

ADDING PROFESSIONAL MEMBERSHIPS

The **Professional Memberships** section is the area in which you can detail all of your Professional Memberships. You can add all of your current memberships and

then keep the section up to date with any memberships you may have in the future.

Try This Yourself:

Before trying this ensure that you have logged on to the Gateway and accessed the My CPD area

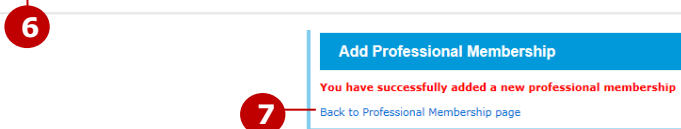
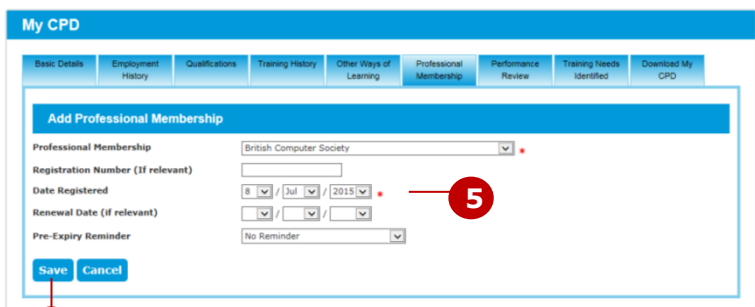
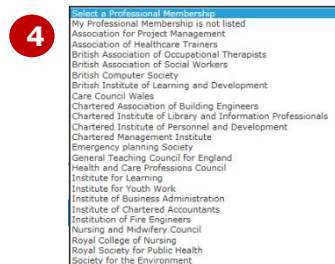
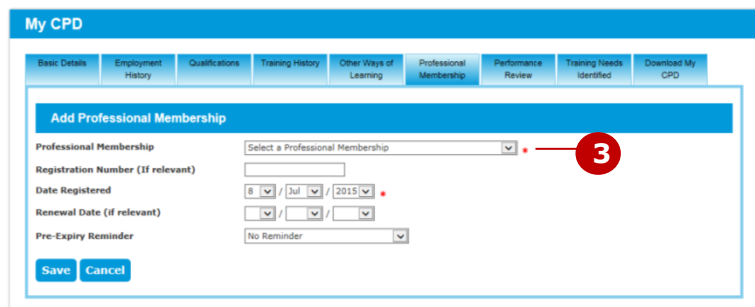
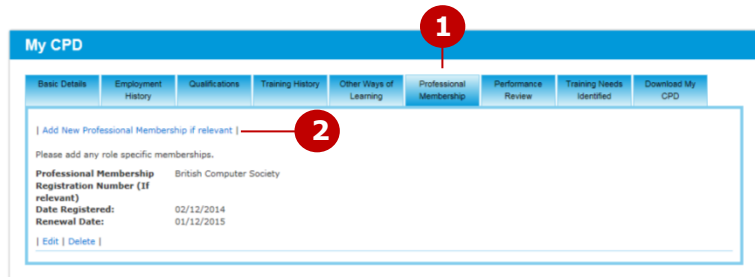
- 1** Click the **Professional Membership** tab
- The memberships section will appear*
- 2** To add a new membership click **Add New Professional Membership if relevant**
- 3** Click **Select a Professional Membership**

A list of qualification types will appear

- 4** Click the correct membership
- 5** Complete the rest of the form with the relevant information
- 6** Click **Save**

*A message will appear saying **You have successfully added a new professional membership***

- 7** Click **Back to Professional Membership page**
- Your Membership will now appear*



For Your Reference...

1. If your membership is not listed please select the option **My Professional Membership is not listed** within the drop down subject bar (step 4 above), where you will be able to add additional Memberships

Handy to Know...

- You can amend any of your professional memberships here by clicking **edit**