

CPD Recognition – Apply for CPD Recognition for your Event

# Apply for CPD Recognition for your Event

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# Start your Application

If you have already registered as a CPD Provider, log in to your <u>CPD Provider Dashboard</u> to apply for CPD Recognition for an event.

If you have not yet registered as a CPD Provider, go to the <u>CPD Recognition Online Portal</u> and click on <u>Apply Online</u>.

### How to Log in if you are both a CPD Provider and a BANT Member

If you are also a BANT member and have used the same email address for your CPD Provider login, when you enter your login credentials, you will be prompted to "choose your role" of CPD Provider in order to proceed to make your application.



#### After logging in to your CPD Provider Dashboard, go to the <u>Apply for CPD Recognition tab</u>:

To view events tha	t have been given CPD recog	nition and listed on the BANT	Twebsite, go to the View My Liste	ed Events tab.
To make a new ap	plication, go to the Apply for	CPD Recognition tab.		
You will need:				
Date(s), Time, L	ocation(s), Booking Details fo	or your CPD Event.		
<ul> <li>Full presentatio</li> </ul>	n slides, with reference lists (I	PDF format).		
<ul> <li>Full agenda and</li> </ul>	timetable for the event (PDF	format).		
<ul> <li>For conference:</li> </ul>	s, where full presentations are	not available until closer to t	the event date, detailed presentati	on outlines are required, with sample slides
<ul> <li>Speaker biogra</li> </ul>	phies, with details of qualificat	tions, memberships and publ	ications.	
An event logo (	$300 \times 300$ ) for listing and adve	ertising.		
To review applicati	ons in progress or to pay for a	oproved applications, oo to t	the View Existing Applications ta	ab.

#### Click on Start New Application:



#### Click on Create New CPD Event:



## On the next page, select the type of event you will be running and enter the title of your event:

hat kind of event / activity is it?				
Web-based Media (Live Event - specific time)				
Conference				
Conference Call / Interactive Web-based Media				
Exhibition				
Lecture				
Seminar				
Training / Education				
Web-based Media (Live Event - specific time)				
Web-based Media (Pre-recorded - view anytime)				

Web-based Media (Live Event - specific time)	~
vent / Activity Title	
Skin Health	

Next upload your logo (300 x 300 jpeg):

ile No 💽 Open				×
$\leftarrow$ $\rightarrow$ $\checkmark$ $\uparrow$ 🎽 $\diamond$ This PC $\diamond$ Dov	nloads > CPD	∨ Ū S	Search CPD	P
Organise 🝷 New folder				?
Name	Date	Туре	Size Tags	^
🖹 avocado	29/05/2020 13:29	JPG File	7 KB	
BANT Circle	26/05/2020 12:05	JPG File	6 KB	
BANT Supervision	30/03/2020 14:35	JPG File	8 KB	
C DANT local naturaliz	24 /07 /2020 42:02	IDC File	02 00	>
File name:		~	All Files	~
			Open Canc	el

You may need to adjust the size of the logo to make sure that it fits the photo upload window before clicking on Upload:

Photo Details Image File Choose file avocado.jpg	
Upload Cancel S	kip image upload >

# Enter your Activity Details

On the next page, add your activity details.

Enter Start and End Date/Time for your Event

Use the date/time widget to enter the Start and End dates and times:



If you are applying for a web-based event, the Location will be listed as ONLINE by default:

ONLINE

If it is to be held at a venue, enter the address as this is a mandatory field.

## Weblink / Registration Link

Add a link to your website or registration page here:

۷	Vebsite	

## Cost of Event

If your event is free of charge, enter the cost as 0 as this is a mandatory field:

(	Currency		Cost of Event	
	GBP		0	
	EUR			
	GBP			
	USD	-		

Discount codes and additional information about your event can be entered in the Further Information field (limited to 250 characters):

Currency		Cost of Event
GBP	~	300
Further Information		
£300 full price. 10% discount offered to BANT member	rs using discount code BANT10 wh	vhen booking online.
148 chars left		

## Apply for Number of CPD Hours

Enter the number of CPD hours you are applying for. Note that the number of hours may be adjusted once the CPD committee have reviewed your application.

1	30	
	50	

Then click on Next to review the details. Either click on Back to amend the details or Next to proceed to the next stage.

## Add Supporting Documents

Supporting documents should include the following:

- Full presentation slides, with reference lists. These must be submitted as PDFs.
- Full agenda and timetable for the event. This must be submitted as PDFs.
- For conferences, where full presentations are not available until close to the event date, detailed presentation outlines are required, with sample slides.
- Speaker biographies, with details of qualifications, memberships and publications.

Click on Add Application Attachment beneath your event details to add relevant materials in support of your application:

Create New CPD Event		£125.00
	Skin Health 6 June 2020, 12:00PM - 1:30PM ONLINE	Edit     Clone
	Kate Alexander EVENT: Web-based Media (Live Event - specific time) EVENT PROVIDER: AVOKATE EMAIL: info@avokate.com TYPE OF CPD: Active CPD HOURS: 1.50 COST (£): 0 REGISTER: www.avokate.co.uk	Delete
	Complimentary place for a CPD Committee member?     Add Attachment Submit Application Save For Later	
	Add application attachment	

Select your attachment and then click on Save. Repeat this step until all of your attachments have been saved:



Once your application is complete, click on Submit Application. Alternatively, you can Save For Later if you need to return to make any changes or add further attachments.

CPD Events fo	r Application 8785	
Add the events you want to submit will be reviewed and approved by clone events, you are creating a so locations). If you have any further	t as part of this application below. When you have added all events, click the BANT management team. If you create new CPD events, you will be eries and you only be charged once, but the titles will be the same (e.g. a questions, please email cpd@bant.org.uk.	the submit button and your events charged for each CPD event. If you a series of the same event at different
Create New CPD Event		£125.00
	Skin Health	🗆 Edit
	6 June 2020, 12:00PM - 1:30PM ONLINE Kate Alexander	Clone
	EVENT: Web-based Media (Live Event - specific time) EVENT PROVIDER: AVOKATE EMAIL: info@avokate.com TYPE OF CPD: Active CPD HOURS: 1.50 COST (£): 0 REGISTER: www.avokate.co.uk	Delete
Attachments		
The Application Process.docx Event timetable.docx Speaker bio.docx Skin health presentation.docx		
	Complimentary place for a CPD Committee member?	
	Add Attachment Submit Application Save For Later	

## Click on Submit Application when you are ready.

CPD Event Application Submitted
Thank you for submitting your CPD Event application.
Your application will now be checked and reviewed by the CPD department.
If your application is approved, you will be sent an email with further instructions and a link to the next step.
If your application is declined, or we require further information, you will be sent an email with further details.
Back to CPD Provider Home Finish/Log out

If you wish to apply for another CPD event or review other applications, click on the Back to CPD Provider Home, otherwise click on Finish/Log out.

Your application will be reviewed by the CPD department and you will receive an email notifying you of the outcome and next steps.

## Edit Event Details

If wish to edit the event details before you submit it or if you Saved for Later, click on the Edit button:

CPD Events for	r Application 8785	
Add the events you want to submit will be reviewed and approved by t clone events, you are creating a se locations). If you have any further of	t as part of this application below. When you have added all events, click the submit buttor the BANT management team. If you create new CPD events, you will be charged for eac eries and you only be charged once, but the titles will be the same (e.g. a series of the sa questions, please email cpd@bant.org.uk.	on and your events ch CPD event. If you ame event at different
Create New CPD Event		£125.00
-	Skin Health	🗆 Edit
	6 June 2020, 12:00PM - 1:30PM ONLINE Kate Alexander	Clone Edit event
	EVENT: Web-based Media (Live Event - specific time) EVENT PROVIDER: AVOKATE	Delete
	EMAIL: info@avokate.com TYPE OF CPD: Active	
	CPD HOURS: 1.50 COST (£): 300	
	REGISTER: www.avokate.co.uk	
	Complimentary place for a CPD Committee member?	
	Add Attachment Submit Application Save For Later	
	6 June 2020, 12:00PM - 1:30PM ONLINE Kate Alexander EVENT: Web-based Media (Live Event - specific time) EVENT PROVIDER: AVOKATE EMAIL: info@avokate.com TYPE OF CPD: Active CPD HOURS: 1.50 COST (£): 300 REGISTER: www.avokate.co.uk	Clone Edit event

Unless you need to edit or change the logo, click on Skip Image Upload as there is no need to upload your logo again:

# How to list multiple instances of an identical event (same event, different locations & dates)

To list several instances of the very same event, click on the Clone button:

N.B. Do <u>not</u> use the cloning process for a series of different events

CPD Events for	Application 8786	
Add the events you want to submit will be reviewed and approved by th clone events, you are creating a se locations). If you have any further q	as part of this application below. When you have added all events, click the submit button he BANT management team. If you create new CPD events, you will be charged for each ries and you only be charged once, but the titles will be the same (e.g. a series of the sam uestions, please email cpd@bant.org.uk.	and your events CPD event. If you he event at different
Create New CPD Event		£145.00
	Autoimmune Seminar 1 July 2020, 9:00AM - 3:00PM The Studio, Manchester Kate Alexander EVENT: Seminar EVENT PROVIDER: AVOKATE EMAIL: info@avokate.com TYPE OF CPD: Active CPD HOURS: 3.50 COST (£): 0 REGISTER: www.avokate.co.uk	Edit     Clone     Clone event     Delete

Click on the Skip Image Upload button as there is no need to upload your logo again:

Upload Cancel	Skip image upload >

Then proceed through the steps described previously.

Then change the location and date and time on your cloned event. TIP: unless you are changing the time of your event, it may be easier to overwrite the date of your event than to use the widget.



Change the location as well and then click on submit. NOTE: you do not need to reattach your documents.

Repeat the cloning process as many times as required and then Submit your application.

be events you and approved by the events, you are creating a sel ations). If you have any further q	the BANT management team. If you create new CPD events, you will be o rise and you only be charged once, but the titles will be the same (e.g. a uestions, please email cpd@bant.org.uk.	harged for each CPD event. If you series of the same event at differer
Create New CPD Event		£145.00
1	Autoimmune Seminar	🗆 Edit
	1 July 2020, 9:00AM - 3:00PM The Studio, Manchester Kate Alexander	□ Clone
	EVENT: Seminar EVENT PROVIDER: AVOKATE EMAIL: Info@avokate.com TYPE OF CPD: Active CPD HOURS: 3.50 COST (2): 0 REGISTER: www.avokate.co.uk	Delete
	Autoimmune Ceminar	🗆 Edit
	6 July 2020, 9:00AM - 3:00PM The Studio, Birmingham	□ Clone
	Kate Alexander EVENT: Seminar EVENT PROVIDER: AVOKATE EMAIL: Into@avokate.com TYPE OF CPD: Active CPD HOURS: 3.50 COST (#): 0	🗆 Delete
	REGISTÉR: www.avokate.co.uk	
1	Autoimmune Seminar	□ Edit
	13 July 2020, 9:00AM - 3:00PM Hyatt Hotel, Leeds Kate Alexander	□ Clone
	EVENT: Seminar EVENT: RROVIDER: AVOKATE EMAIL: Info@avokate.com TYPE OF CPD: Active CPD HOURS: 3.50 COST (2): 0 REGISTER: www.avokate.co.uk	Delete
Attachments Event timetable.docx Speaker blo.docx Autoimmune presentation.docx		
	Complimentary place for a CPD Committee member?	
	Add Attachment Submit Application Save For Later	

If you offer a complimentary place for a CPD Committee member, we would understand this to be one place within the series, not one at every event!

Do NOT Clone your event (the cloning process is only for repeated instances of an identical event as shown in the previous section).

Otherwise, each eventshould be the subject of a separate application as described on the next page:

# How to list a series of related events

Use the following instructions if you have a series of different events on a related theme e.g. theme: immune system; event 1: Vitamin C and the immune system; event 2: Beta-glucans and the immune system; event 3: Zinc and the immune system.

Start your application as described on pages 1 - 8 and set up the first event in your series:

ty Details - Web-based Media (Pre-recorded - view anytime)	
IMMUNE	
SYSTEM	
rs Minutes	
0 🗸	
ation	
e of CPD	
Ive	
) Provider	
VOKATE NUTRITION	~
nt Title	
mune System	
nt Subtitle (applies only to event series)	
mune related pathologies	
ill for Booking Queries	
ogavokatenutrition.co.uk	
olink	
oketenutrition.co.uk	
Speakers (max 3)	
te Alexander	
rency	Cost of Event
BP	
ner information	
	//
chars left	

Once you have set up and Saved the first event in the series, you will see the following screen on which you will have the option to Create New CPD Event :



Click on the Create New CPD Event button to add the next event in your series to the application:

You can upload a new image for the additional event:

Photo Details  Image File Choose file shutterstock_104805530.jpg
Upload         Cancel         Skip image upload >

Then proceed to set up the event details and add supporting documents in the usual way.

-	
Activity Details - Web-based Media (Pre-recorded - view anytime)	
Real Providence	

Note that you can include a subtitle for each event in a series

ctivity Details - Web-based Media (Pre-recorded - view anytime)	
Hours Minutes	
0 0 🗸	
Location	
ONUNE	
Type of CPD	
Active	
CPD Provider	
AVOKATE NUTRITION	~
Event Title	
Immune System	
Event Subtitle (applies only to event series)	
Vitamin C	
Email for Booking Queries	
Inogevokite.co.bk	
Weblink	
evokate.co.uk	
Key Speakers (max 3)	
Kate Alexander	
Currency	Cost of Event
GBP	0
Further Information	
	//
250 chars left	

Click on Next to add your supporting documents and to submit as per the usual process.

Repeat the above steps as many times as required to add all of the events in the series and then submit.

CPD Events	for Application 13650	
Add the events you want to s button and your events will be you will be charged for each but the titles will be the same please email cpd@bant.org.	ubmit as part of this application below. When you have added all events, a reviewed and approved by the BANT management team. If you create CPD event. If you clone events, you are creating a series and you only b (e.g. a series of the same event at different locations). If you have any fu uk.	click the submit new CPD events, e charged once, urther questions,
+ Create New CPD Event		£135.00
	Immune System (Immune Related Pathologies) ONLINE Kate Alexander EVENT: Web-based Media (Pre-recorded - view anytime) EVENT PROVIDER: AVOIGATE NUTRITION EVENT PROVIDER: AVOIGATE NUTRITION EMAIL: info@avoikatenutrition.co.uk TYPEI OF CPD: Active CPD HOURS: 1.00 COST (R): 0 REGISTER: avoikatenutrition.co.uk	(2' Edit 2) Clone X Delete
	Vitamin C ONLINE Kate Alexander EVENT: Web-based Media (Pre-recorded - view anytime) EVENT PROVIDER: AVOKATE NUTRITION EMAIL: info@svokatenutrition.co.uk TYPE OF CPD: Active CPD HOURS: 1.00 COST (E): 0 REGISTER: avokatenutrition.com	(2 Edit C) Clone X Delete
Attachments Immune webinar 1.docs		
	Complimentary place for a CPD Committee member?	
	% Add Attachment Submit Application Save For Later	

Your submitted application will be reviewed by BANT's CPD Committee. See the following page for how to make your payment online.

## How to Relist an Event

You can apply for an event that has been recognised for BANT CPD to be relisted at any point within the 12 months of the original CPD validation. Relisted events are charged at 50% of the original fee.

Log into the CPD system; click on View my Listed CPD Events; tick the box for 'include previously listed events'; then click on Search.

ly CPD Events				
SEARCH EVENTS				Search
Type of Event		CPD Provider		
Any	~			~
Keywords	Location		Date From	Date To
Include previously listed 🛛 🗹				
ovento				

In the displayed list, find the event that you want to relist; then click on the Relist button to its right.

Include previously listed events	₹	
	Migraine Headaches (Part 2: Personalisation of Nutritional Therapies)	쉽 Relist
	15 December 2021, 3:00PM - 4:00PM ONILINE	

On the next screen, assuming you will be using the same image, click on Skip Image Upload to proceed to edit your event details.

Check your event details:

• In the case of a live event, make sure you update the Start and End Dates and check the times of your event



Click on Submit.

# Create an Invoice and Pay for Your Approved Application

#### N.B. All payments for CPD Recognition must be made online. BACS payments cannot be accepted.

Once your application has been approved, you will receive email confirmation and will be directed back to <u>your CPD Provider Dashboard</u>.

Go to the View Existing CPD Applications tab to find your Approved Events:

Approved	`
Any	
Submitted	
Approved	
Rejected	
Paid Austice Activation	
Awaiting Activation	
Cancelled	

plication Status	
Approved	×
and a state of the	

In the right-hand column of the Search Results table, there will be a Make Payment button adjacent to each of your Approved Events:

D A	Туре 🔒	Sub- Type ⊥	Statue 👔	Applicant User	Started Date	Submitted Date	Total Fee	Application Content	Actions 📌
8786	CPD Event	New	Approved	kalexander@talktalk.net	2020-05-29	2020-05-29	£145.00	Provider: AVOKATE, Events: Autoimmune Seminar, Autoimmune Seminar, Autoimmune Seminar, Committee Invited? true	Make Payment
Showing 1 to	o 1 of 1 entries							Previous	1 Next

Click on the Make Payment button to see the amount payable and the option to Make a Payment and/or to Create an Invoice:

Payment for Application 8786
Your CPD Event application has been approved and you now need to make your payment to complete it.
Once your payment has been made and has been successful, you will receive a receipt of payment by email. Please click the link below to access our secure payment portal and make your payment of £145.00
Make Payment Create Invoice

## Create an Invoice

### Click on the Create Invoice button.

BANT	Enter a purchase order number (leave blank to generate automatica	Sea ally)		(i) 🛎 (
In Association for Nutrition and Lifestyle Medicin	Al/048	NPY	ABOUT US	MEDIA
	Generate Invoice Cancel			
ayment for Application 8788				
Your CPD Event application has bee	n approved and you now need to make your payment to complete it.			
				hast sattal and

You will then see a pop-up window in which you can add your own P.O. number if required by your accounts department; click on the Generate Invoice button for a downloadable/printable copy of your invoice.

Servlet		1/1		¢	<b>±</b>	ē
	BANT 27 Old Gloucester Street London WC1N 3XX generalmanager@bant.org.uk www.bant.org.uk Company Registration No. 3333951	B	Itish Association for Nutrition and Lifestyle Medicine			
	INVOICE					
	AVOKATE Alma Yard Alma Street Shrewsbury Shropshire Shropshire SY3 8QL	INVOICE DATE: 29 DUE: 12/( TERMS: 1	NO. 1235869 /05/2020 06/2020 Net 14			
	P.O. NUMBER AVO48					#
	ACTIVITY		AMOUNT			+
	CPD Autoimmune Seminar		£145.00			

## Pay for CPD Recognition

Click on the Make Payment button then enter your card payment details in the payment portal:

Payment Details	
Card Number Card Number	V/SA 🤐 📖 📖
Expiry MM/YY	Security Code
Cardholder Name Cardholder Name	
🕲 PAY NO	W

Click on Next at the bottom of the payment confirmation page to return to your CPD Provider Dashboard:

Application Payment Receive	id and a second se
Your payment has been ac	cepted. You can print this page as a receipt, but will also receive a receipt of payment by email.
Application Information	
Invoice Number	246-8786
Provider Name	AVOKATE
Email	kalexander@talktalk.net
Application Summary	Provider: AVOKATE, Events: Autoimmune Seminar, Autoimmune Seminar, Autoimmune Seminar, Committee Invited? true
Receipt of Payment	
Payment Status	SUCCESS
Date and Time	29/05/2020 18:22:39
Amount Paid	£145.00
Authorisation Code	12345
Transaction ID	CPD-ACT_NEW-8786_246-19386
Transaction Message	[ test system ] AUTHORISED
	Next >

## View your Existing CPD Applications

To return to applications that you have started and "saved for later" or to check the status of applications that you have submitted, go to the View Existing CPD Applications tab.

 CPD Provider Home
 View my Listed CPD Events
 Apply for CPD Recognition
 View Existing CPD Applications
 Edit Provider Details

 To view events that have been given CPD recognition and listed on the BANT website, go to the View My Listed Events tab.
 To make a new application, go to the Apply for CPD Recognition tab.

 You will need:
 •
 Date(s), Time, Location(s), Booking Details for your CPD Event.
 •

 •
 Full presentation slides, with reference lists (PDF format).
 •

 •
 Full agenda and timetable for the event (PDF format).
 •

 •
 For conferences, where full presentations are not available until closer to the event date, detailed presentation outlines are required, with sample slides.

 •
 An event logo (300 x 300) for listing and advertising.

 To review applications in progress or to pay for approved applications, go to the View Existing Applications tab.

#### Then search by Application Status:

arch here to check the status of your CPD recognition applications, to continue applications that you have started or to make payment for approved applications.	tions
plication status	
Any	~
Алу	
Started	
Submitted	
Approved	
Rejected	
Paid	
Awaiting Activation	
Completed	
Cancelled	

# View your Listed Events

Once you have paid for your approved application, your event will be included under the View My Listed CPD Events tab:

SEARCH EVENTS				Search
ype of Event		CPD Provider		
Алу	~	AVOKATE		~
eywords	Location		Date From	Date To
				-
1	Autoimmune Seminar			
	1 July 2020, 9-004M - 3-00PM			
	The Studio, Manchester Kate Alexander			
	EVENT: Seminar			
	EMAIL: Info@avokate.com			
	CPD HOURS: 3.50 COST (£): 0			
	CUSI (Z). U			

Note that live events will be removed from the Listed CPD Events tab and from the BANT website the day following the date of the event and pre-recorded web-based media will be removed after 3 months. (Once a live event has passed it will automatically be included in the list of events available for selection in the BANT Members' CPD Log; pre-recorded web based media events will be available for selection in the BANT Members' CPD Log from the date of listing.)

You will be able to view your past events by going to the View Existing CPD Applications tab and searching for Completed applications:

