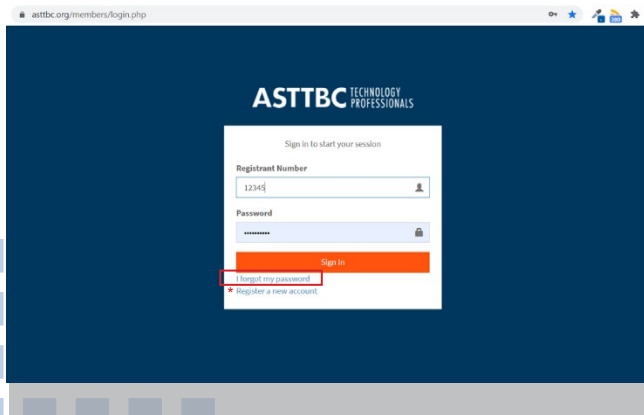


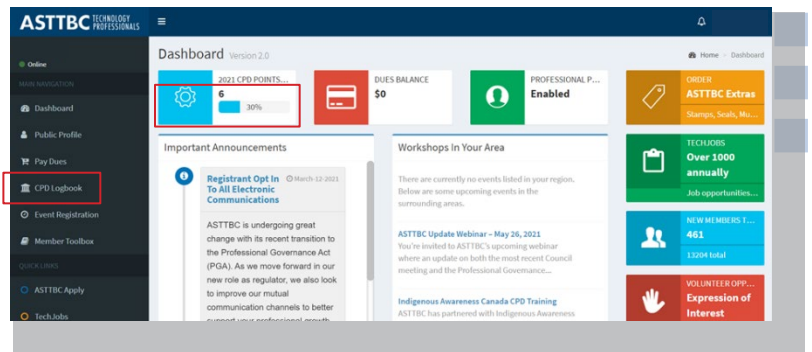
Reporting Guide



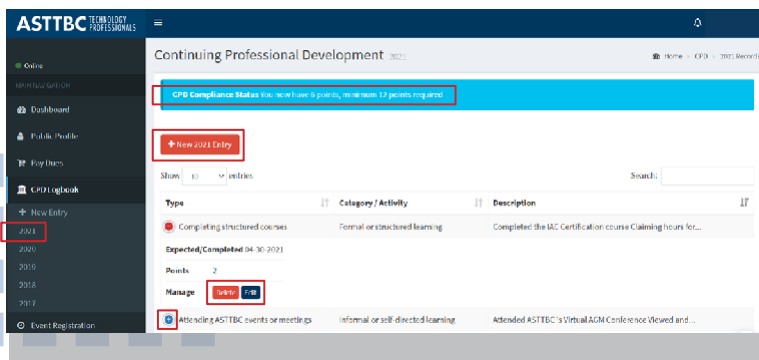
1. To start the process of logging your CPD hours, click on the 'Registrant Login' button anywhere on the ASTTBC website or type the following address in the URL search bar: <https://asttbc.org/members/login.php>

2. Enter your credentials and click 'Sign In'. Forgot your password? Click on the 'I forgot my password' link and follow the directions.*

3. After signing in, you will see your dashboard, including your CPD progress bar.



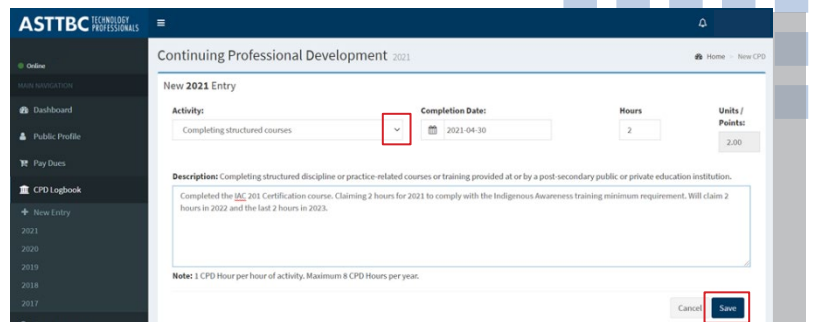
4. Click on the 'CPD Logbook' on the left side bar, a drop-down menu will appear. Click on the current CPD annual cycle -



5. Your CPD Logbook shows the number of CPD hours/points required for the annual cycle, and all your entries to date.

6. Click on the 'New Entry' button to add an entry. You can view and delete or edit an entry by expanding/clicking the blue plus button.

7. The 'New Entry' window shows various fields. Select an activity that best describes your CPD entry, select the completion date, enter the number of hours, and type in a description.



8. Your CPD hours/points will be automatically calculated based on the selected activity. Click 'Save'.

*If you don't have an account yet but you are a current registrant, please follow the directions upon clicking the 'Register a new account' link.