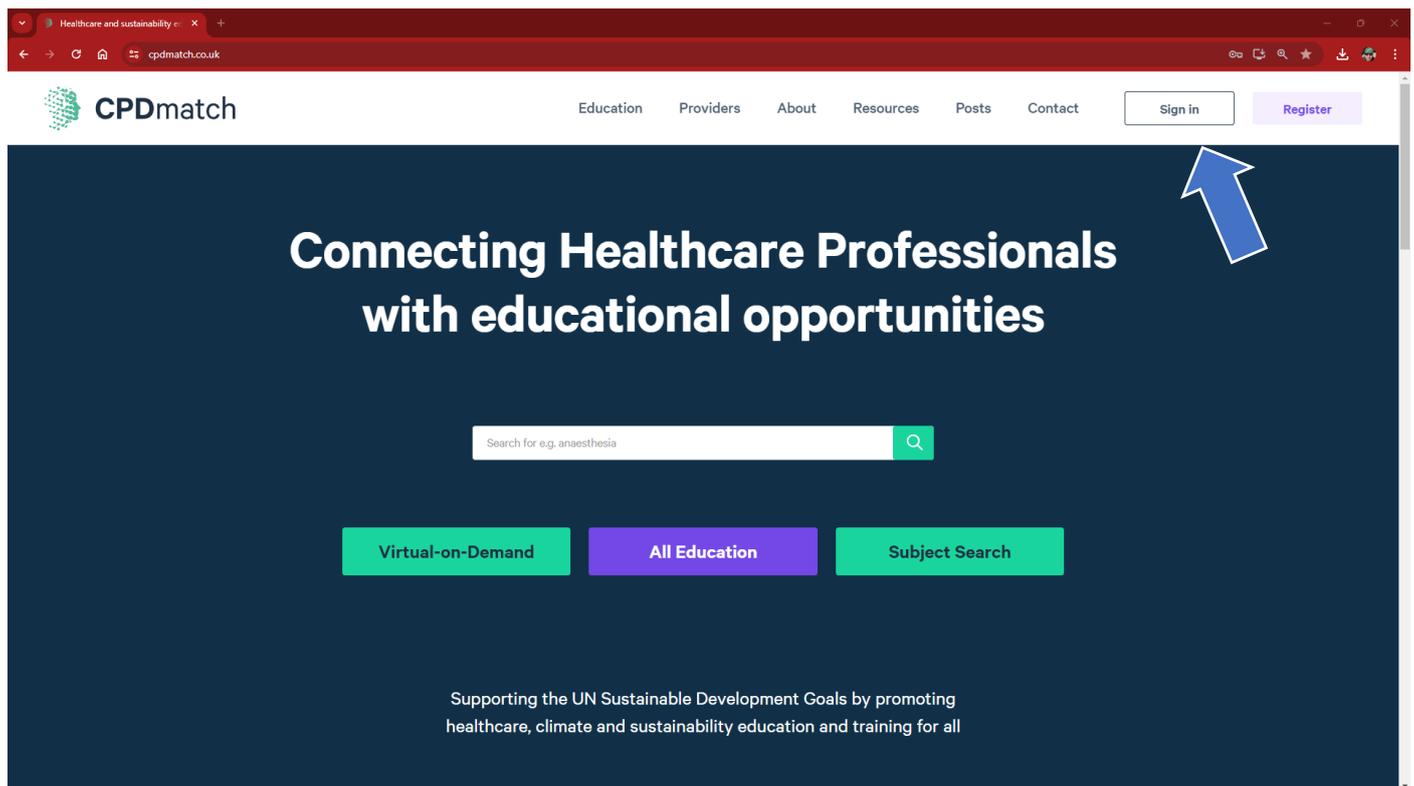
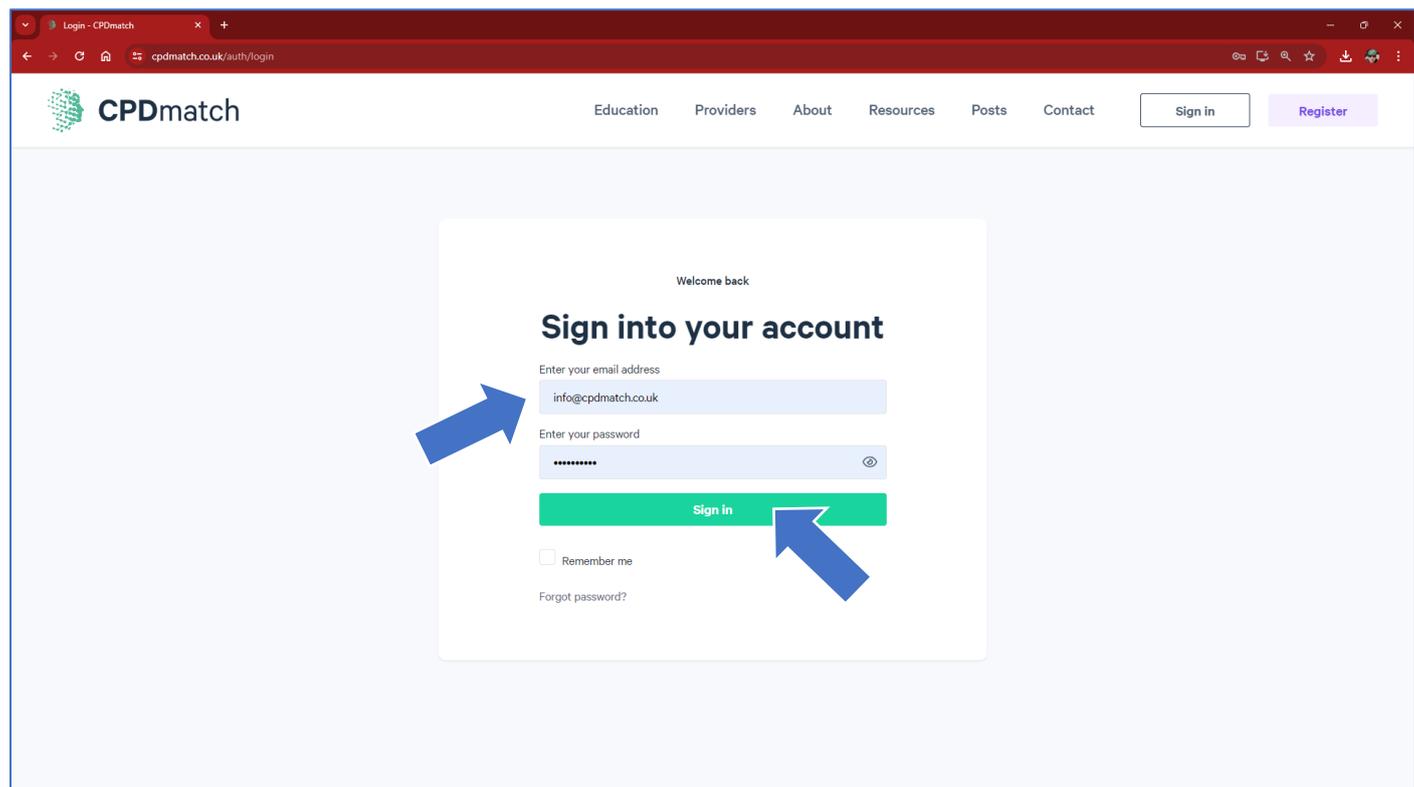


## Using your CPDmatch account

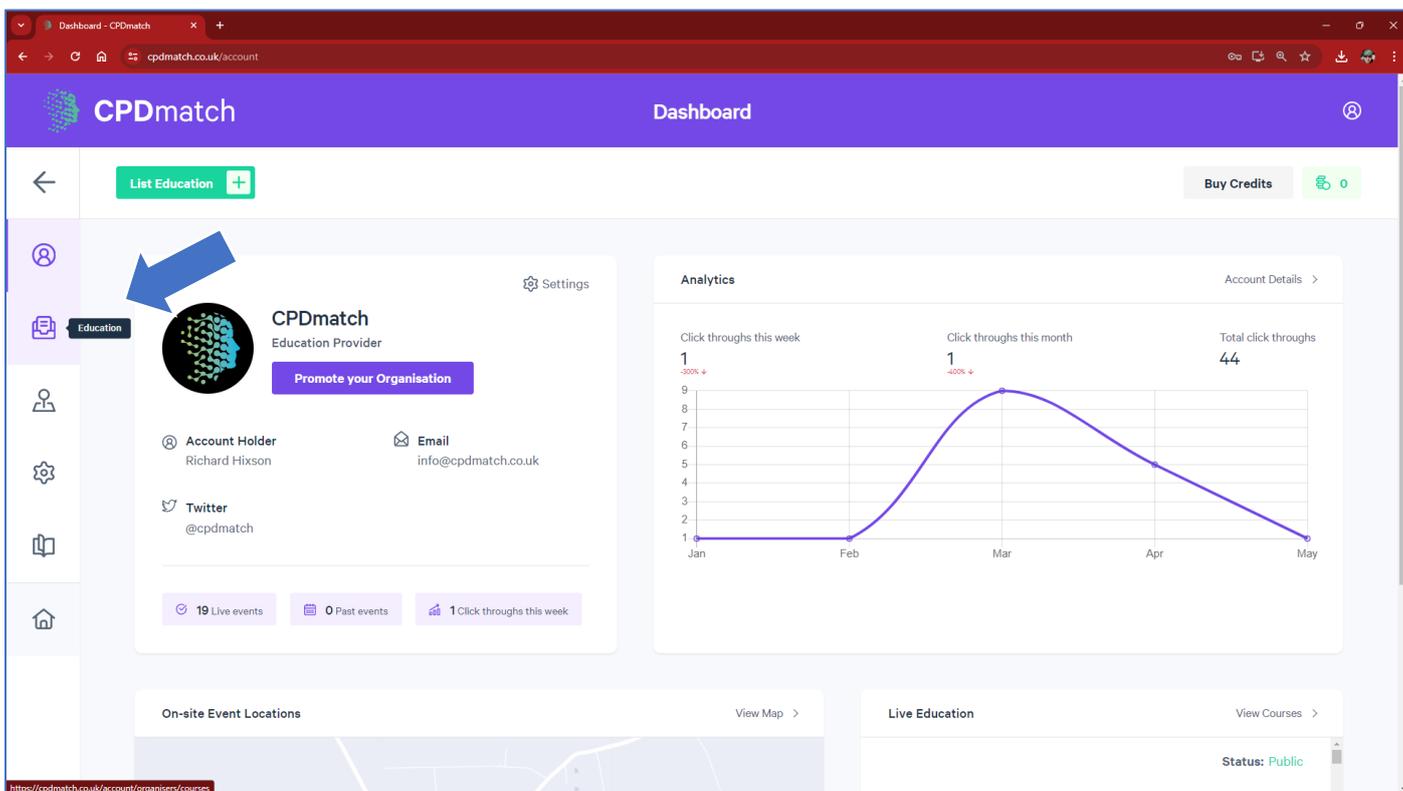
Go to [www.cpdmatch.co.uk](http://www.cpdmatch.co.uk) and click on Sign in:



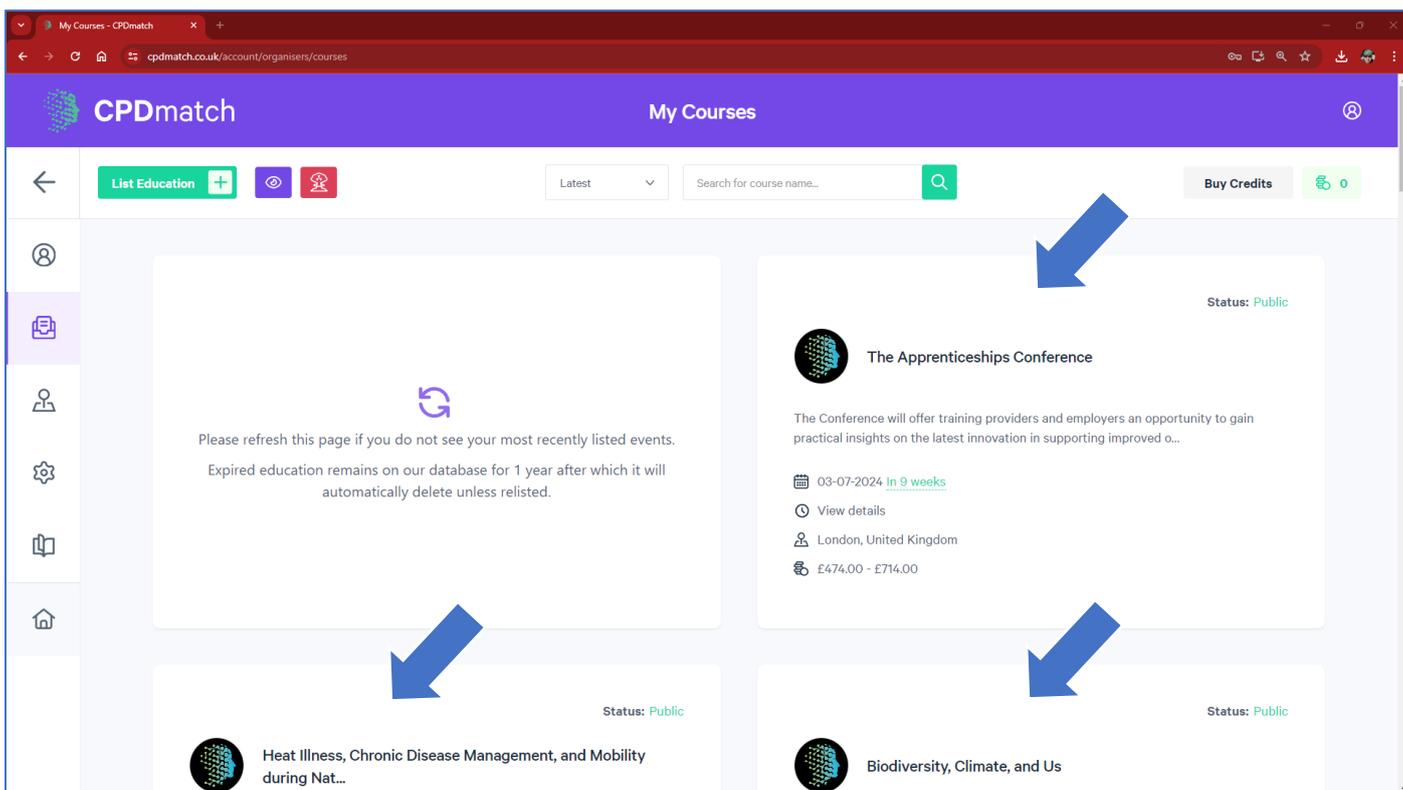
Enter the email address (username) and password we've provided and click on Sign in:



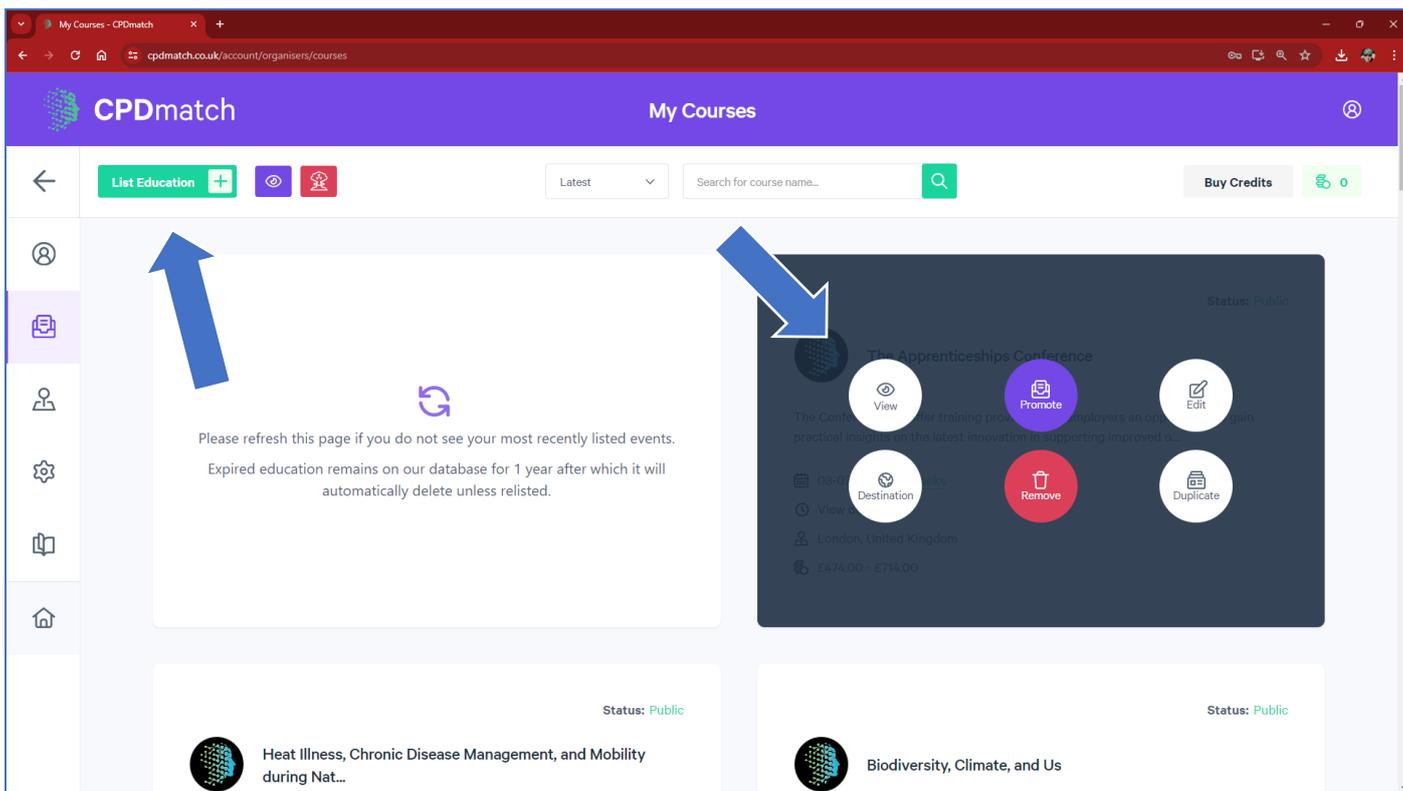
You will now see your Dashboard. Click on the Education button.....



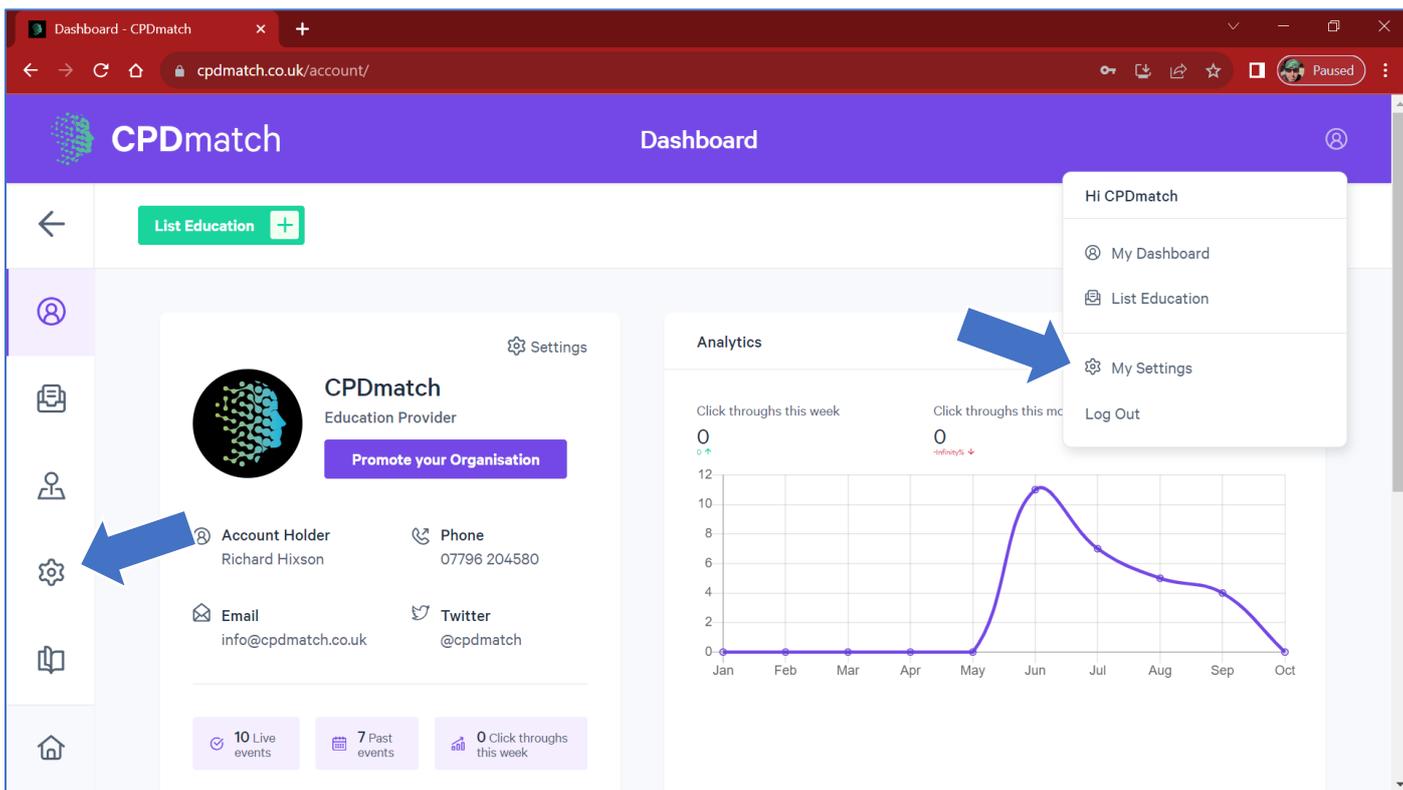
.....and you'll see any education which has already been listed:



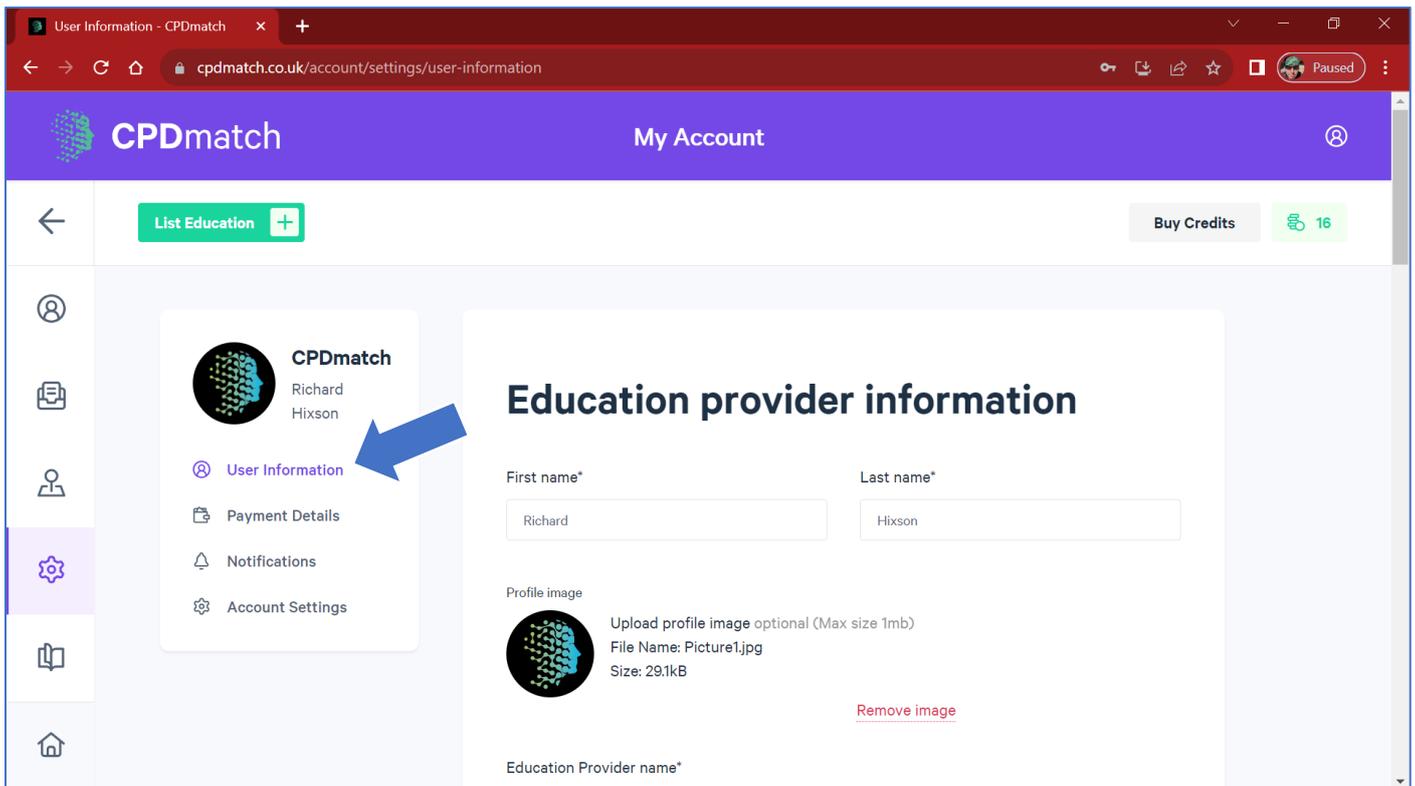
Click on an advert to be shown six options for an existing event or the top left **List Education** button to add a new on-site or virtual course, conference, study day, webinar or an article, a great source of sustainable and often free CPD.



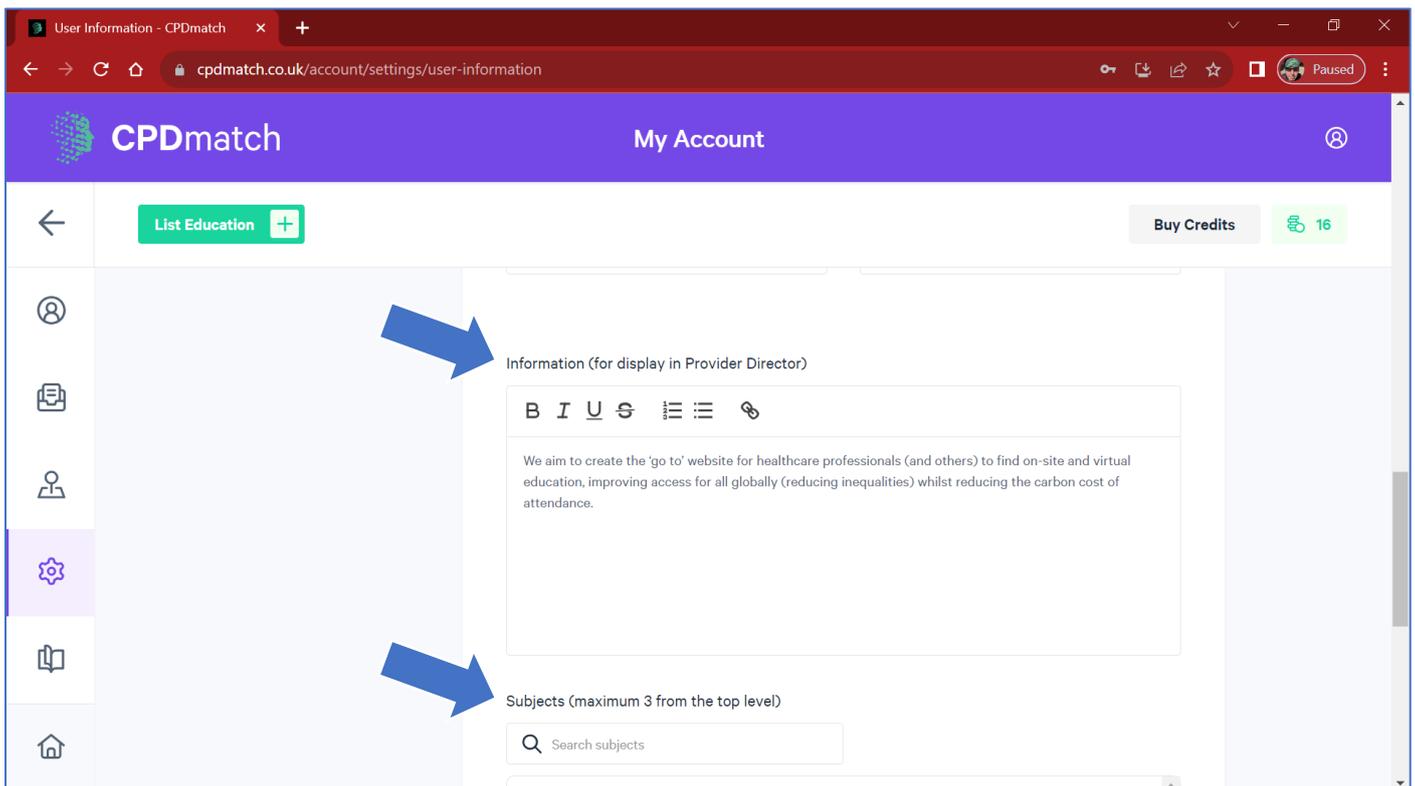
Your account settings can be accessed by clicking on either these 2 buttons.....



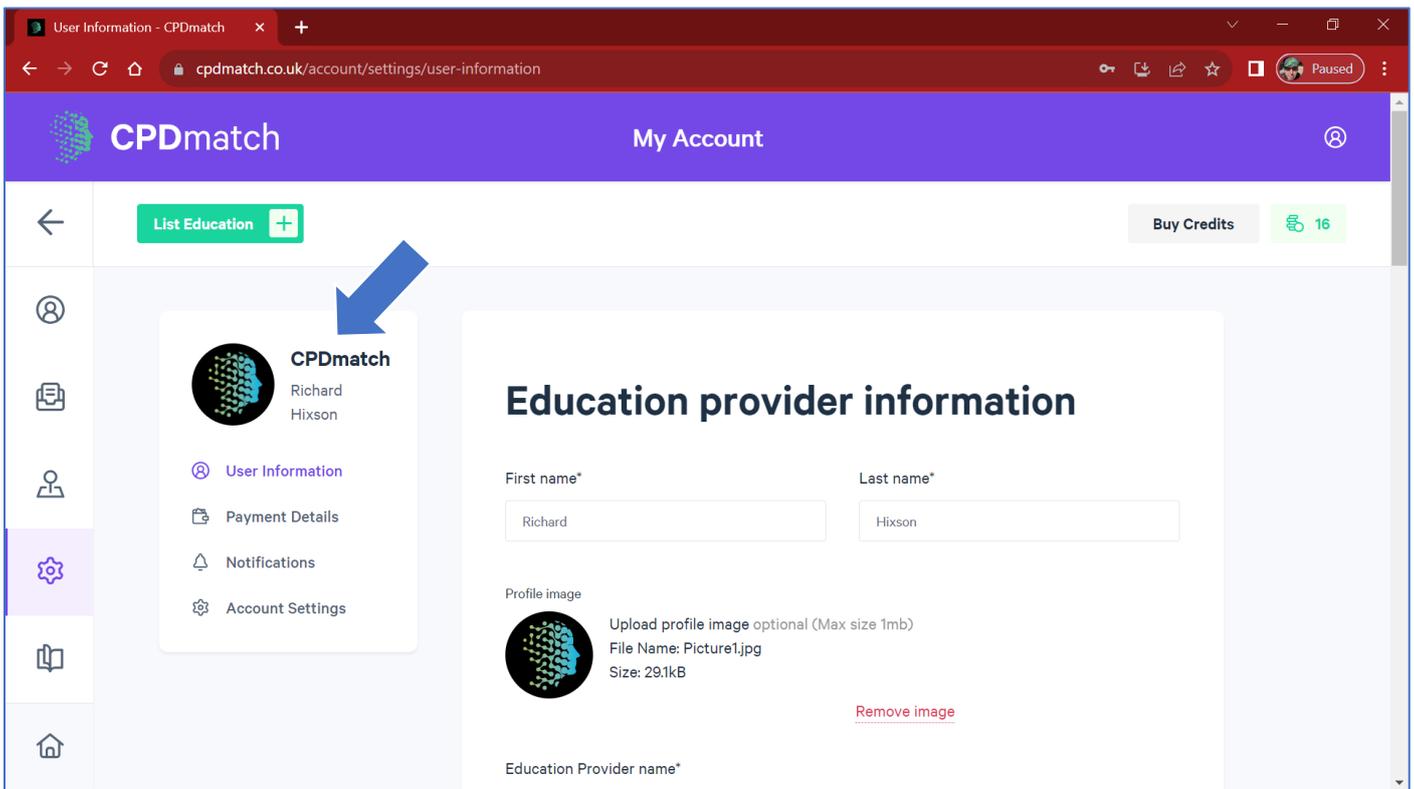
....and it's here where you can amend your user information, payment details, notifications, or account settings (e.g., change your email address/password or **delete your account** completely 😞).



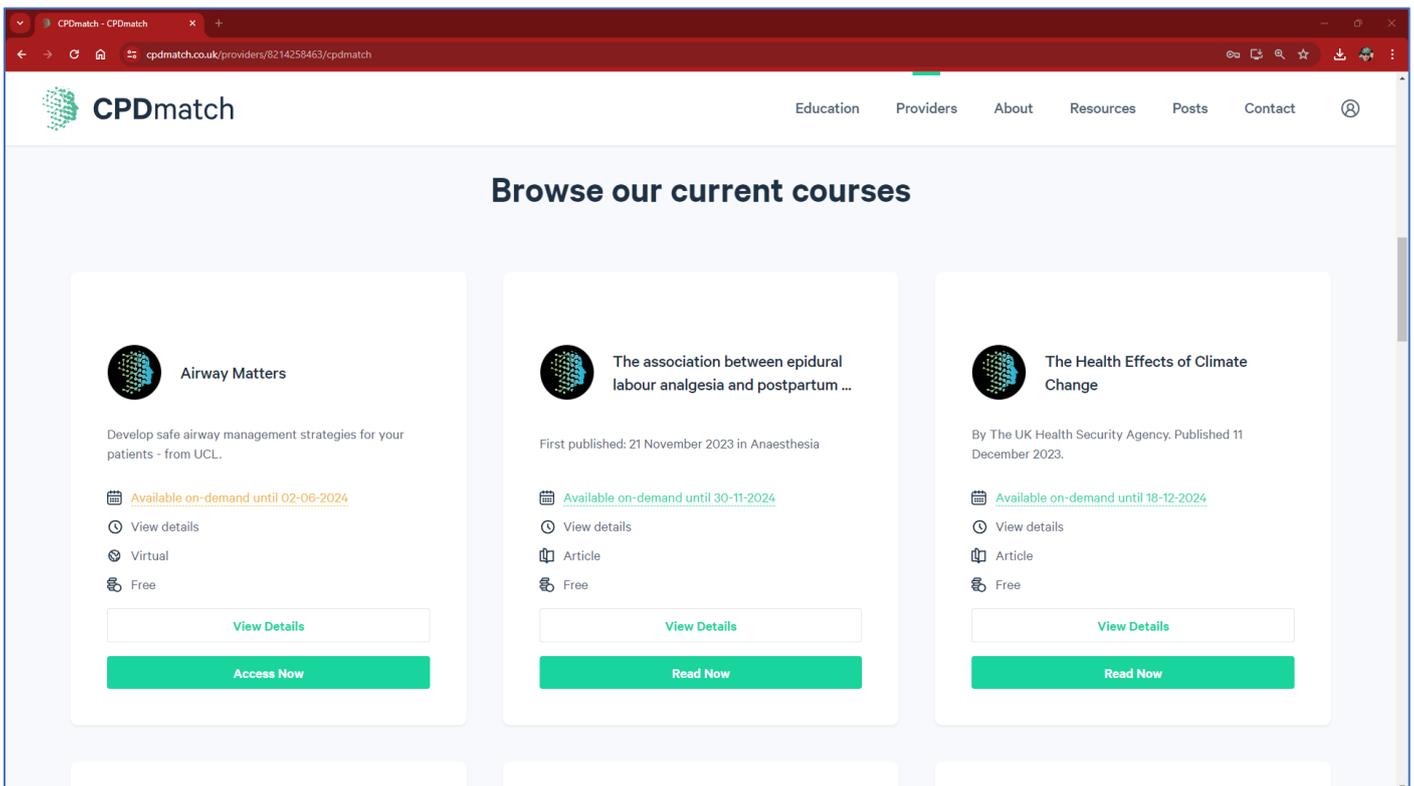
User information includes a free text section which is displayed in our provider directory: who you are/what you do and your default subjects of interest. It is worth spending time to ensure the information is comprehensive (at least 300 words) as we've found Google really likes these pages:



Click on the logo 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 you presently have listed all in one place.



For corporate education providers, the number of push credits and link to purchase is in your dashboard:

The screenshot shows the CPDmatch dashboard for an Education Provider. The top navigation bar includes a 'List Education' button and a 'Buy Credits' button with a '16' credit indicator. The main content area is divided into two sections: 'Account Details' and 'Analytics'. The 'Account Details' section displays the provider's profile, contact information (Account Holder: Richard Hixson, Phone: 07796 204580, Email: info@cpdmatch.co.uk, Twitter: @cpdmatch), and statistics (5 Live events, 9 Past events, 4 Click throughs this week). The 'Analytics' section features a line graph showing 'Click throughs' from January to December, with a peak in June. The graph data is as follows:

Month	Click throughs
Jan	0
Feb	0
Mar	0
Apr	0
May	0
Jun	11
Jul	2
Aug	3
Sep	1
Oct	1
Nov	2
Dec	4

If you do wish to buy more credits, you will first need to add a payment card.....

The screenshot shows the 'Payment Details' settings page. The left sidebar contains a menu with 'Payment Details' highlighted. The main content area is titled 'Payment details' and includes a section for 'Payment methods' with an 'Add a card' button. Below this is a section for 'Set default discount code' with a text input field and an 'Update Code' button.

....or alternatively contact us directly through our contacts page or [cpdmatch@gmail.com](mailto:cpdmatch@gmail.com)