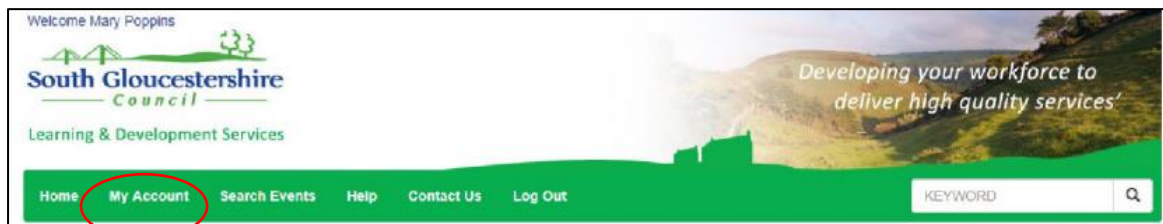
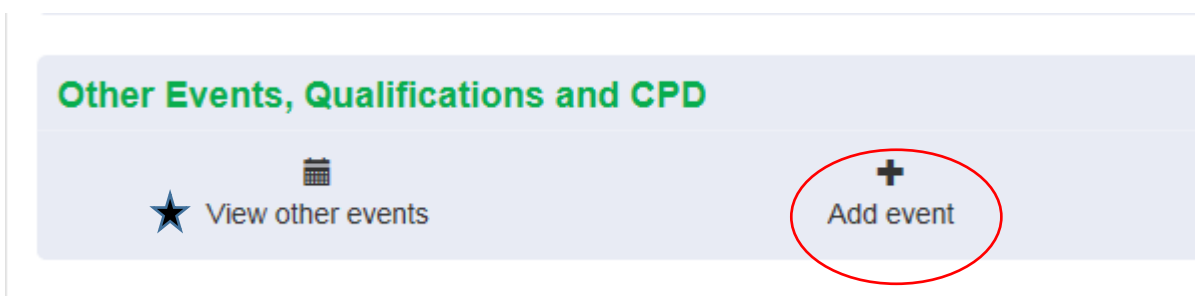


## Recording own CPD training on website

Log in to the website and go to **My Account**



Scroll down to Other Events, Qualifications and CPD and select **Add event**



This screen will appear -

### Add CPD Event / Activity


► Use this area to keep a record of development you have taken part in that has not been recorded as part of South Gloucestershire Online.

Title of Event / Activity	<input type="text"/>	-
Event Category/Categories	No categories found.	-
Cost	£ <input type="text" value="0"/>	
Description of Event / Activity	<input type="text"/>	
Date of Event / Activity	<input type="text" value="26/05/2016"/>	

Fill in the details of the activity, description and date.

For each event/activity you have the option to write a substantial amount of info detailing what the learning activity was, the impact on your work practice, etc.

Then press Save.

To see activity recorded go to View other events 

You can take a screen print of each event/activity if you wish.

Only you and your line manager will be able to view any Events/Activities you have added yourself to the 'My Account' part of the website.