Instructions:

Dear *insert name*

The College has completed the trial phase for automating attendance recording in My CPD.
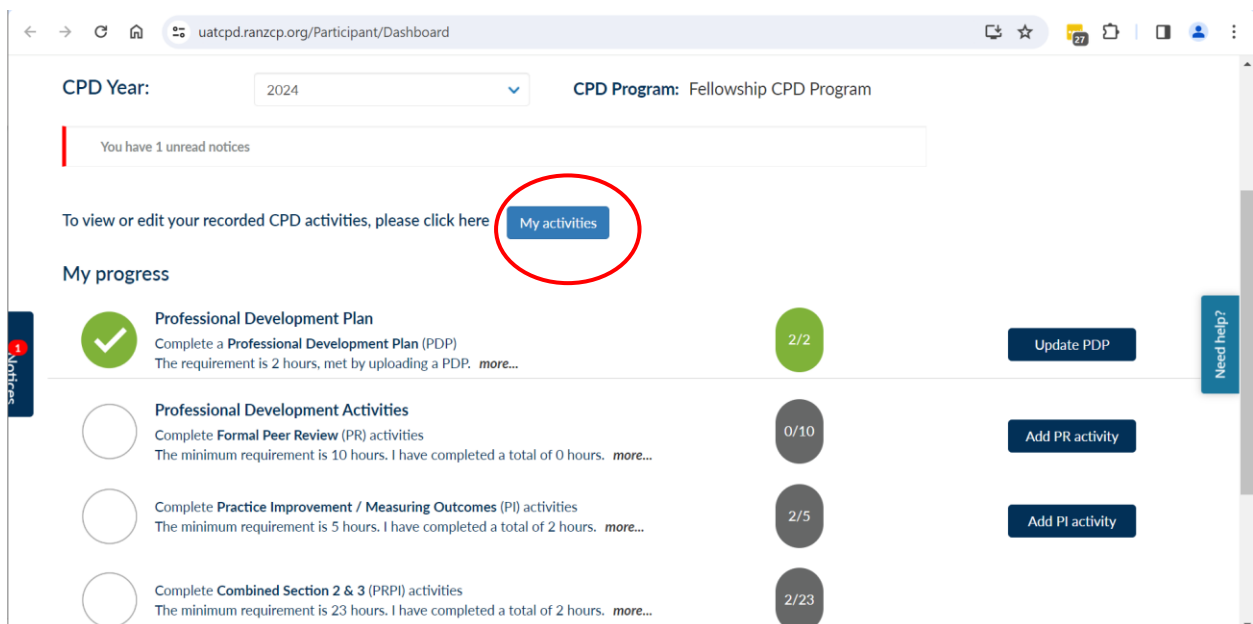
What to expect

During the event, your attendance was recorded. This allows our staff to upload your attendance into My CPD as a **draft activity**.

Please note that you will not receive a certificate of attendance, instead you will need to log in to your My CPD account to complete a reflection and submit your draft activity.

How to check and submit your draft activities

Step 1: Sign-in to your MyCPD account.

Log-in to your MyCPD account and navigate to the "My Activities" section.

Step 2: Locate the draft activity.

Once you are in the "My Activities" dashboard, locate the activity marked as "Draft" and click on and click on "Open" to view the information entered automatically from the event.

Step 3: Add your reflections.

You will need to add your reflections on your learning to finalise the submission.

Step 4: Submit.

Once done, click "Submit" without pressing "Save."

A green checkmark will indicate that the activity has been completed, as shown in the image provided below.

Please ensure you submit all draft activities by **31 March 2025**. If you have any questions or require assistance with this process, please feel free to contact CPDHelp@ranzcp.org

Regards,

The Royal Australian and New Zealand College of Psychiatrists.