

## Entering CPD Events – For Association Administrators

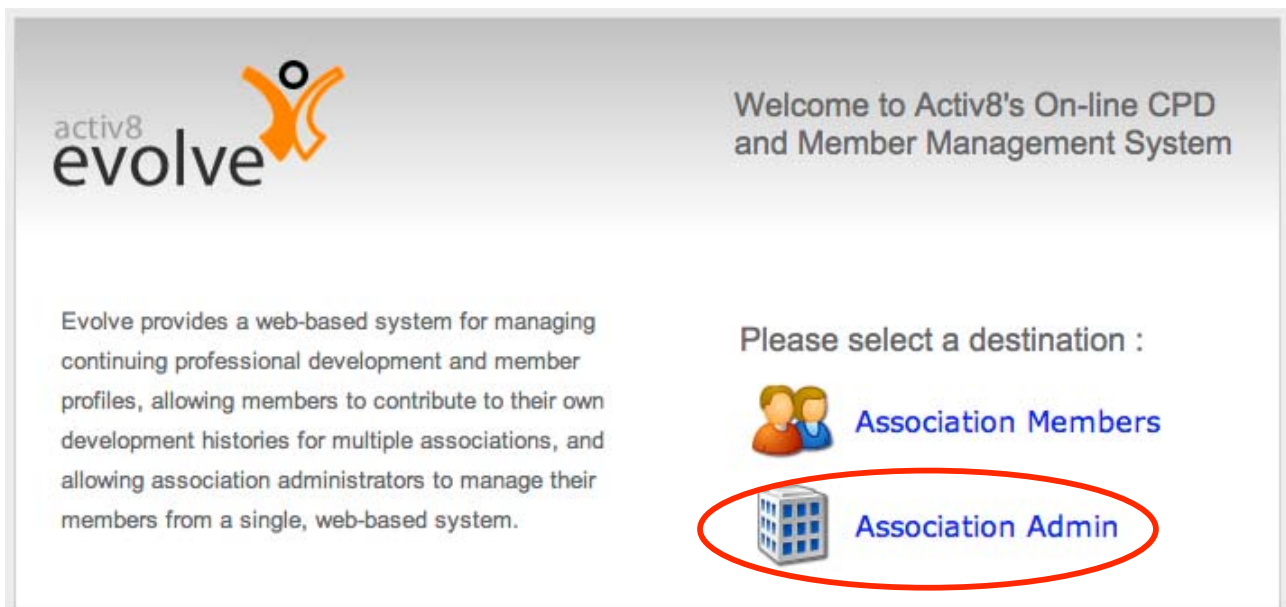
### Introduction:

This guide walks you through the steps involved in entering a CPD event for a member, from the Administration portal of Evolve. We normally encourage associations to motivate their members to add their own CPD events, however you can add these from the admin side also.



### Step 1: Log into Admin Portal

Visit [www.activ8evolve.com](http://www.activ8evolve.com) and click on the Administration Admin link as highlighted below:



activ8 evolve

Welcome to Activ8's On-line CPD and Member Management System

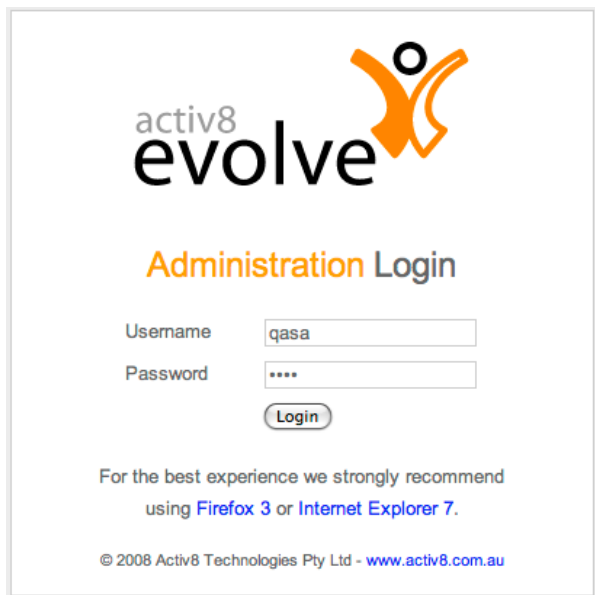
Evolve provides a web-based system for managing continuing professional development and member profiles, allowing members to contribute to their own development histories for multiple associations, and allowing association administrators to manage their members from a single, web-based system.

Please select a destination :

- Association Members
- Association Admin

## Entering CPD Events – For Association Administrators

Enter your admin username and password:



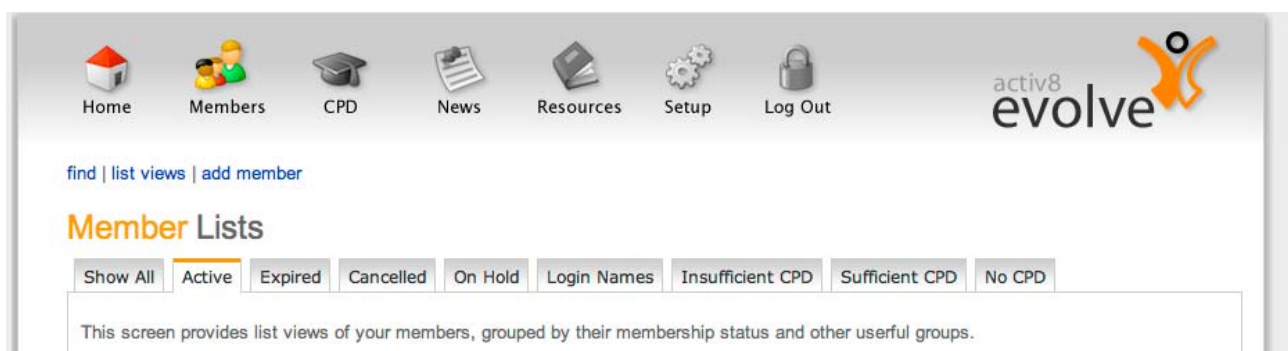
The screenshot shows the 'Administration Login' page for activ8 evolve. It features the logo at the top, followed by the title 'Administration Login'. Below this are two input fields: 'Username' with the text 'qasa' and 'Password' with four dots. A 'Login' button is positioned below the password field. At the bottom, there is a recommendation to use Firefox 3 or Internet Explorer 7, and a copyright notice for 2008 Activ8 Technologies Pty Ltd.

### Step 2: Find Member Record

Click on the Members link to open the member listing screen

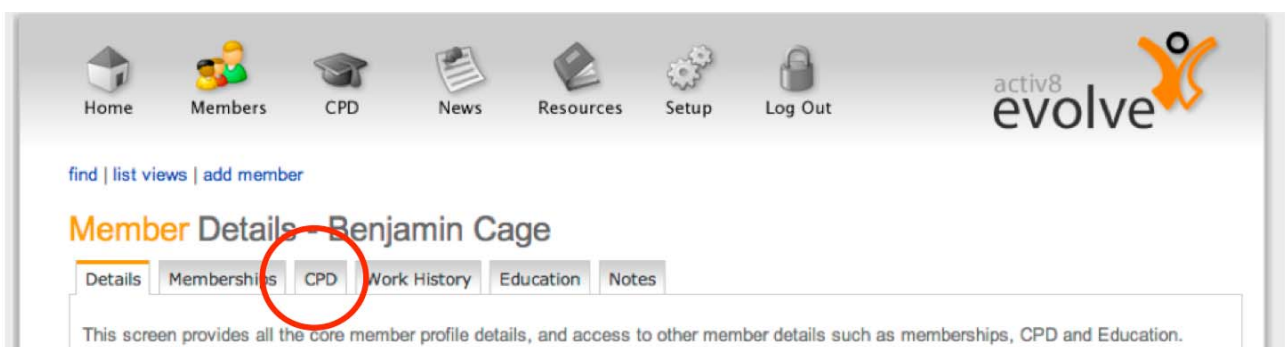


Find the member you wish to add the CPD event to using the find tool or the lists provided as shown below and click on their name to open their profile.



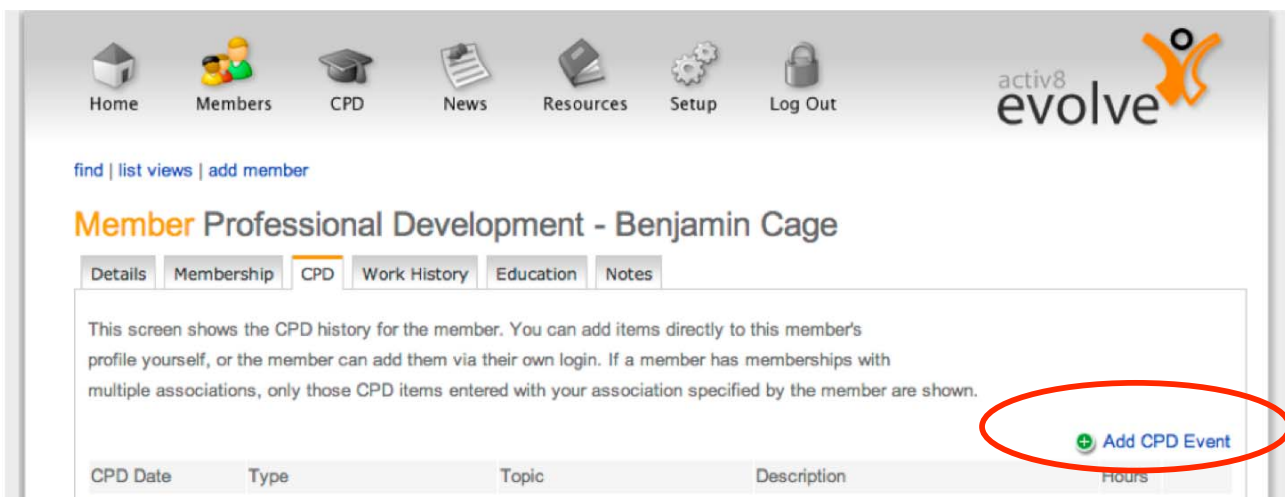
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Once in their profile click on the CPD tab under their name to view their CPD history. Note you can also see their work history, education history, membership details AND a notes section from the same screen.



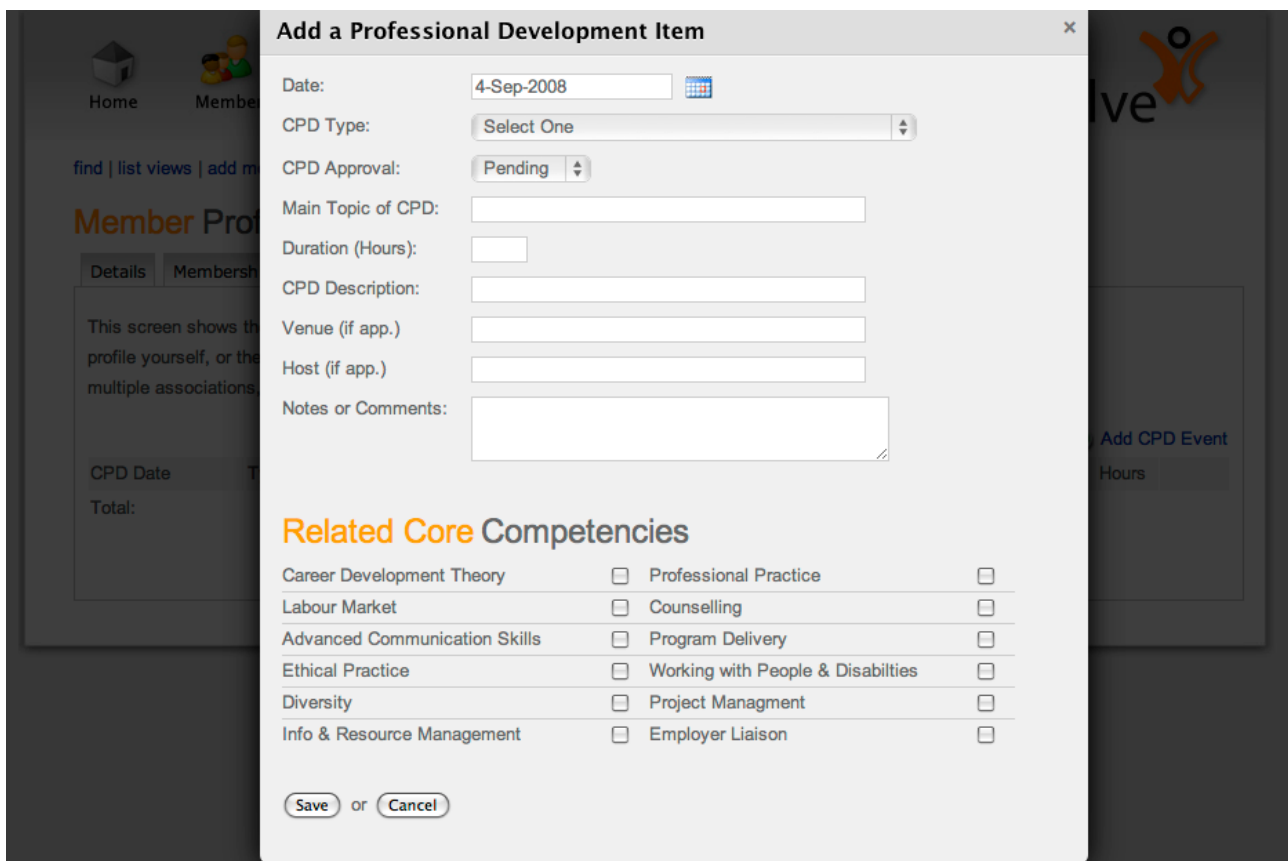
### Step 3: Add CPD Event

From the CPD History screen you can click on the "Add CPD Event" link on the right that will open the new CPD event screen. CPD events already in the system are listed here for editing or review also.



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The Add CPD Event screen allows you to indicate all the core fields decided by the associations involved in the Evolve project, including the CPD Type, and a list of the Related Core Competencies. Mandatory fields are enforced to stop incomplete records being entered. Be sure to set the CPD Approval to “Approved” here. Events that are entered in the Member Portal require your approval, however events entered by the association itself you should enter as “approved” to save the unnecessary approval process afterwards. When complete click “Save” at the bottom.



**Add a Professional Development Item**

Date: 4-Sep-2008

CPD Type: Select One

CPD Approval: Pending

Main Topic of CPD:

Duration (Hours):

CPD Description:

Venue (if app.):

Host (if app.):

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 type="checkbox"/>
Info & Resource Management	<input type="checkbox"/>	Employer Liaison	<input type="checkbox"/>

Save or Cancel

### You are Done!

You have now added a CPD event in the Administration Portal of Evolve. If you have any questions about this process please email it to us at [care@activ8.com.au](mailto:care@activ8.com.au) for assistance.