

Approving CPD Events – For Association Administrators

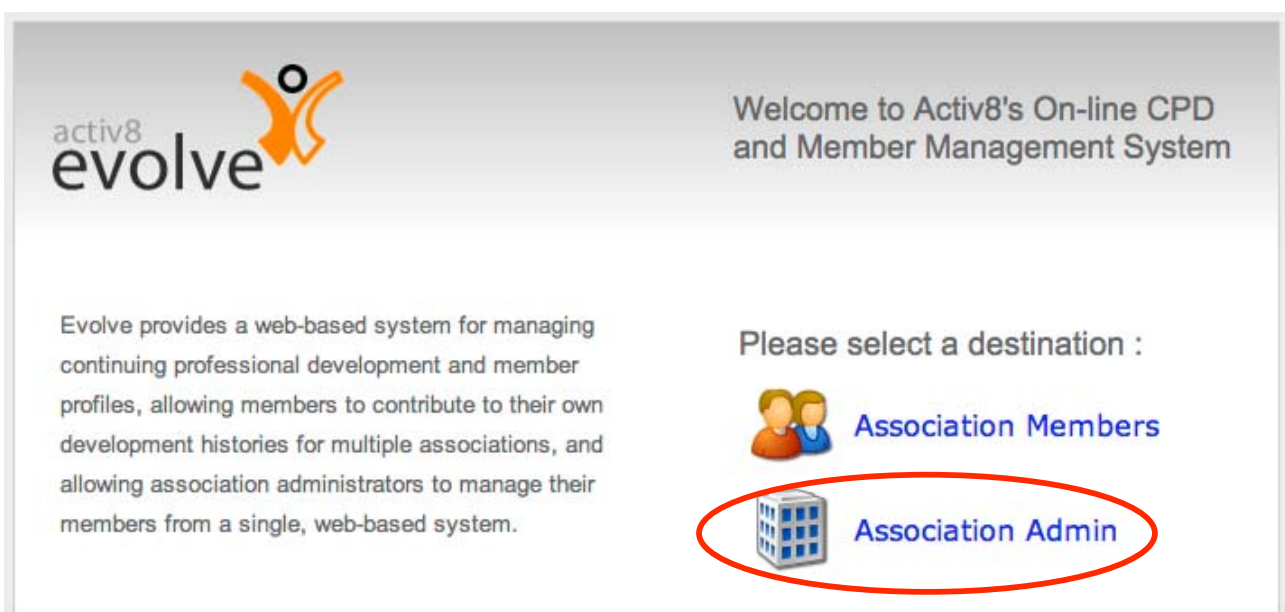
Introduction:

This guide walks you through viewing and approving CPD events that have been entered into the system by members. All CPD events that your association members enter are placed in an approval queue. Hours attributed to each CPD entry are only counted when the association has approved that item, stopping members from entering bogus or questionable CPD items to meet their minimum targets.



Step 1: Log into Admin Portal

Visit www.activ8evolve.com and click on the Administration Admin link as highlighted below:



The screenshot shows the login page for the system. The header includes the 'activ8 evolve' logo and the text 'Welcome to Activ8's On-line CPD and Member Management System'. Below the header, there is a paragraph describing the system's purpose. On the right side, under the heading 'Please select a destination:', there are two options: 'Association Members' (with a person icon) and 'Association Admin' (with a building icon). The 'Association Admin' option is circled in red.

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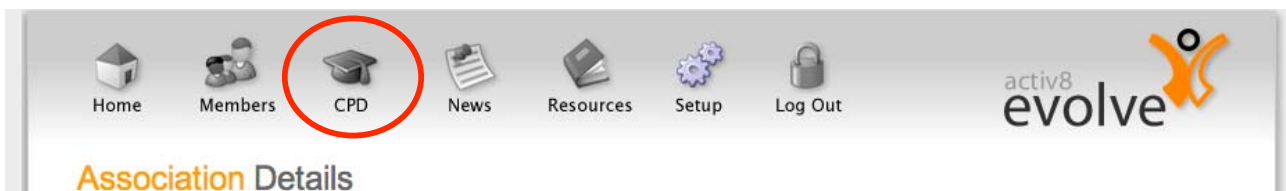
Enter your association admin username and password:



The screenshot shows the 'Administration Login' page for 'activ8 evolve'. It features the logo at the top, followed by the title 'Administration Login'. Below this are two input fields: 'Username' with the text 'qasa' and 'Password' with four asterisks. A 'Login' button is positioned below the password field. At the bottom of the form area, there is a recommendation: 'For the best experience we strongly recommend using Firefox 3 or Internet Explorer 7.' and a copyright notice: '© 2008 Activ8 Technologies Pty Ltd - www.activ8.com.au'.

Step 2: Visit the CPD Approval Screen

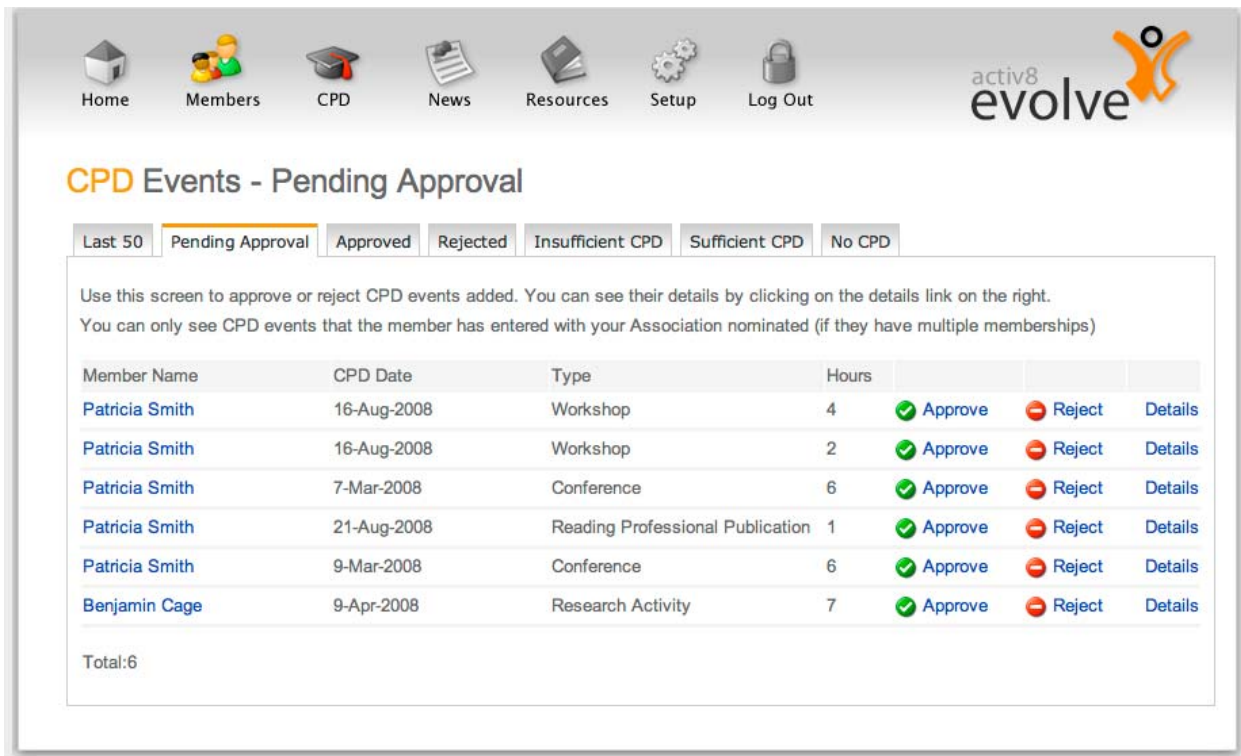
Click on CPD icon at the top of the screen to visit the CPD administration screens.



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Step 3: Approve or Reject CPD events

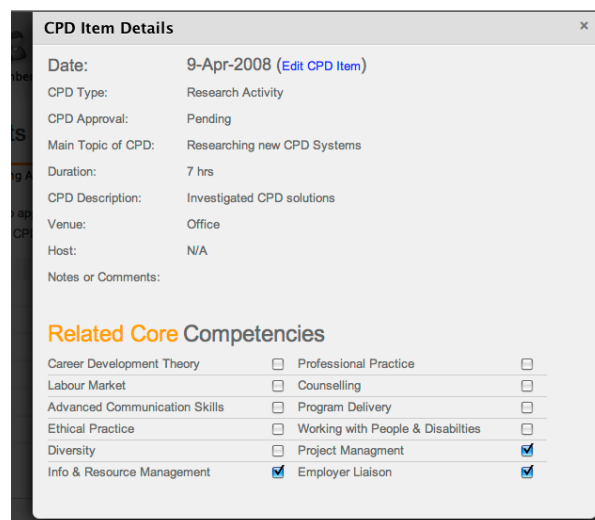
The first screen in the CPD section of Evolve is a list of CPD events that are pending approval. As you can see from the screen shot below there are 6 events in this example. You can choose to approve or reject an event directly from this screen. Clicking the details link will also roll down a page showing all the details of that CPD event. Clicking on the person's name will take you to their member profile.



Member Name	CPD Date	Type	Hours	Approve	Reject	Details
Patricia Smith	16-Aug-2008	Workshop	4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Details
Patricia Smith	16-Aug-2008	Workshop	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Details
Patricia Smith	7-Mar-2008	Conference	6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Details
Patricia Smith	21-Aug-2008	Reading Professional Publication	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Details
Patricia Smith	9-Mar-2008	Conference	6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Details
Benjamin Cage	9-Apr-2008	Research Activity	7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Details

Total:6

As noted below, clicking on the details link beside any CPD event will roll down the details sheet as shown on the right. Here you can see all the information entered by the member about the CPD event including the related core competencies.



CPD Item Details

Date: 9-Apr-2008 ([Edit CPD Item](#))

CPD Type: Research Activity

CPD Approval: Pending

Main Topic of CPD: Researching new CPD Systems

Duration: 7 hrs

CPD Description: Investigated CPD solutions

Venue: Office

Host: N/A

Notes or Comments:

Related Core Competencies

Career Development Theory	<input type="checkbox"/>	Professional Practice	<input type="checkbox"/>
Labour Market	<input type="checkbox"/>	Counselling	<input type="checkbox"/>
Advanced Communication Skills	<input type="checkbox"/>	Program Delivery	<input type="checkbox"/>
Ethical Practice	<input type="checkbox"/>	Working with People & Disabilities	<input type="checkbox"/>
Diversity	<input type="checkbox"/>	Project Management	<input checked="" type="checkbox"/>
Info & Resource Management	<input checked="" type="checkbox"/>	Employer Liaison	<input checked="" type="checkbox"/>



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You are Done!

You have now learnt how to approve or reject a CPD event entered by one of your association members.. If you have any questions about this process please email it to us at care@activ8.com.au for assistance.