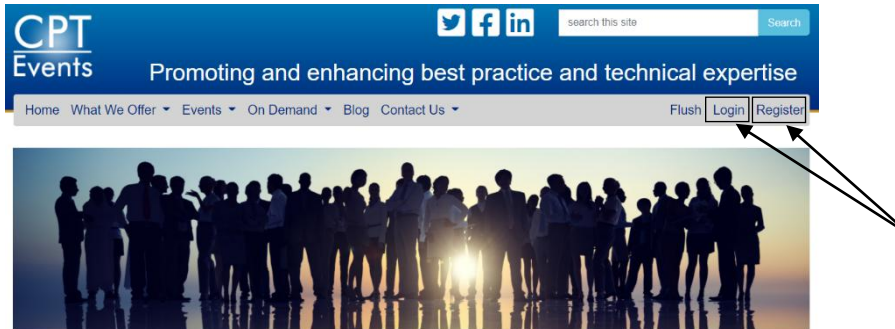


Recorded Session Access Guide

Below is a step by step guide on how to access our CPT on demand session recordings following live events.

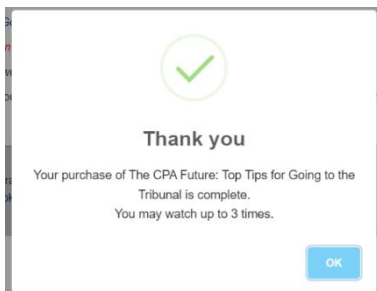
1. Log into the CPT Website. If you have not registered with us prior to this, please follow the "register" button and complete the short form.



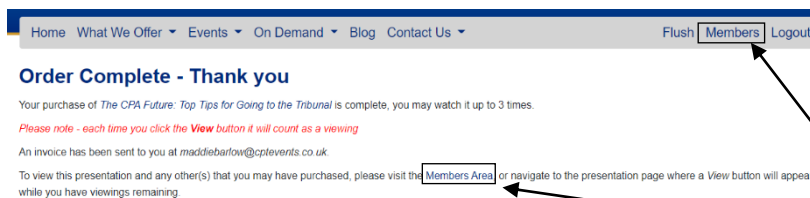
2. Once you are logged onto the CPT website, please re-open the link provided for the recording. You will be able to buy the recording. To do this, please agree to the terms and conditions and click "buy now".

Please check to indicate that you agree to our [terms and conditions for presentation purchases](#)
Price £0 + VAT [Buy Now](#)

3. Once you have purchased, you will receive the following message. Click "OK" to proceed.

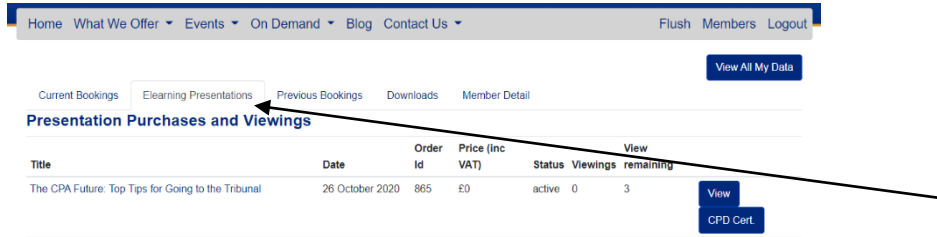


4. Once you have clicked "OK", you will be able to see the below screen. There are a number of ways you can now proceed to your members area. (Please see below for your options). Both will take you to the same place.



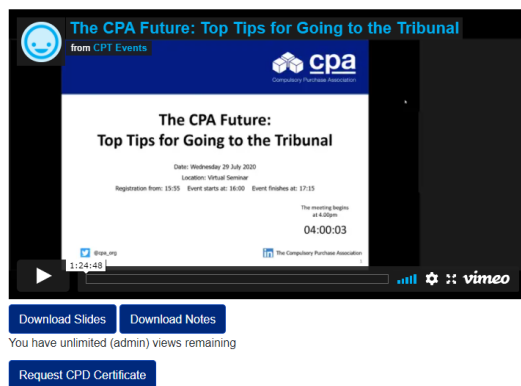
Recorded Session Access Guide

- You are now in your members area. Please select the second tab "Elearning Presentations". Your recordings will appear here.



- To the right of the course title, you will see a 'View' and 'CPD Cert' button. When clicking the 'View' button, the recording will appear to play as per below.

Please wait for the presentation to load - do not refresh the page as this will count as another viewing



- Alongside this, there is a 'Download slides', 'Download Notes' button. Click these to download any slides/notes.
- If you require a CPD, please click "Request CPD Certificate".
- For complimentary recordings:** Please note, that when you buy your recording. An invoice will still be produced and automatically sent to your email address. As the sum will be for £0, please discard this email.

If you still remain unable to view the recordings, please contact the office on **01189872266**.