

## How to Claim Connect Hawaii | Incentive 2019 Continuing Education Credits


Because Connect is a CMP Preferred Provider, education from this event has been pre-reviewed by the Events Industry Council and requires no additional documentation on your part. Approved sessions are added automatically to your portal account; all you need to do is edit each Preferred Provider record and indicate the number of clock hours of education you attended and are claiming.

**Log in to your account at [eventscouncil.org](http://eventscouncil.org) to actively claim CE Hours uploaded to your portal account.**


Click **“Add/Edit Continuing Education”**




**My CMP Continuing Education**


Session Course/Title	Date	Reported By	Clock Hours
Connect Event Session 1 - Jane Smith	10/12/2018	Events Industry Council	0.00
Connect Event Session 2 - Jane Smith	10/24/2018	Events Industry Council	0.00
Connect Event Session 3 - Jane Smith	11/15/2018	Events Industry Council	0.00



Click **“Edit,”** claim the # of hours attended and click **“Continue”**



Session Course/Title	Date	Reported By	Clock Hours		
Connect Event Session 1 - Jane Smith	10/12/2018	Events Industry Council	0.00		<a href="#">Edit</a> <a href="#">Delete</a>
Connect Event Session 2 - Jane Smith	10/24/2018	Events Industry Council	0.00		<a href="#">Edit</a> <a href="#">Delete</a>
Connect Event Session 3 - Jane Smith	11/15/2018	Events Industry Council	0.00		<a href="#">Edit</a> <a href="#">Delete</a>

Back Cancel Save and Exit Continue 

**Reference the following table when uploading information for sessions attended to your EIC portal account:**

Session Course/Title	Date	Domain	Hours
<b>General Session: Wednesday, May 22 • 8:30-9:30 a.m.</b>			
Assertive Communication for Incentive Planners	05/22/2019	H Site Management	1
<b>General Session: Thursday, May 23 • 8:30-9:30 a.m.</b>			
Creating Experiences, Not Just Menus	05/23/2019	G: Meeting or Event Design	1