## **INSTRUCTIONS TO MEMBERS TO ADD CPD POINTS**

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

Click on <b>MEMBERS</b> :					
HOME	<b>EVENTS</b>	ABOUT US v	PUBLICATIONS •	MEMBERS <b>v</b>	CONTACT US <b>v</b>
Home Page	Our events page	GSSA Details		Members Area	Contact Information

3. Click on My CPD Points;

My Details	Online Store	My CPD Points	CPD Events

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:

Submit New Activity	Edit Selected Activity	Delete Selected Activity

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.

My Details	Online Store	My CPD Points
List of Current	Events	
Search :		
Title 🗸		Event Type 🗸
Core Logging		Course
13th Platinum Symposi	um	Conference
GWD 2017		Conference
indaba 2018		Conference
Economic Evaluation of	Mineral Deposits	Workshop
Geometallurgy 2018		Conference
Site Investigation Prope	erties	Workshop
Kimberley Diamond Syl	nposium	Conference
Detrital Zircon Worksho	p	Workshop
Gel, congress		Conference
Create New Event	Edit Selected Event	

- Fill in the number of hours of your attendance (a three day course will be 3x8=24hrs 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.