

CPD Event Organiser Online User Notes

We are confident that you will find our system easy to use. If you do experience any difficulties the notes below will more than likely help or alternatively you can contact us for guidance. Log onto the BASIS website: www.basis-reg.com. Click on 'BASIS Professional Register' then on 'CPD Event Organiser Login'.

Login

The page you will see looks like this. On your first visit to the site you need to do one of two things. If you are already known to BASIS as an Approved Trainer or CPD Event Organiser, please click on the 'Forgotten Password' link. You will be asked to type in the Event Organiser email address (the company email address not necessarily your own) and then shortly after sending, a return email with your password details will be sent to the company email address. If you are new to BASIS then please click on the 'Register' link and complete the information required to receive your login details.

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CPD Event Organiser Login

Welcome to the BASIS Professional & PROMPT Registers secure area for Training Providers and CPD Event Organisers.

Please contact nick@basis-reg.co.uk to be set up as an online event organiser under your account or your company account, he will be more than happy to do this for you and guide you through the process.

For those not familiar with the online CPD application service, we have [user notes](#) to assist. Alternatively, please [contact us](#) for help.

From October 2009 CPD Point Applications will be moving to a completely online system so it's time to ditch or recycle those paper forms!

LOGIN REGISTER FORGOTTEN PASSWORD

Please enter your Email address and Password then click login to access the CPD Event Organiser members area.

Email Address:

Password:

Login >>

CPD Event Organiser Member Area

Once in the secure area you will see this screen. Your events are listed here and there are 3 options available to you. You can either; key in a new event, copy an existing event or add CPD event attendance.

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CPD Event Organiser Member Area

You are now in the secure area for the CPD Event Organisers. From here you can use our online form to register your event for CPD, add attendees and copy an existing CPD event if you have extra dates. You will receive your reference number and CPD points shortly.

If you are unfamiliar with the online CPD application process we have some [user notes](#) to refer to or you can [contact us](#) for advice.

Thank you for using our online facility.

Code	Title	Points	Start Date	End Date	Select
E/0143/0708/d	Made up event	7	01/11/2007	01/11/2007	<input type="checkbox"/>

[Add CPD Event Attendance](#) [Copy Existing CPD Event](#) [New CPD Event](#)

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New CPD Event

The online CPD Event Form asks for contact, address, event, date, venue, evaluation, trainers and supporting information some fields e.g. contact, address and venues will have drop down fields of the names and addresses that have been used in the past.. The more often the online form is used the easier it becomes to use as it compiles information about the organisation, the users and the venues used, so for these details which are often common to many events the information will not have to be typed in repetitively. Please include postcodes where indicated as it helps us to identify people and places correctly. A syllabus or programme can be attached to the application to assist us with evaluation of the event and you can also add any additional comments at the bottom of the form. This will then generate an email directly to Michele ready for adding points, this will then be processed and an attendance list will be emailed to you - the organiser - by Nick. Please note – if you attach an agenda, do not go back and amend the form as the attachment seems to de-attach itself!

The application form looks like this:-

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CPD Event Organiser New Event

Complete the form below to register your event for BASIS CPD points. If required, **user notes** are available to assist.

Please let us know if you would like your event to appear on the BASIS Diary of Events (including the postcode for your event venue).

Thank you for using our online facility. Once registered, we will be in touch with your reference number and CPD points.

Please complete the form below with details of your event. It is essential that the entire form is completed for your event to be considered for CPD evaluation.

ORGANISER CONTACT INFORMATION

Contact:

Address:

EVENT INFORMATION

Scheme:

Event Title:

NRoSO Points Required: Yes No

Publish On Website: Yes No

Start Date:

End Date:

Venue:

Venue (New Address):

Start Time:

End Time:

Number of Hours:

Event Summary:

Syllabus/Programme:

Expected Attendees:

Event Activity:

TRAINER/SPEAKER DETAILS (FULL NAME & POSTCODE PLEASE)

Copy Existing Event

CP/6729/0708/a	BASIS NSK	15	27/02/2008	28/02/2008	<input type="checkbox"/>
CP/6732/0708/a	BASIS NSK Refresher	8	04/03/2008	04/03/2008	<input type="checkbox"/>
CP/6731/0708/a	BASIS NSK	15	05/03/2008	06/03/2008	<input type="checkbox"/>
CP/6736/0708/a	BASIS NSK Refresher	8	11/03/2008	11/03/2008	<input checked="" type="checkbox"/>
CP/6734/0708/a	BASIS NSK Refresher	8	12/03/2008	12/03/2008	<input type="checkbox"/>
CP/6735/0708/a	BASIS NSK	15	12/03/2008	13/03/2008	<input type="checkbox"/>
CP/6733/0708/a	BASIS NSK	15	13/03/2008	14/03/2008	<input type="checkbox"/>

[Add CPD Event Attendance](#)

[Copy Existing CPD Event](#)

[New CPD Event](#)

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Once the initial application for your event has been approved you have the option to copy that entry and edit it with new contact, address, date and/or venue details. Just tick the box alongside the event to be copied and complete the form in the normal way.

Add CPD Event Attendance

Attendees at your event can be entered against your online entry. Select the appropriate entry from your list of events and click on 'Add CPD Event Attendance'. Below is the next screen you will see. You will need the membership number of the attendee, a piece of information which they are asked to provide when signing in at the event. A list of attendees is compiled and you are asked to 'Save Member Attendance Information' when complete. Upon saving this information the records of those attendees will be automatically updated.

CPD Event Organiser Add Event Attendance

To record an attendee at your event please use the form below. You are reminded that to submit this information you must have the members full name and their Register Membership No. If incomplete information was gathered at the time of the event or it is keyed in incorrectly the system will not accept the entry. Should you need assistance **please contact us**.

Thank you for using our online facility.

Please enter the attendee's register membership number and then click 'Add Member Attendance' to add each attendee to the list. When finished please click 'Save Member Attendance Information'.

Membership Number:

[Add Member Attendance >>](#)

Forename	Surname	Date of Birth	Remove
Robert W	Simpson		Remove
Paul William	Singleton		Remove

[Cancel](#)

[Save Member Attendance Information](#)

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Thank you for using our online facility. For us to continue to improve our service we rely on feedback from users, therefore if you have any comments to make please contact us via the details below.

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