

INSTRUCTIONS TO MEMBERS TO ADD CPD POINTS

1. Go to <http://www.gssa.org.za/>
2. Sign in as a member:

Click on **MEMBERS**:



3. Click on **My CPD Points**;

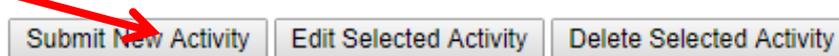


Click on the type of activity and follow instructions.

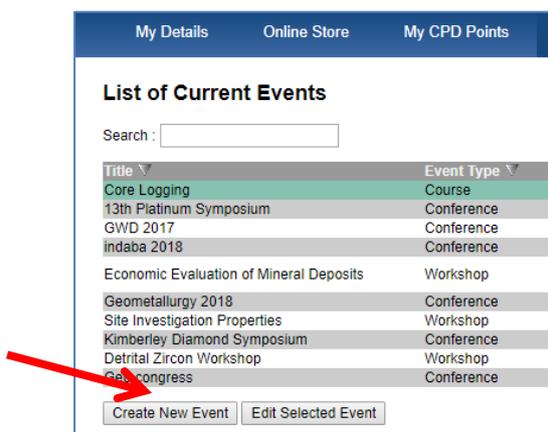
Your CPD Summary		
Activity	Annual Objective	Maximum Per Year
Formal Learning	40	80
Knowledge Contribution	None	None
Self Directed Study	12	20
Professional Practice	8	10
Total		

IF A FORMAL LEARNING EVENT IS NOT LISTED IT CAN BE ADDED AS FOLLOWS:

Click on **Submit New Activity** at bottom of page:



Choose your event. If it does not appear in the list, you can add it by clicking on **CPD Events** at the top of the page, then **Create New Event** at the bottom left and adding the details.



4. Fill in the number of hours of your attendance (a three day course will be $3 \times 8 = 24$ hrs – if you attended less than the total time, fill in the time you spent on it).

Note: Points per day for events cannot exceed 8

5. Complete by clicking on **Save Changes**.