Simple guide to CPD logs on the SOBHD website

1. Registering for an account

- Open internet explorer

- Go to the www.sobhd.net page

- Click on 'Members Area'

- Click on 'here' if "Not got an account? Request one here"

- Fill in the boxes:

- Click 'submit request'

- Wait until the SOBHD Website Committee deals with the request and sends you a user name and password for accessing the SOBHD members area.

2. Logging In

- Open internet explorer

- Go to the www.sobhd.net page

- Click on 'Members Area'

- Enter your username in the 'Username' box. (This will be your first name followed by a dot and then your surname with no spaces in between. e.g. 'christine.lacey')

- Enter your password in the 'Password' box.

- Optional: Tick the 'Remember me' box if you want the computer to remember your password.
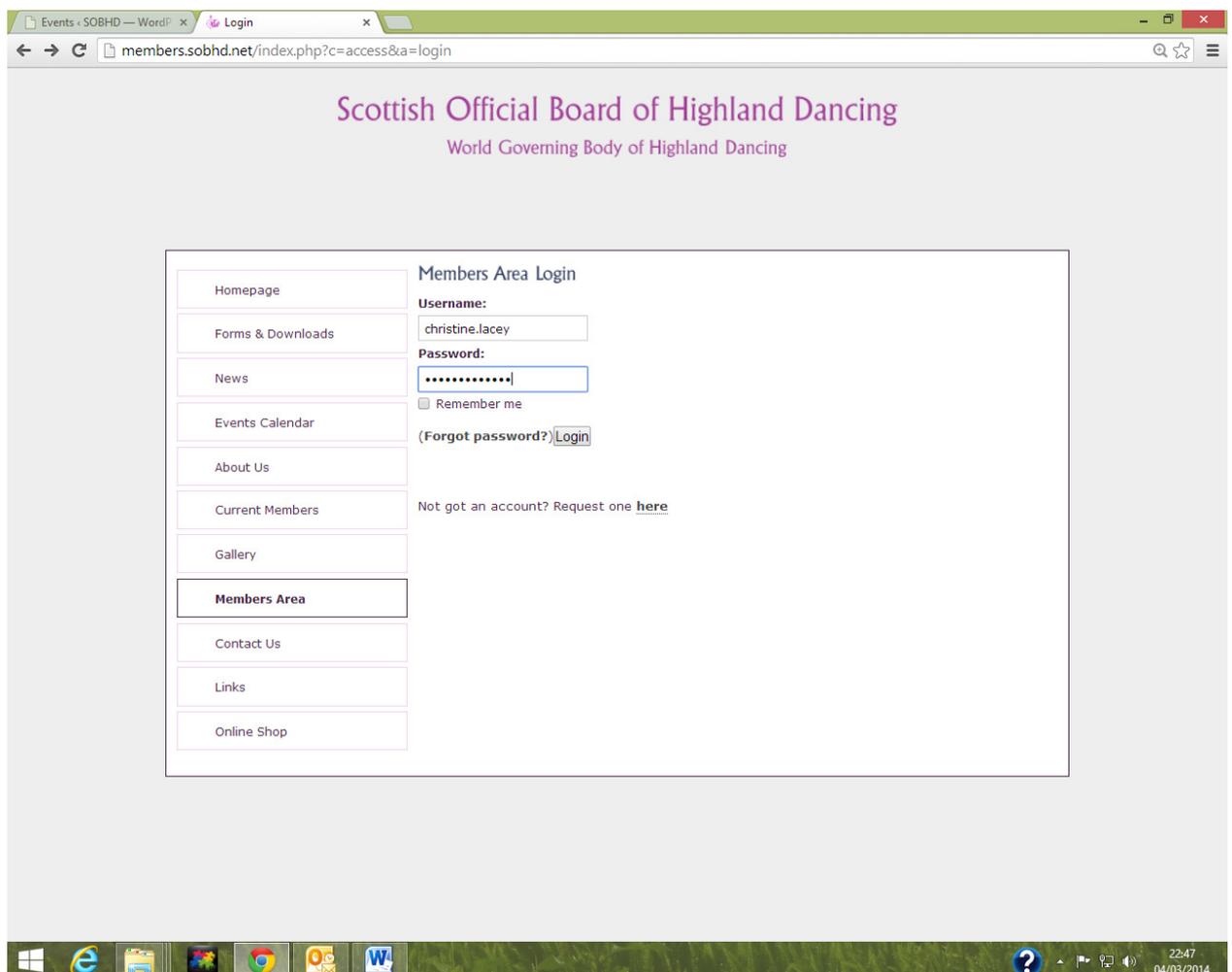
- Click on the 'Login' box

3. Changing your Password

- Log in as set out in 2 above

- Click on 'Account' in the top right hand corner of the screen

- Click on 'Change Password' on the left hand side of the screen

- Enter current password in the 'Old password' box

- Enter desired new password in the 'Password' box and in the 'Repeat password' box

- Click on the 'Change password' box

4. Finding the CPD log form

- Log in as set out in 2 above

- Click on 'Judges' on the left hand side of the screen

- Click on 'Files' on the left hand side of the screen

- Click on 'CPD log and CPC' in the 'Folder' list on the left hand side of the screen

- Find the 'CPD log template' in the list of files.

    o There will be three versions of the CPD log:

        ▪ One 'excel 'version which adds up your CPD hours for you if you fill it in using the computer;

        ▪ One 'word' version; and

        ▪ One 'pdf' version.

    o Choose the version of the CPD log which you feel most comfortable using. All three versions can be printed off and filled in using a pen. Alternatively, the 'excel' and 'word' versions can also be filled in using the computer.

- Click on 'Download' for the version of the CPD log you have selected.

    o You might get a pop up box asking 'Do you want to open or save....?'. If you do click the 'Open' box.

    o The version of the CPD log that you have selected should appear on your screen.

- Click 'file' (top left of screen), then 'save as', then find the location on your computer where you'd like to save your CPD log.

5. Filling in the CPD log form

5.1 Option 1 – Print out and fill in using a pen

- Find the CPD log form on your computer (see step 4 above) and open the file.

- Print the document.

  o Note, if you're using the 'excel' version you'll need to click on the following tabs, at the bottom of the screen, in turn and print each one: 'Procedure'; 'CPD_log – overview'; 'CPD_log - Approved CPD'; 'CPD_log - Personal Dev'; and 'Competition and evaluation log'

- Fill in the form referring to the guidance notes as required

  o (The guidance notes can be found in the 'Judges' section of the SOBHD website following the steps outlines in 4 above. The file is called 'Guidance notes for CPD log'.)

- Ensure your completed CPD log arrives with the SOBHD Director of Administration (by post or by scanning and e-mailing) before 31 October.

  o N.B. Remember to send your Online CPD certificate(s) to the SOBHD Director of Administration with your completed CPD log if you are counting the Online CPD as 'Approved CPD' hours.

5.2 Option 2 – Fill in using the computer (N.B. This option cannot be completed using the 'pdf' version of the CPD log)

- Find the CPD log form on your computer (see step 4 above) and open the file.

- Fill in the form referring to the guidance notes as required (Press the 'F9' key after filling in the form to ensure the form fully updates and remember to click 'file' (top left of screen), then 'save'.)

  o (The guidance notes can be found in the 'Judges' section of the SOBHD website following the steps outlines in 4 above. The file is called 'Guidance notes for CPD log'.)

  o The instructions on the 'Procedure' tab provide further guidance on populating the 'excel' version of the CPD log.

- Ensure your completed CPD log arrives with the SOBHD Director of Administration (by e-mail or by printing off and posting) before 31 October.

  o N.B. Remember to send your Online CPD certificate(s) to the SOBHD Director of Administration with your completed CPD log if you are counting the Online CPD as 'Approved CPD' hours.