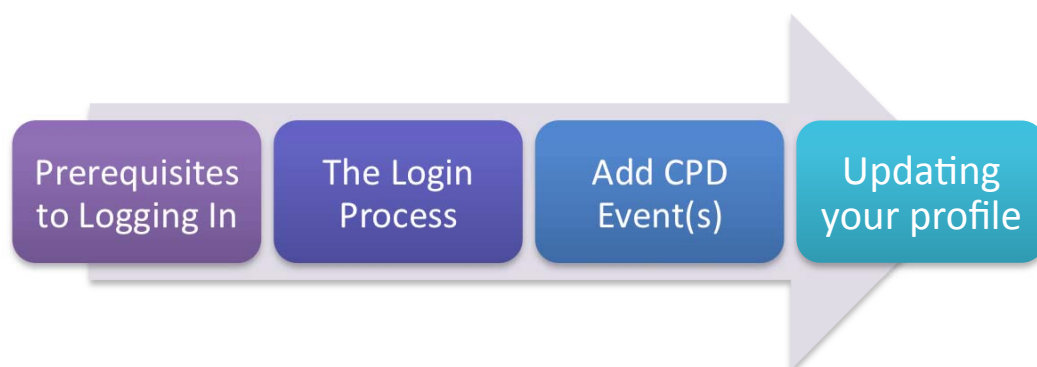


Member Introduction

Introduction:

This guide is designed to walk you through the major features in the Member Portal of Evolve. With this guide you will learn how to log into Evolve, add a CPD Event, and update your member profile.



Step 1: Browser Pre Requisites

Before logging into Evolve we recommend you check that your computer has a modern web browser. Evolve has been tested with the following browsers, all passing the security requirements needed to handle your CPD data and member profile include:

- Internet Explorer 7 (Best Experience)
- Internet Explorer 8
- Firefox 2
- Firefox 3 (Best Experience)
- Apple Safari 3 (Best Experience)
- Apple Safari 4
- Opera 9
- Opera 9.5
- Google Chrome Beta

Note: Evolve will work with Internet Explorer 6.0 however we discourage this due to its propensity to be easily hacked and hijacked by Trojans, add-on toolbars and the like. To upgrade your firefox or internet explorer the following links should be used:

Upgrade to Internet Explorer 7 – www.microsoft.com/ie
Upgrade to Firefox 3 – www.firefox.com



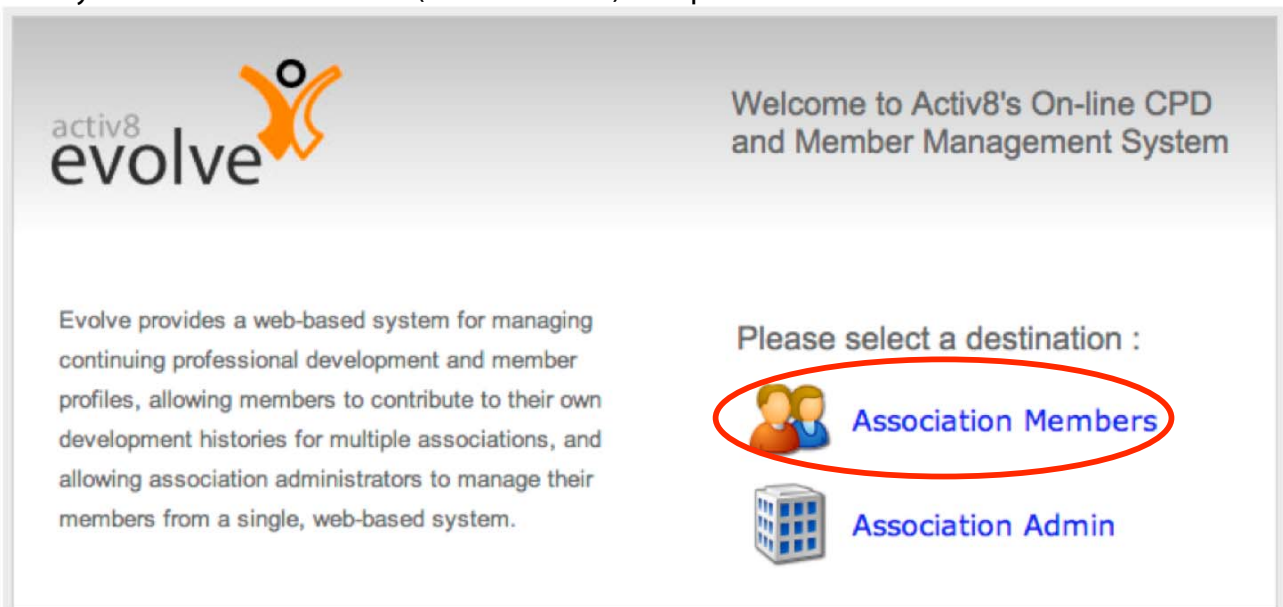
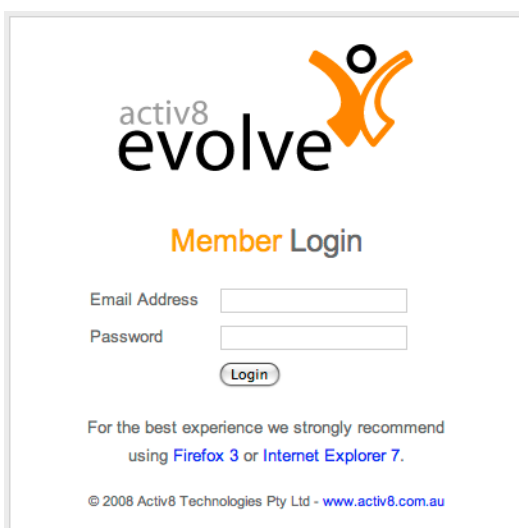
Member Introduction

Step 2: Logging into Evolve

Your association will have provided you with a username and password. Your username is typically your primary email address. Visit the following web site and click on the Association Members link highlighted below:

<http://www.activ8evolve.com>

Enter your member username (email address) and password:

A screenshot of the Activ8 Evolve website's main interface. At the top left is the 'activ8 evolve' logo. To the right, the text reads 'Welcome to Activ8's On-line CPD and Member Management System'. Below the logo, a paragraph describes the system's capabilities. On the right side, under the heading 'Please select a destination:', there are two options: 'Association Members' (with a red oval around it and a person icon) and 'Association Admin' (with a building icon).A screenshot of the 'Member Login' page. It features the 'activ8 evolve' logo at the top. Below the logo, the text 'Member Login' is displayed. There are two input fields: 'Email Address' and 'Password'. A 'Login' button is positioned below the password field. At the bottom, there is a recommendation to use Firefox 3 or Internet Explorer 7, and a copyright notice for 2008 Activ8 Technologies Pty Ltd.

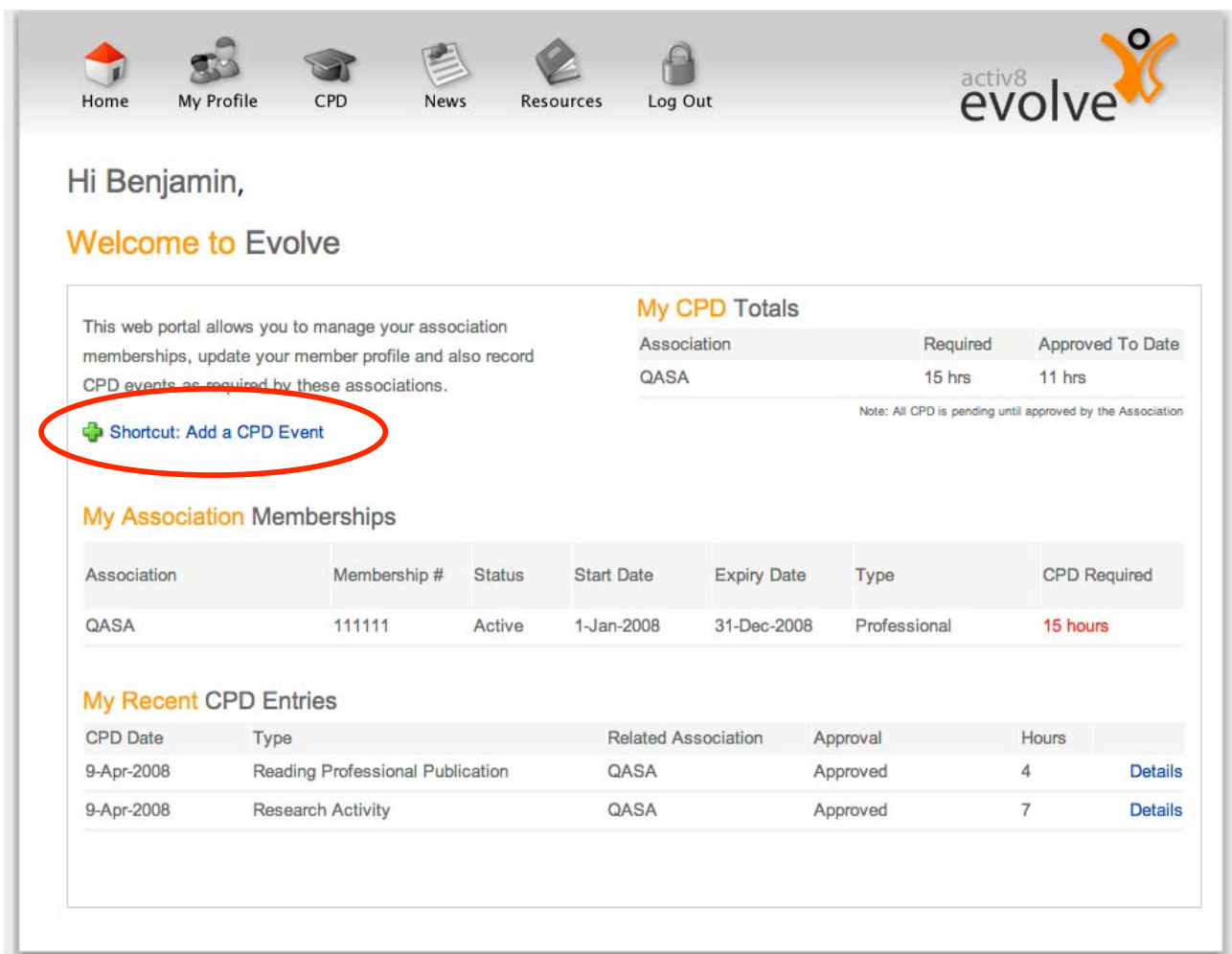
Member Introduction

Step 3: Add CPD Event

After logging in the Member Home page will open. You can access the various parts of the system using the icons across the top. To add a CPD event we have three options:

- 1) Click the Green Arrow on the home page that has the Shortcut to add a CPD Event
- 2) Click the CPD icon at the top of the screen and then click the Add CPD Event link
- 3) Open your "My Profile" from the icon at the top, then select CPD, then add the event

In this case we are just going to click the "Shortcut" - #1 above as highlighted below.



Home My Profile CPD News Resources Log Out

Hi Benjamin,
Welcome to Evolve

This web portal allows you to manage your association memberships, update your member profile and also record CPD events as required by these associations.

My CPD Totals

Association	Required	Approved To Date
QASA	15 hrs	11 hrs

Note: All CPD is pending until approved by the Association

Shortcut: Add a CPD Event

My Association Memberships

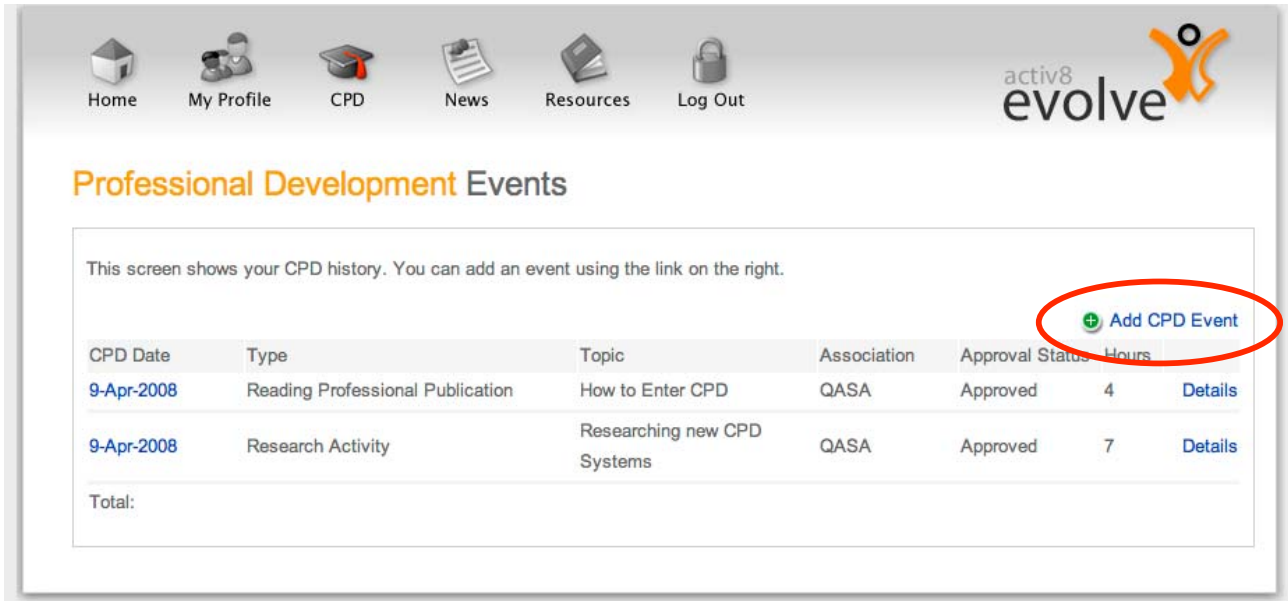
Association	Membership #	Status	Start Date	Expiry Date	Type	CPD Required
QASA	111111	Active	1-Jan-2008	31-Dec-2008	Professional	15 hours

My Recent CPD Entries

CPD Date	Type	Related Association	Approval	Hours	
9-Apr-2008	Reading Professional Publication	QASA	Approved	4	Details
9-Apr-2008	Research Activity	QASA	Approved	7	Details

Member Introduction

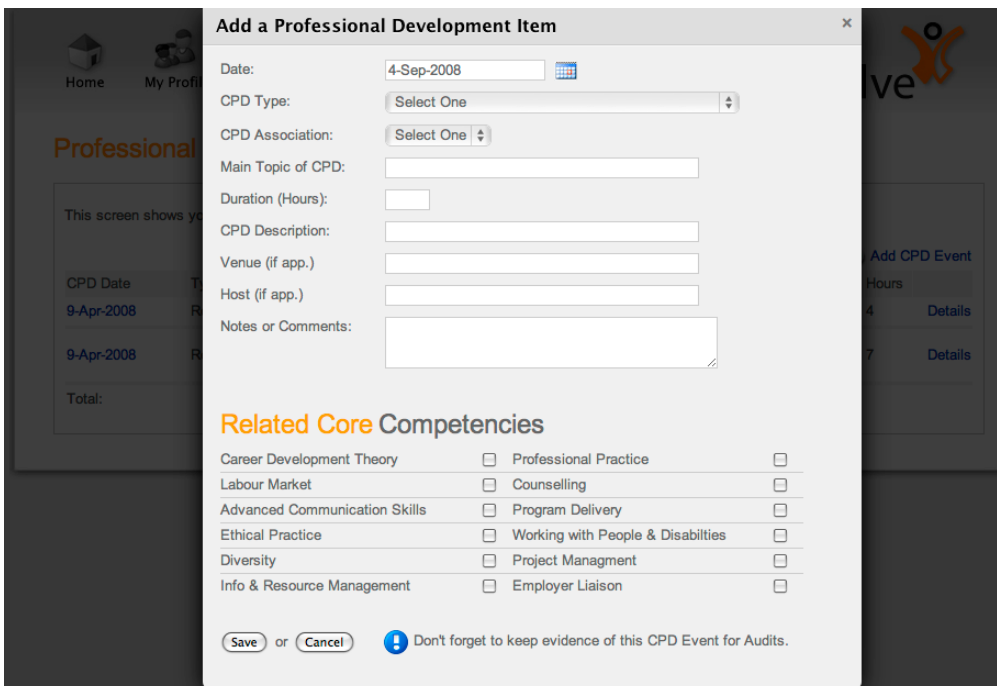
A screen showing your professional development history will open, and you can click the link on the right to add a new CPD Event as shown below:



This screen shows your CPD history. You can add an event using the link on the right.

CPD Date	Type	Topic	Association	Approval Status	Hours	
9-Apr-2008	Reading Professional Publication	How to Enter CPD	QASA	Approved	4	Details
9-Apr-2008	Research Activity	Researching new CPD Systems	QASA	Approved	7	Details
Total:						

The Add CPD Event screen will roll down, allowing you to enter all the required details. If you have more than one association being managed via Evolve (eg a state body and a national body) be sure to enter the CPD event for each association if applicable.



Add a Professional Development Item

Date: 4-Sep-2008

CPD Type: Select One

CPD Association: Select One

Main Topic of CPD:

Duration (Hours):

CPD Description:


Venue (if app.):

Host (if app.):

Notes or Comments:

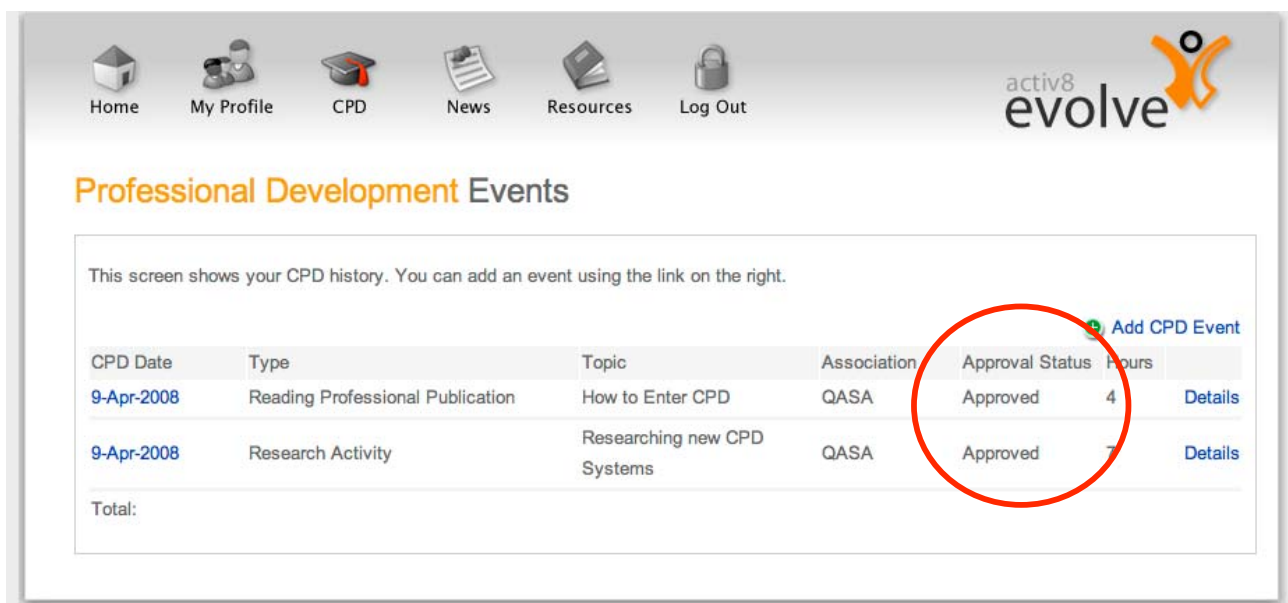
Related Core Competencies

Career Development Theory	<input type="checkbox"/>	Professional Practice	<input type="checkbox"/>
Labour Market	<input type="checkbox"/>	Counselling	<input type="checkbox"/>
Advanced Communication Skills	<input type="checkbox"/>	Program Delivery	<input type="checkbox"/>
Ethical Practice	<input type="checkbox"/>	Working with People & Disabilities	<input type="checkbox"/>
Diversity	<input type="checkbox"/>	Project Management	<input type="checkbox"/>
Info & Resource Management	<input type="checkbox"/>	Employer Liaison	<input type="checkbox"/>

or  Don't forget to keep evidence of this CPD Event for Audits.

Member Introduction

Once the CPD event has been added, it will remain in a queue ready for your association to “approve” it to count towards your CPD hours required. You can track approvals by looking at the “Approval Status” column as shown below.



Professional Development Events

This screen shows your CPD history. You can add an event using the link on the right.

CPD Date	Type	Topic	Association	Approval Status	Hours	
9-Apr-2008	Reading Professional Publication	How to Enter CPD	QASA	Approved	4	Details
9-Apr-2008	Research Activity	Researching new CPD Systems	QASA	Approved	7	Details
Total:						

[Add CPD Event](#)

Step 4: Updating My Profile

To access your individual profile including your password, work history and education history simply click on the My Profile link across the top of the screen – as shown below. It is important that these details are always up to date and accurate – especially your email address as this is the primary method of communication used within Evolve, and is also your login username.

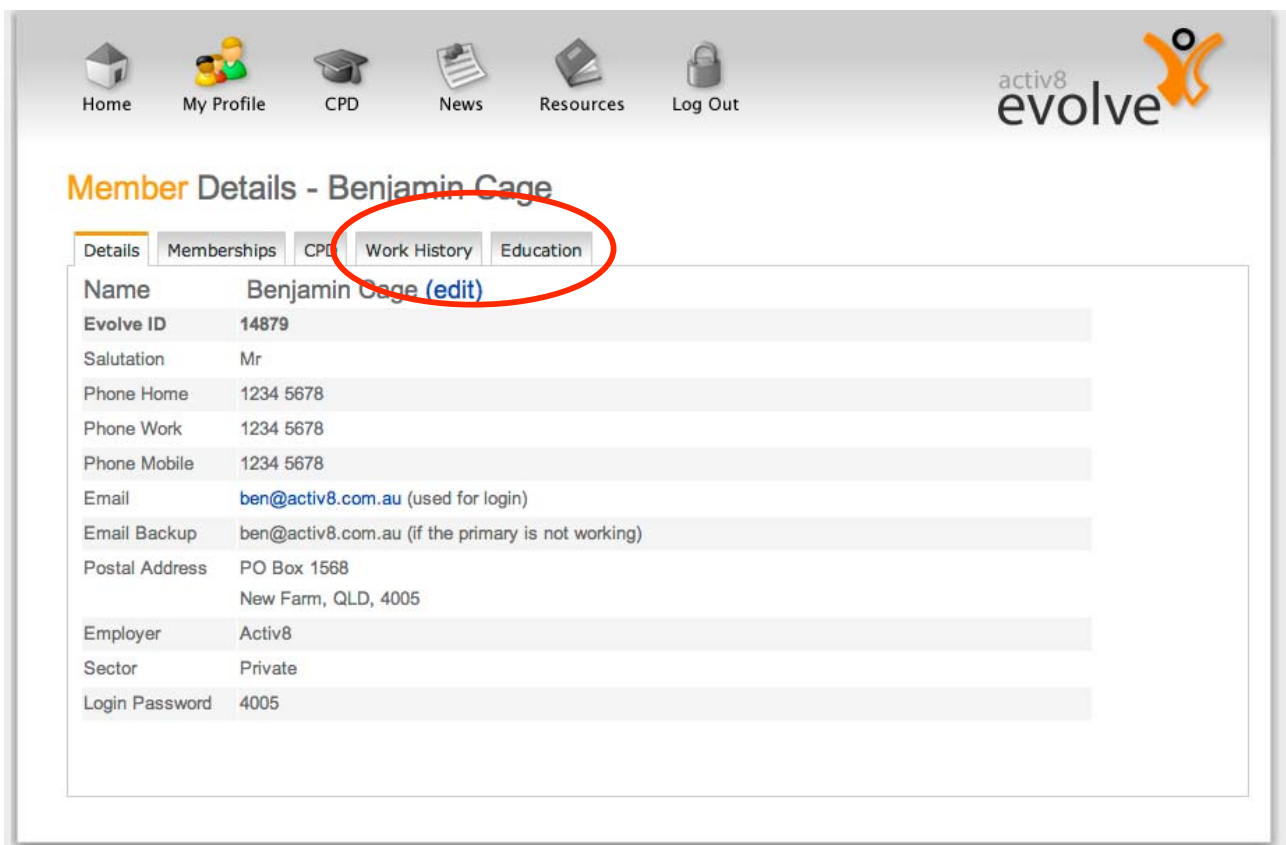


Home My Profile CPD News Resources Log Out

activ8 evolve

Member Introduction

We highly recommend you not only check these details, but also check that your Work History and Education details are current. You can easily view, edit and add to these sections by clicking on the tabs highlighted below.



The screenshot shows the 'Member Details - Benjamin Cage' page. At the top, there is a navigation bar with icons for Home, My Profile, CPD, News, Resources, and Log Out. The main content area has a title 'Member Details - Benjamin Cage' and a set of tabs: Details, Memberships, CPD, Work History, and Education. The 'Work History' and 'Education' tabs are circled in red. Below the tabs is a form with the following fields:

Name	Benjamin Cage (edit)
Evolve ID	14879
Salutation	Mr
Phone Home	1234 5678
Phone Work	1234 5678
Phone Mobile	1234 5678
Email	ben@activ8.com.au (used for login)
Email Backup	ben@activ8.com.au (if the primary is not working)
Postal Address	PO Box 1568 New Farm, QLD, 4005
Employer	Activ8
Sector	Private
Login Password	4005

You are Finished!

You have now added a CPD event and reviewed your member profile. If you have any questions about this process please email it to us at care@activ8.com.au for assistance or contact the association managing your CPD.