Uploading your CPD form through your Wild Apricot Member Profile – Professional Members

Wild Apricot is the membership system that we use to keep your membership data secure, and from June of 2019 we now have the capacity for you to upload and store your ongoing professional development documents all in one easy place.

Please be aware that the uploading function will only become available after you have clicked on the 'Edit profile' section of your profile, as shown in step 4.

Only professional members are required to fill in the CPD reporting form which can be downloaded from members resources section here: https://dtaa.org.au/dtaas-membership-levels/professional-development/

Once you have completed the form, please save it as a PDF and upload it to your Wild Apricot profile.

Auditing:
Members who are being audited are required to also include their documentary evidence (certificates etc.) within the PDF. If this applies to you, you will receive an email regarding audit requirements.

Here is a step by step guide of how to do just that.

1. Visit the log in website: https://dmtaoa.wildapricot.org/admin/website

The following page will load, click on the grey log in box in the top right hand corner.
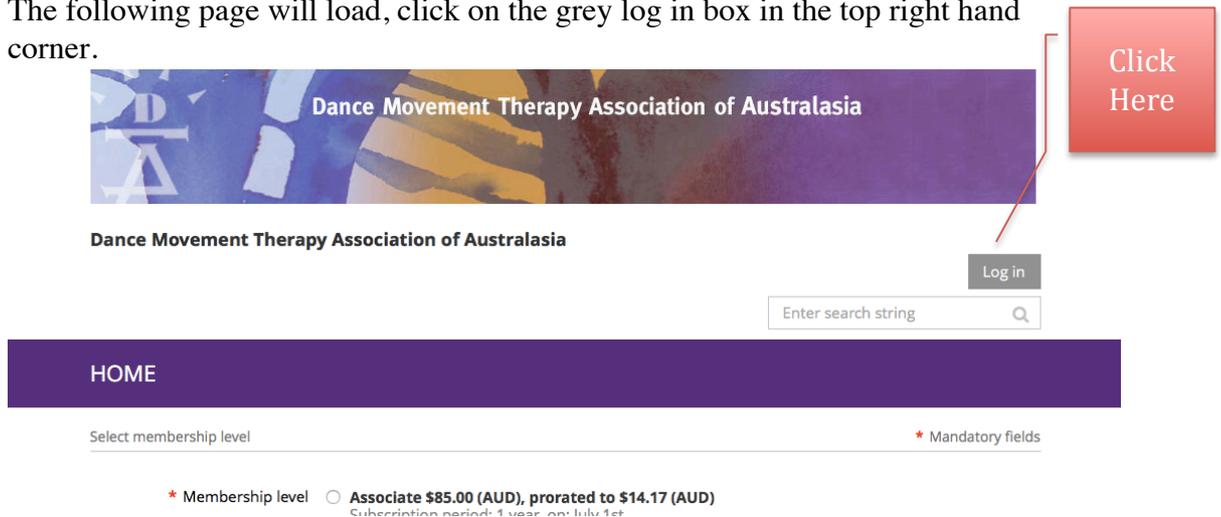
2. Fill in the email address and password you use to log into the main DTAA website. If you have forgotten your password please email admin@dtaa.org.au and we will reset it for you.

3. The system will recognise that you are already a member and this is what you will see (but with your name visible). Click on 'edit your member profile'.
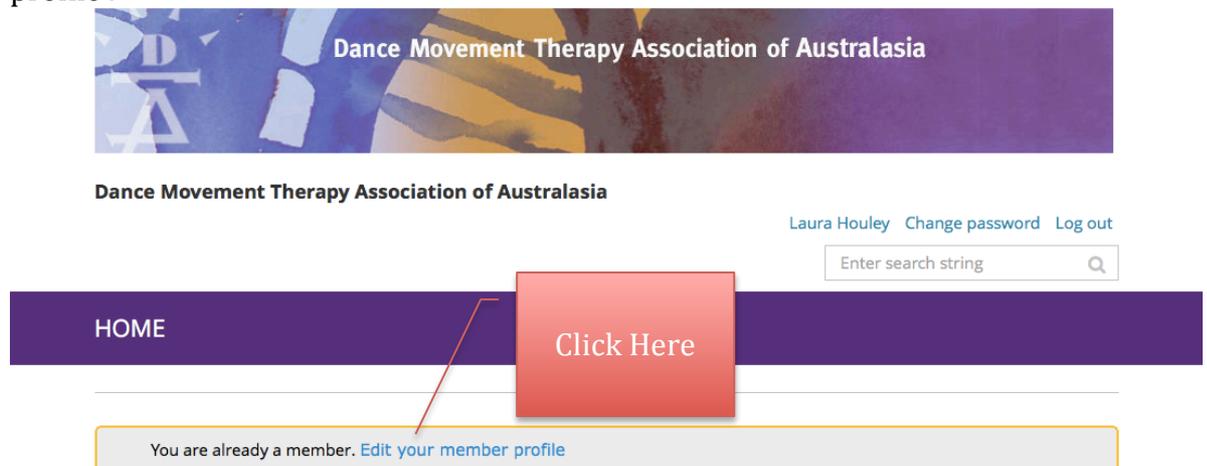
4. This will open your member profile in a view only setting (as below). You will now need to click on 'Edit profile' to make any changes in your details, including uploading your completed CPD form and evidence.
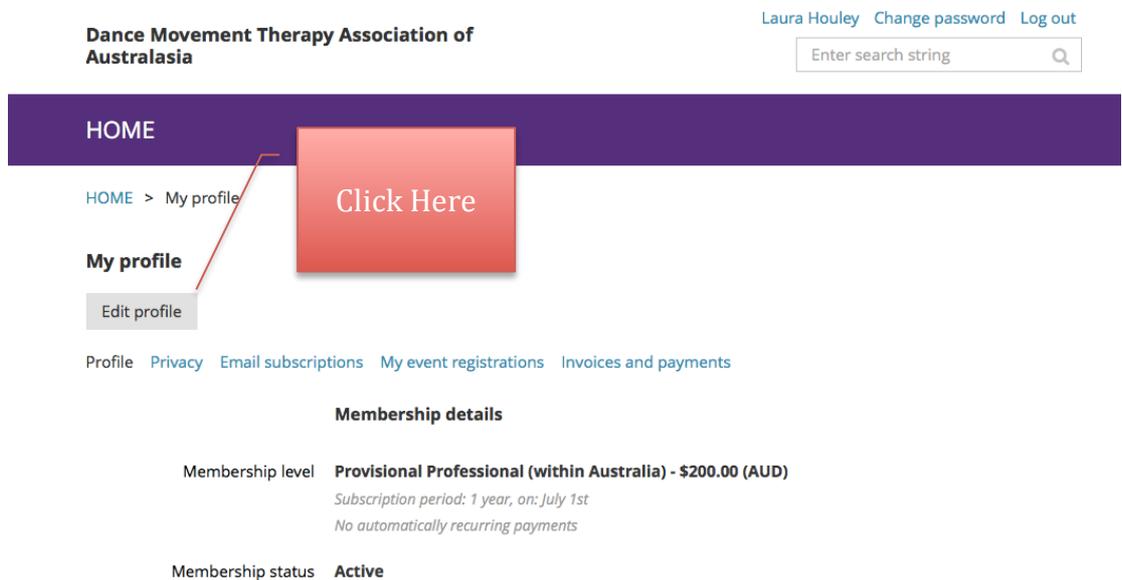
5. You will now be able to make changes to your personal information fields and update your details. **Scroll to the bottom** of the page to see the file upload for CPD for this financial year (pictured below). Click on that button to upload your files. Please upload your completed document as one pdf.
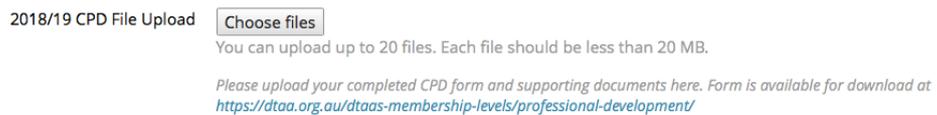
Once you have chosen your file it will be listed:
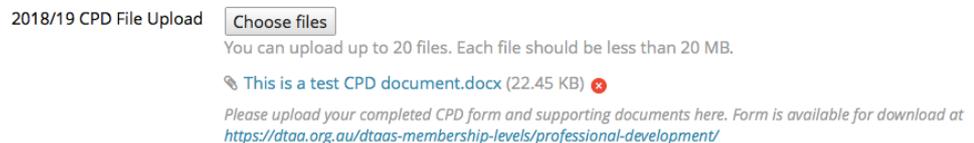
6. The final step is to save the changes you make.

7. You're all done! The team will now be able to log in and access your CPD. Well done!

If you have any concerns along the way don't hesitate to contact us at admin@dtaa.org.au