receive the following message.



If you attempt to record your attendance to an activity requiring pre-registration for which you are not registered, you will receive the following message.

