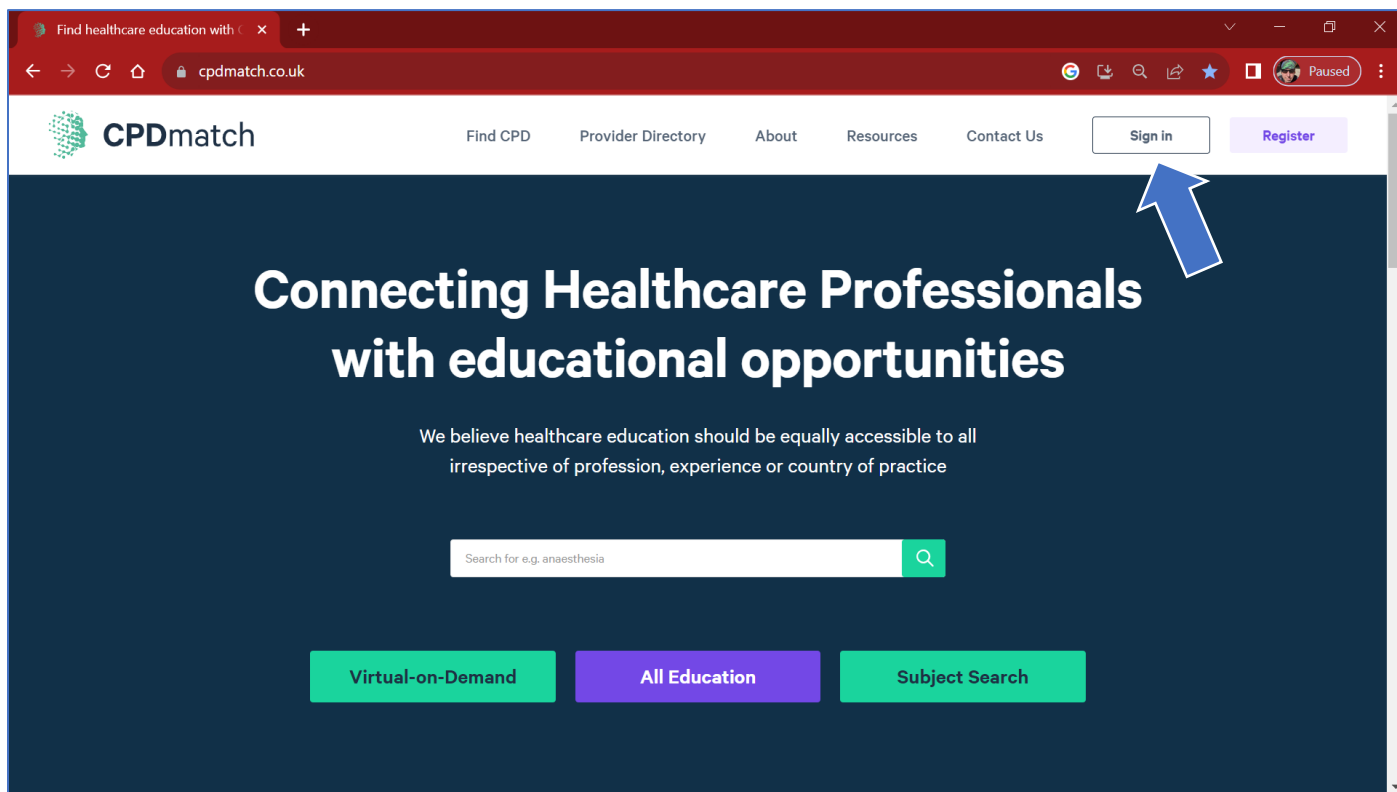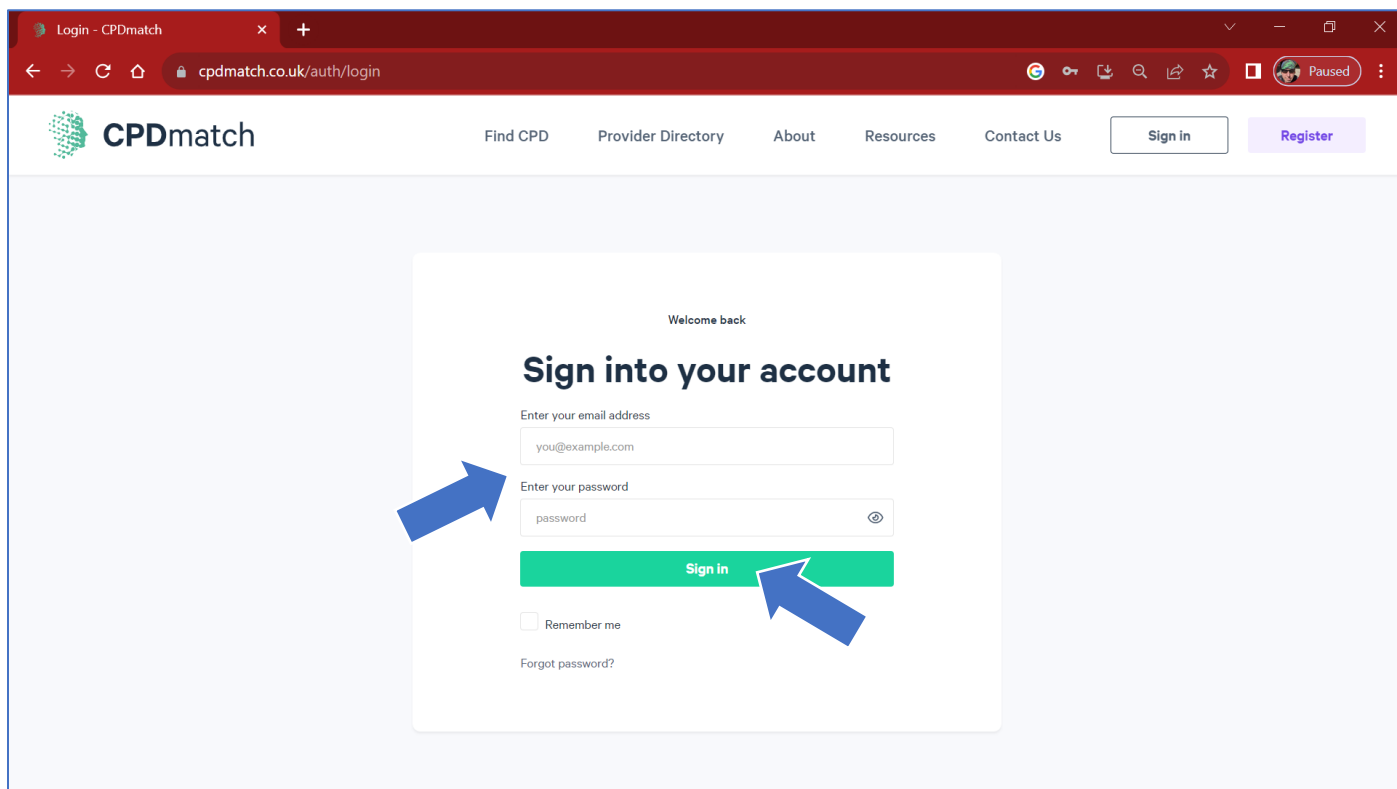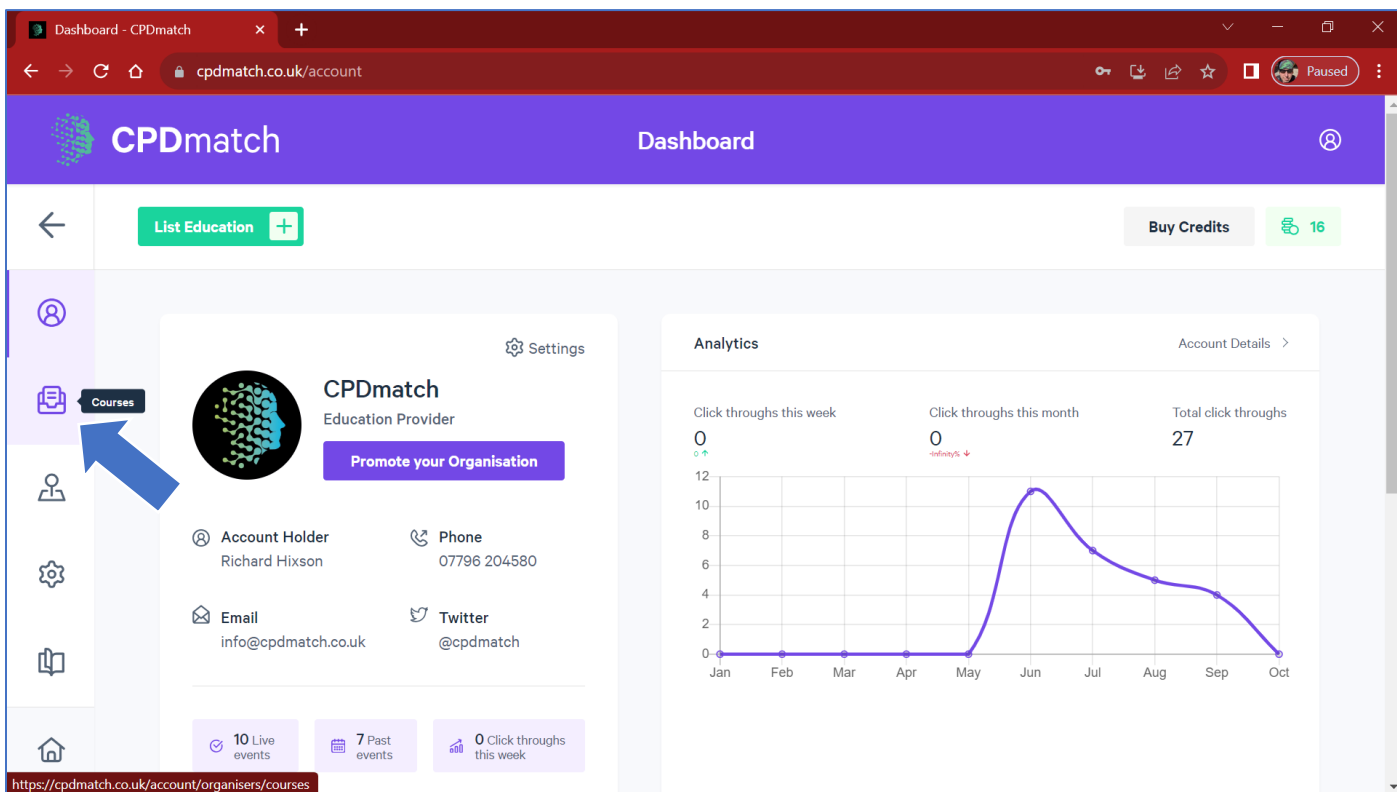# Using your CPDmatch account for the first time

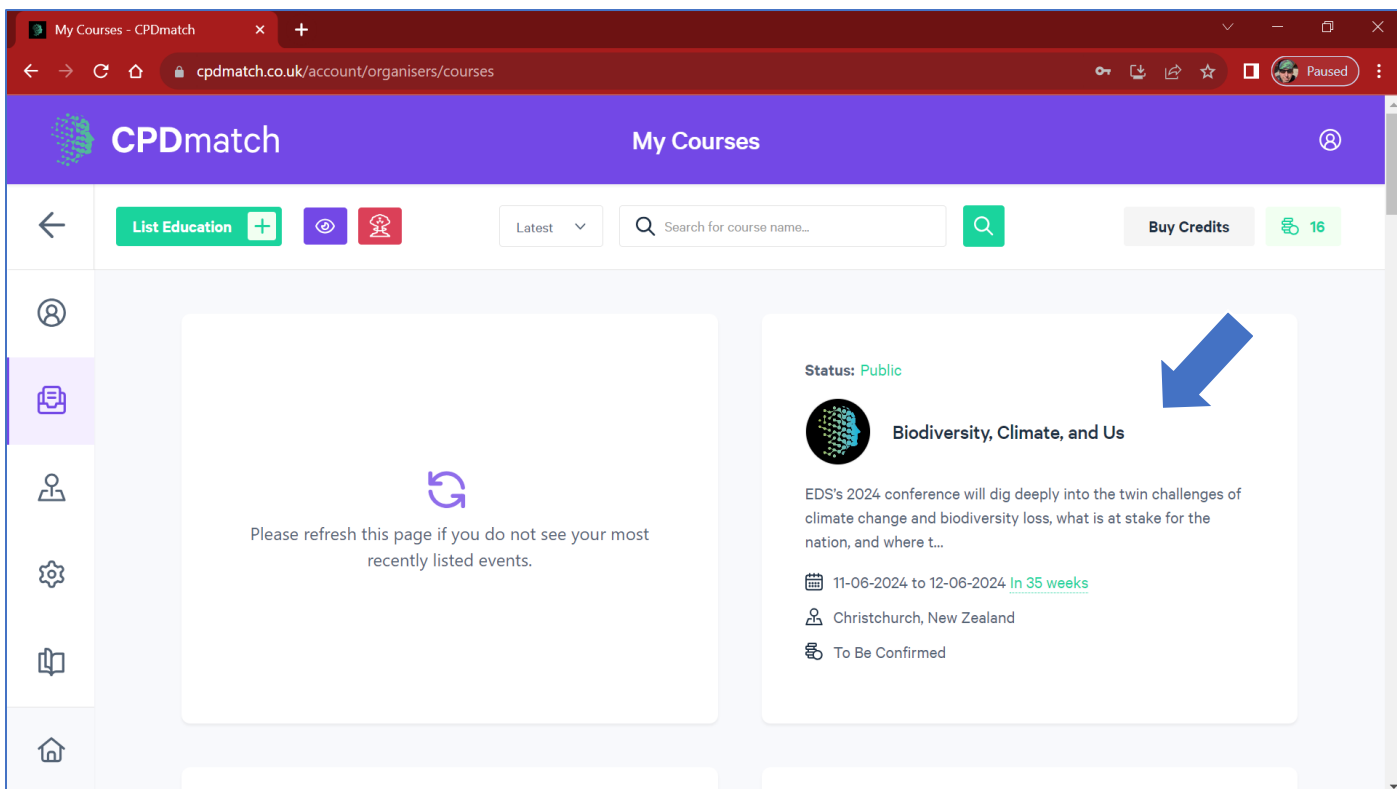Go to www.cpdmatch.co.uk and click on Sign in:

Enter the email address (username) and password we've provided and click on Sign in:
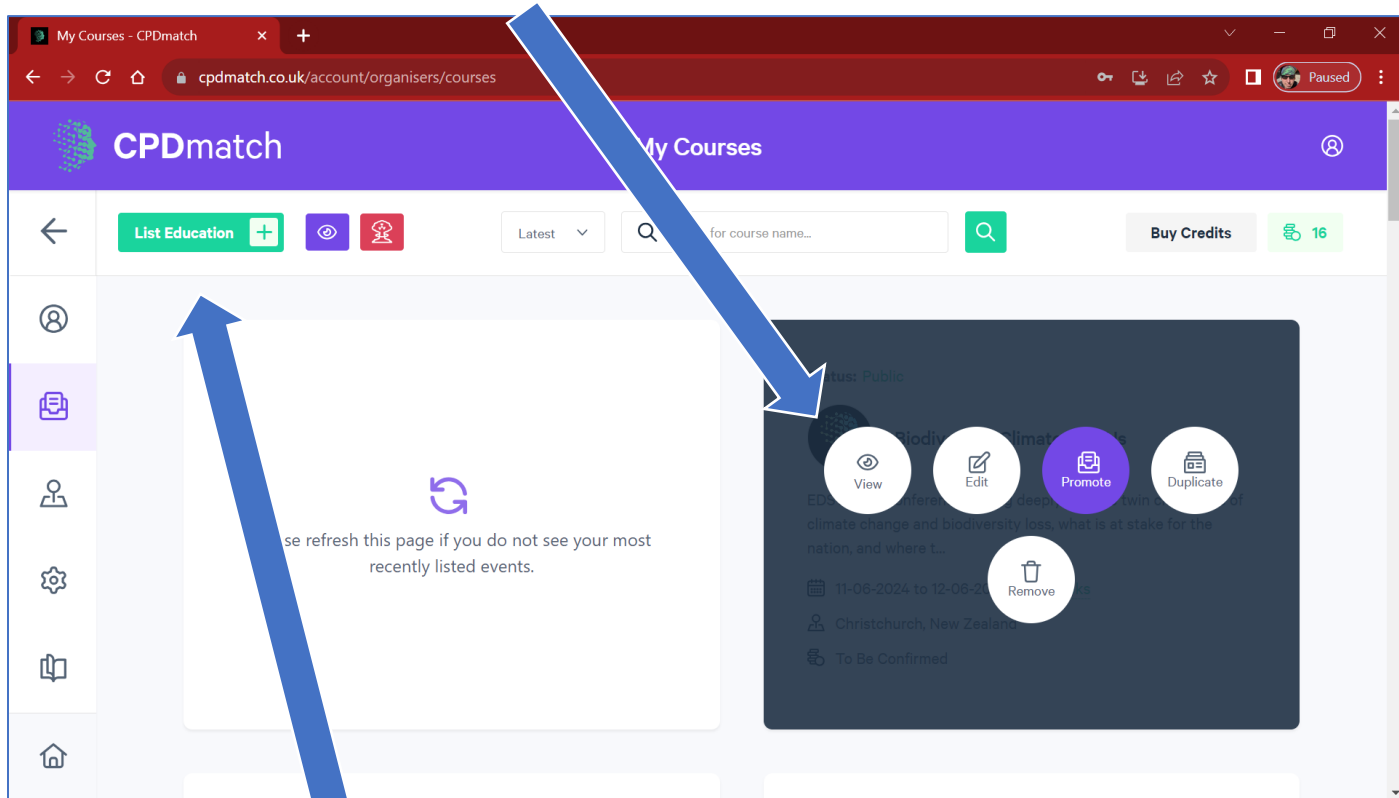
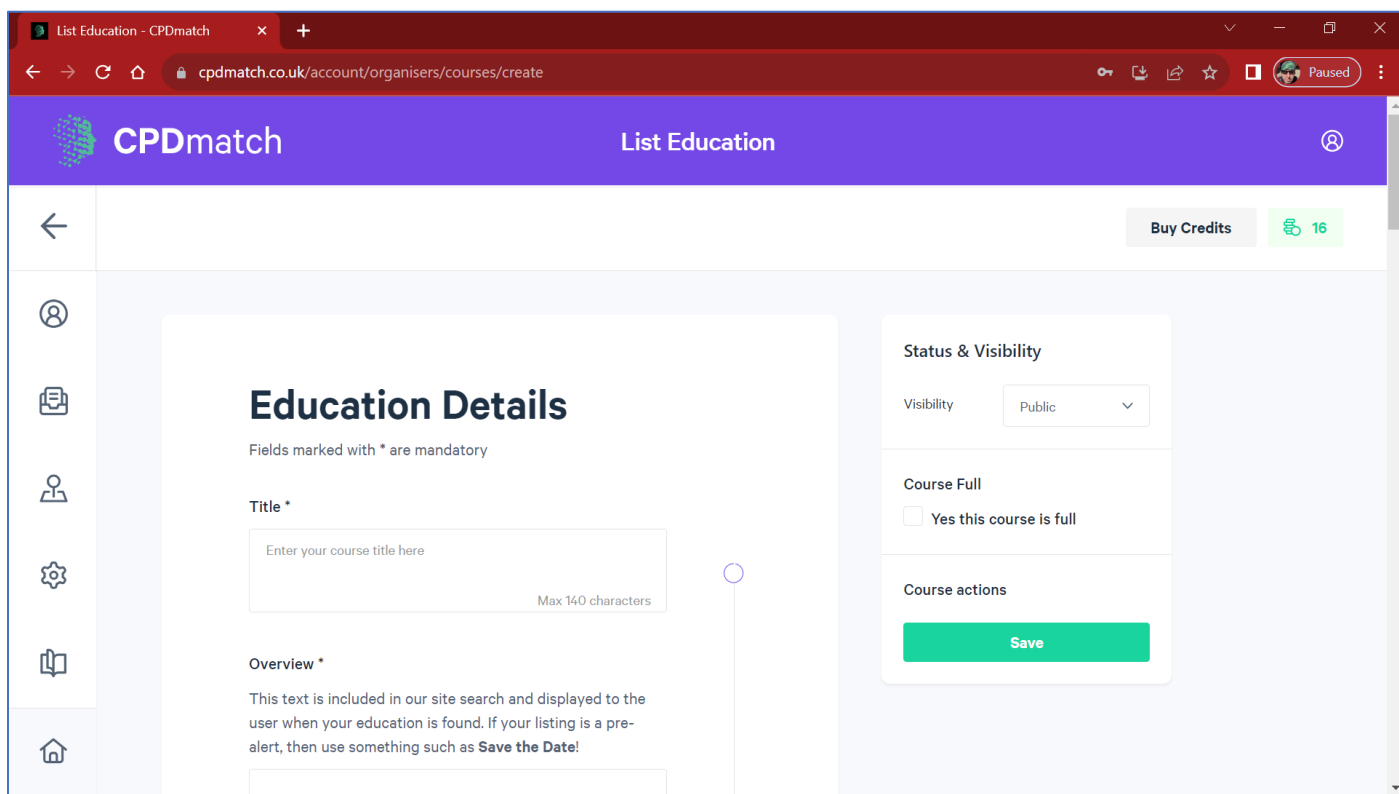You will now see your Dashboard. Click on the Courses button.....

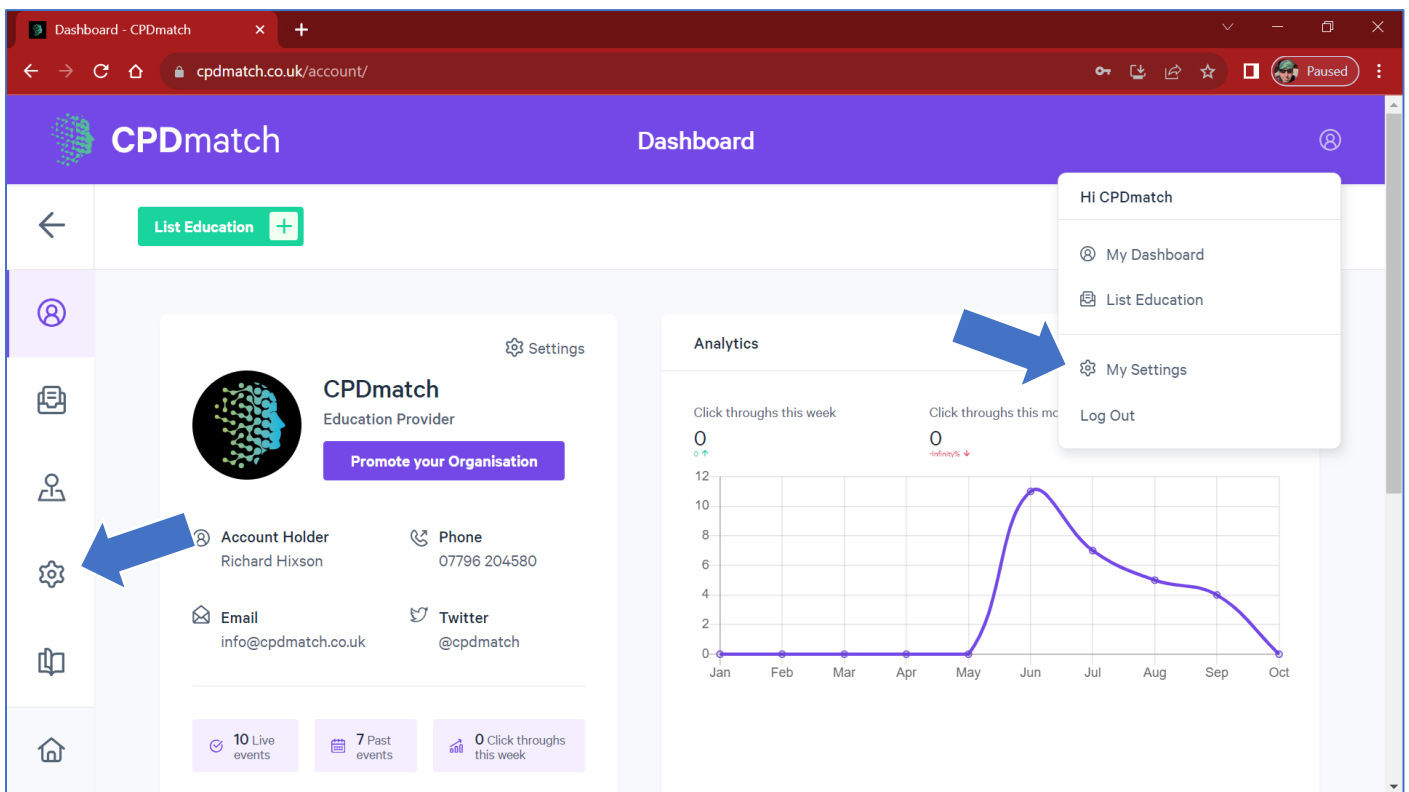.....and you'll be shown any education we've listed on your behalf:

Click on an advert to be shown five options for an existing event.....

.....or on the top left **List Education** button to add a new on-site or virtual course, conference, study day, webinar or even an article which once read, also counts as CPD.

Your account profile can be accessed by clicking on either these 2 buttons:

This is where you can amend your user information, payment details, notifications, or account settings (e.g., change your email address/password or delete your account completely).
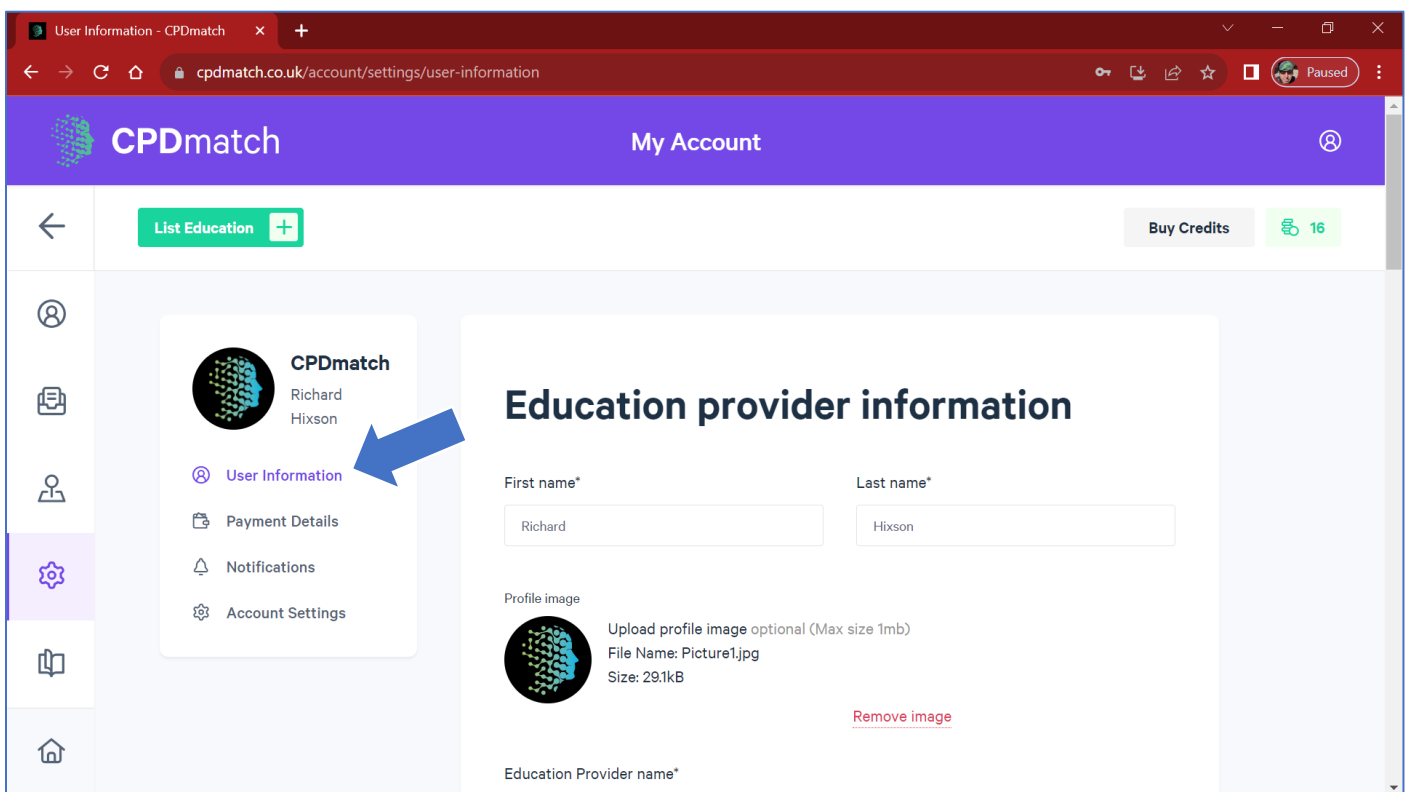

We do not want you to ever delete your account so please contact us at cpdmatch@gmail.com if you have any comments or questions.
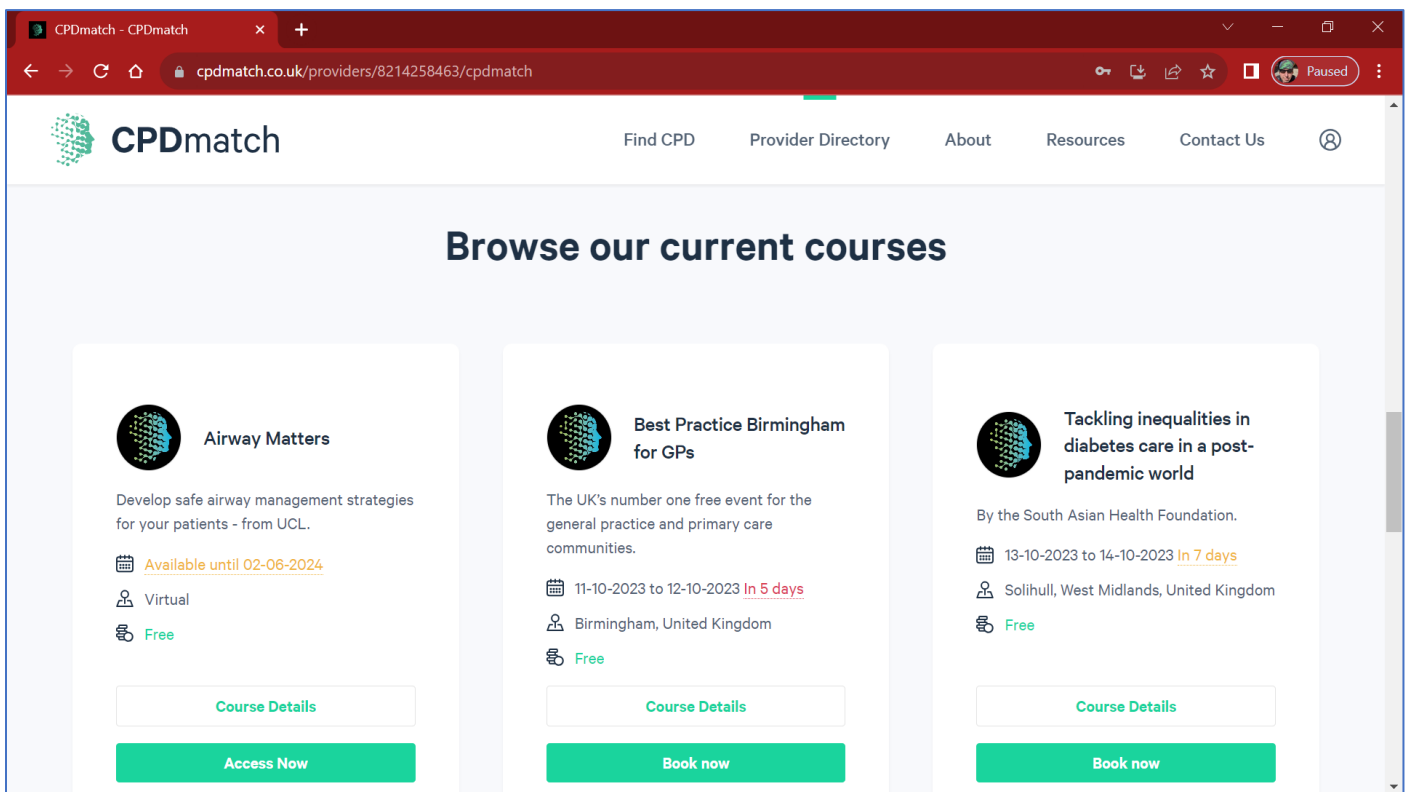
User information includes a free text section which is displayed in our provider directory: who you are/what you do and your default subjects of interest. It is worth spending time to ensure the information is comprehensive as we've found Google really likes these pages:
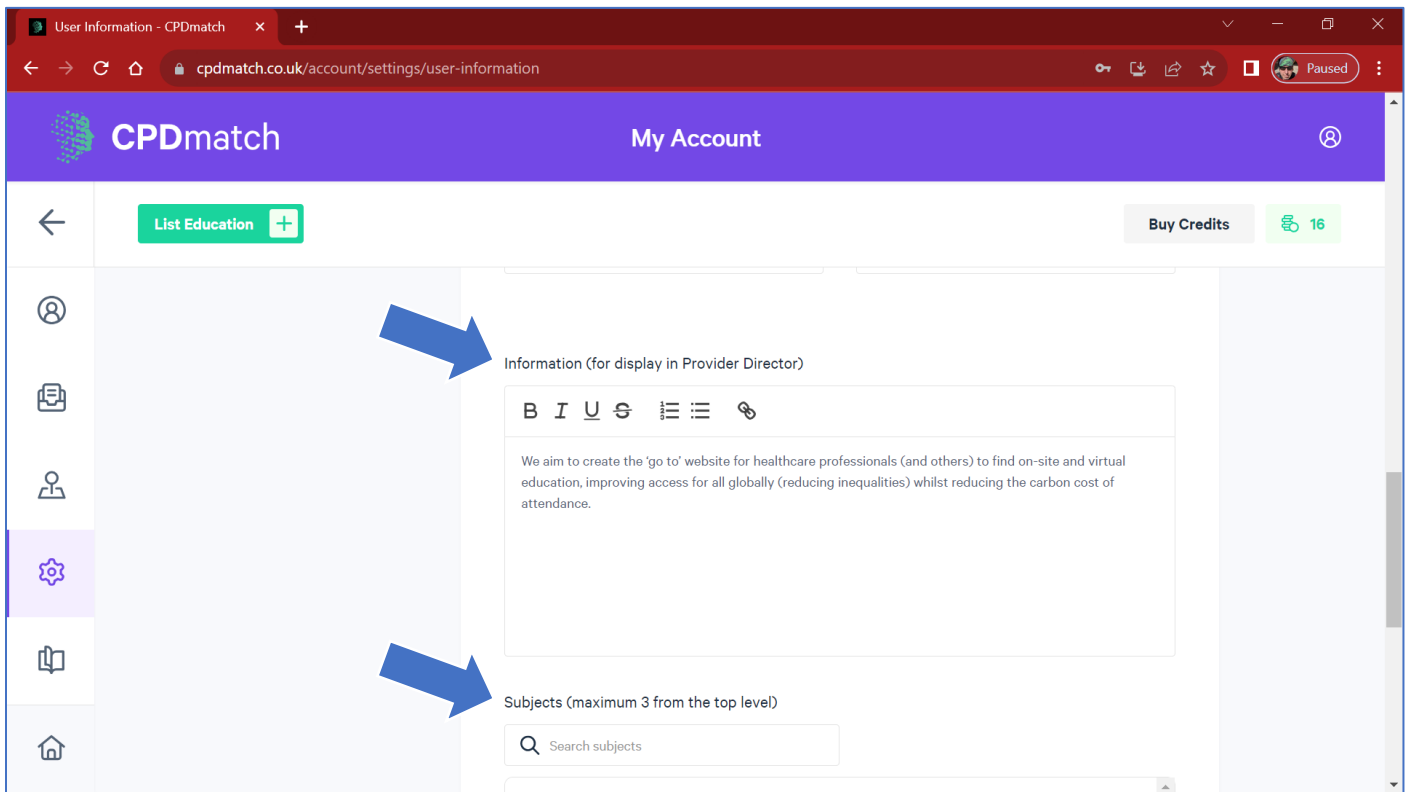
Click on your icon or organisation name in the dashboard to view your public provider directory entry:
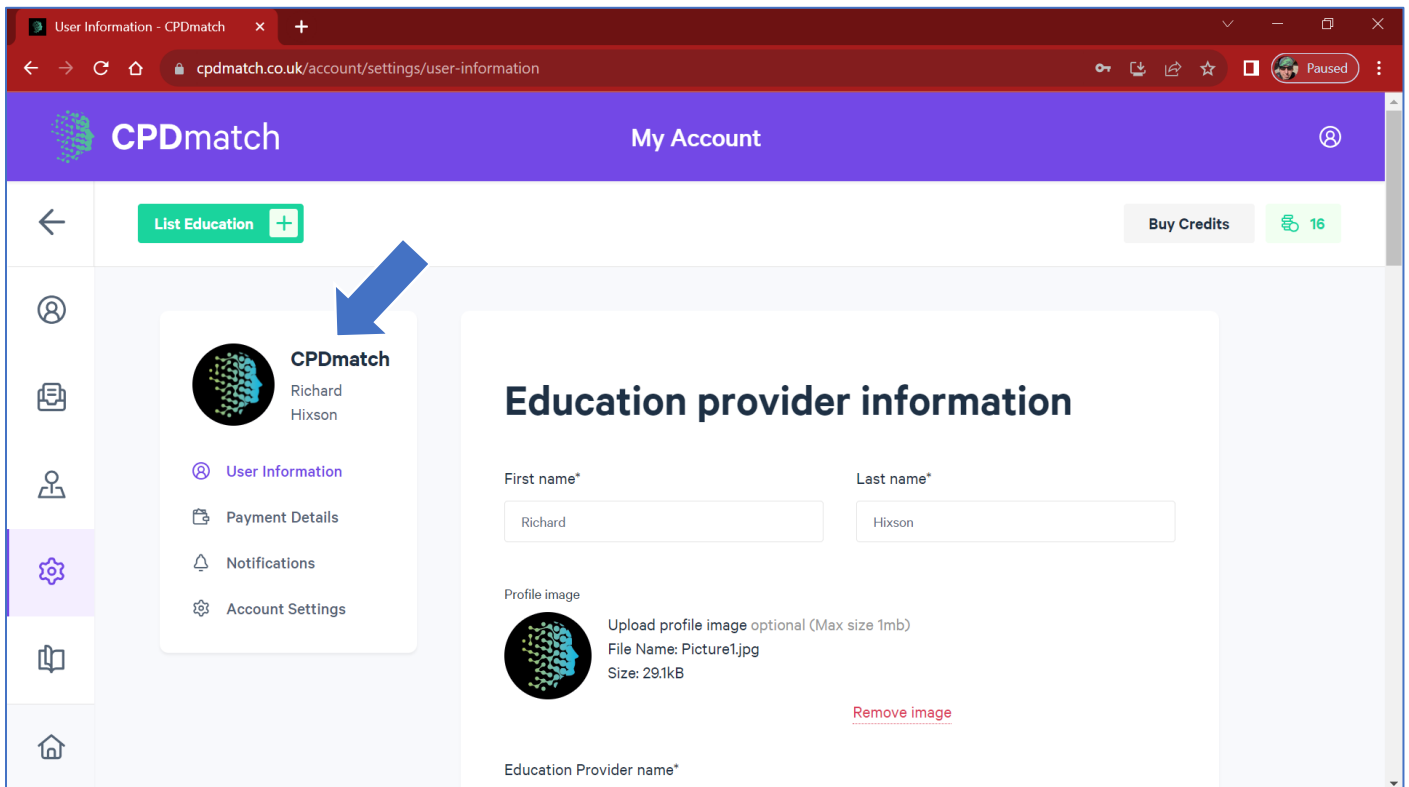
And if you scroll to the bottom, you'll see the education your presently have listed all in one place.

There is lots of guidance to help you on our RESOURCES page https://cpdmatch.co.uk/resources such as:

- Listing guidance (including how to promote an event).
- How to introduce CPDmatch into an organisation.
- Advertising an organisation, service, or product on a Mid Position Unit.
- Sustainable Conference Guide.

We hope you find CPDmatch a useful resource to help you with your marketing.