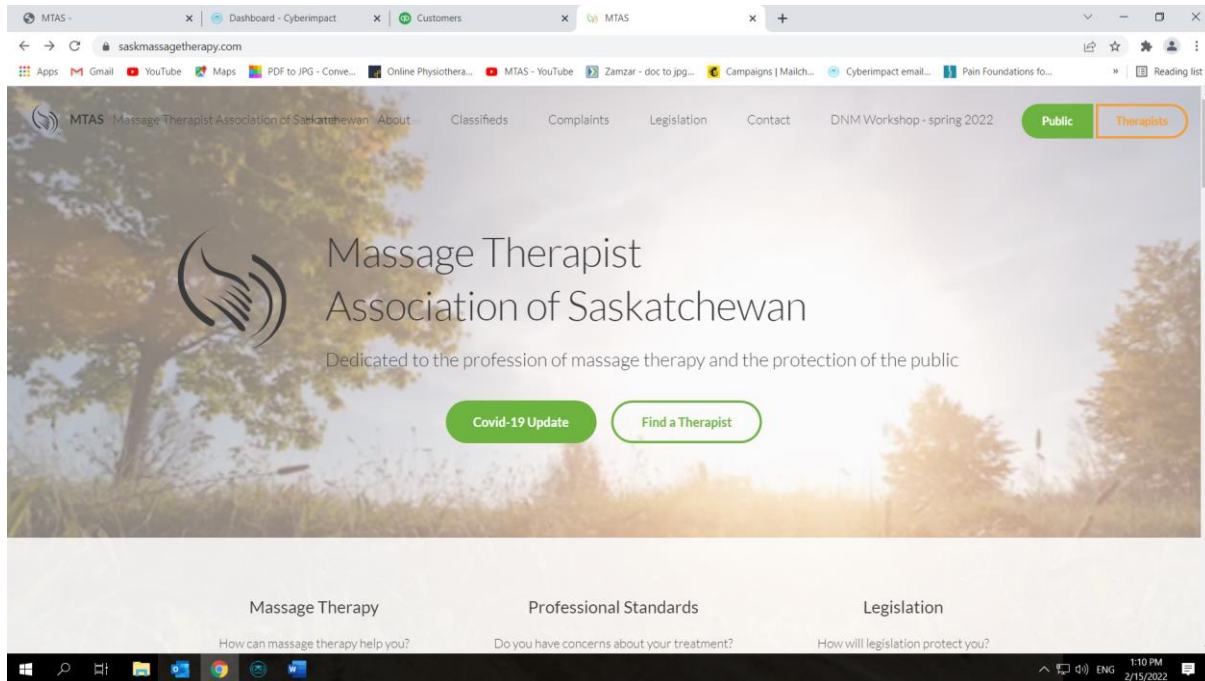
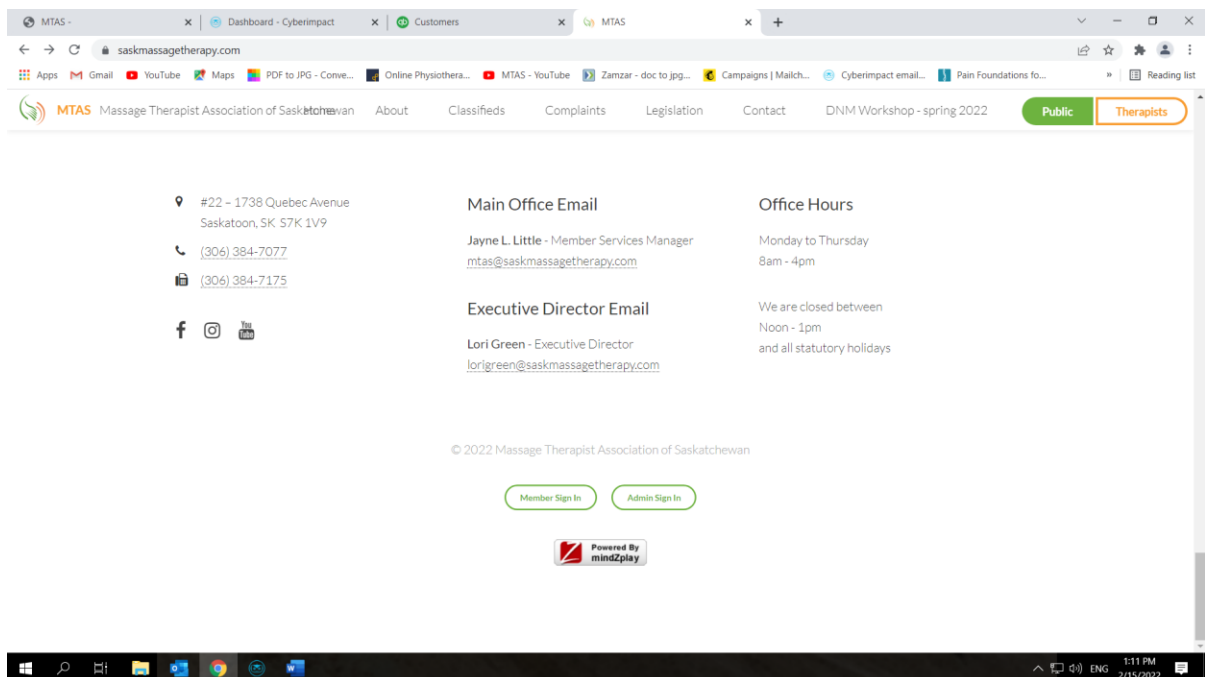


How to upload and post your con-ed credits on the MTAS Website

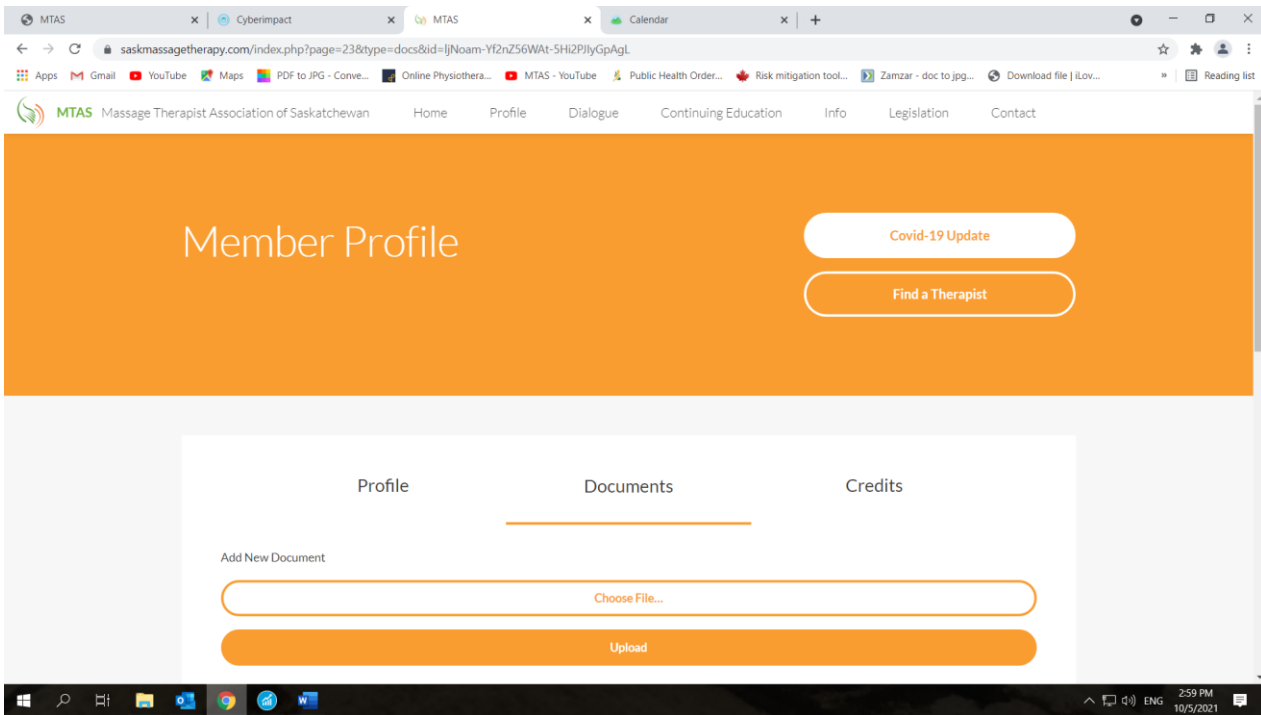
1. **Before you do anything else, ensure that you have saved the certificate on your computer, and that the file is named the same as the course title.** This is to ensure that I can quickly review your file and match the uploaded certificates with the credits you have entered and requested. **The file must be a .jpg, .doc or .pdf file. We are not able to open and view Apple/Mac file extensions (.heic or .pages).**
2. From the homepage (shown below), scroll down to the bottom of the page to log into the Members Only section of the website.



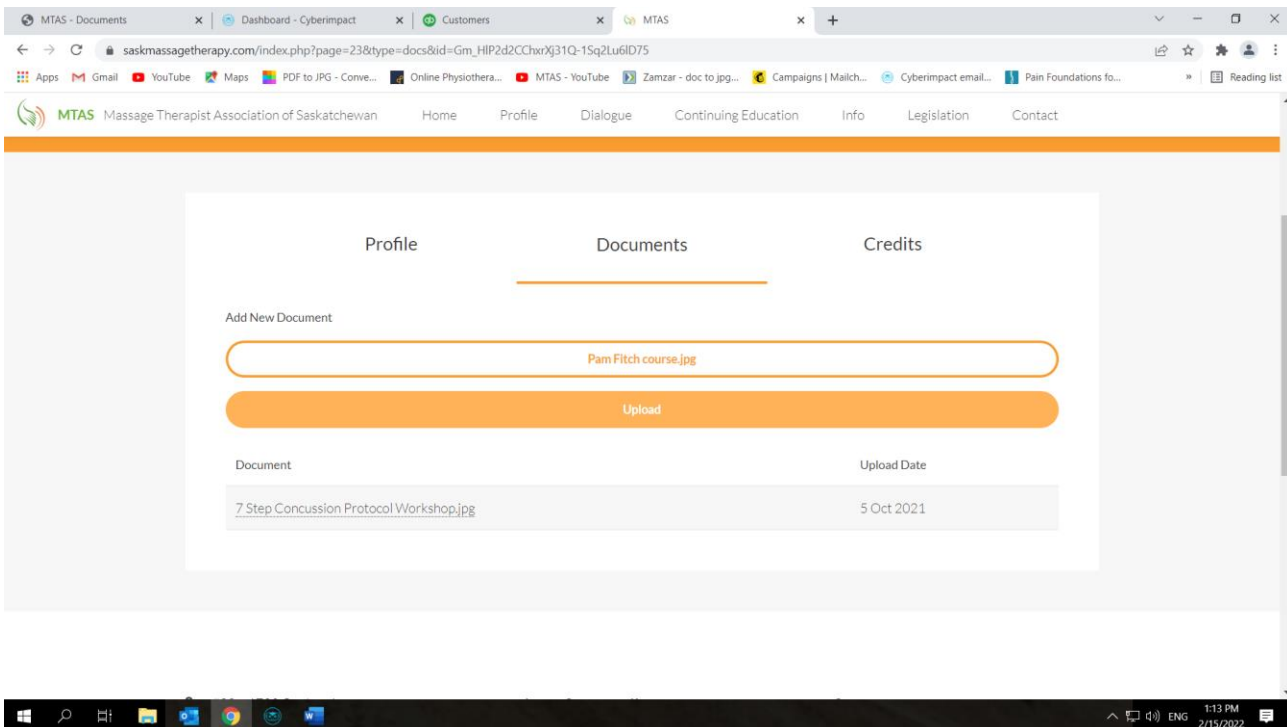
3. Click on **Member Sign-in** and enter your log in information. If you have forgotten this, e-mail me and I will reset your account.



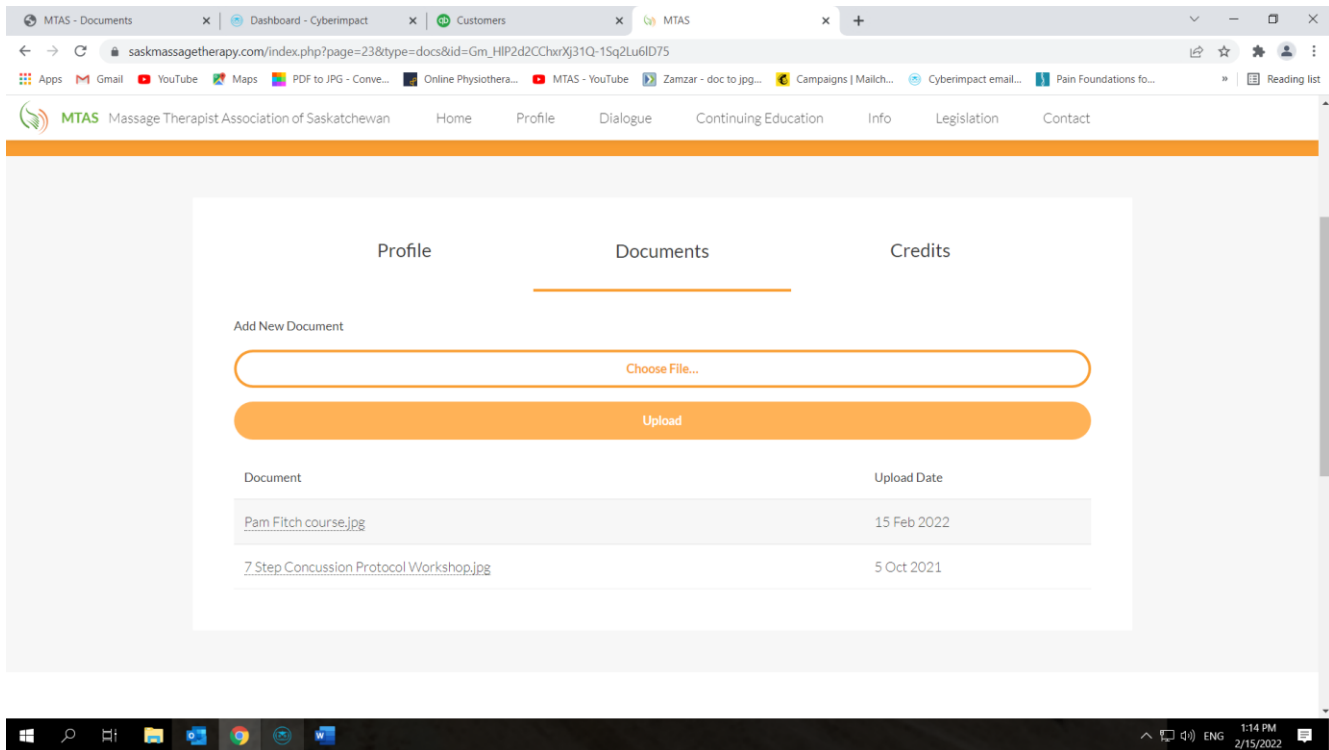
4. To access your personal profile, click on “Profile” in the top navigation bar. You will now see three headings: Profile, Documents and Credits , as shown in the screen shot below:



5. The Documents section is where you will upload your approved con-ed certificates or other proof of completion. Click on the “Choose File” button and select the document from wherever you have saved it on your computer. **Please ensure the file is named the same as the course, not a random string of digits.** Then click on “Upload”. Below the Upload button you will see the file you have just added.



File name clearly indicated before uploading.



File has been uploaded and is displayed in the list of documents.

- Now you will complete the process by clicking on the Credits section. This is where you will add the details of the course – title, date of completion and number of credits. **Doing this sends a message to the MTAS administration desktop, so that I know to check your file for a certificate. *NOTE: FAILURE TO COMPLETE THIS PART OF THE PROCESS MEANS THAT I WILL NEVER KNOW YOU HAVE ADDED SOMETHING, SO THE CREDITS WILL NOT BE RECORDED TO YOUR FILE.***

Click on the orange “Add New Course” button and enter the details in the spaces provided.

Course	Date	Type	Credits	Status
SFA/CPR	5 October 2020	Primary	5	Approved
test class	13 August 2020	Primary	3	Waiting Approval

Course: Pam Fitch Course

Type: Primary

Date: 9 February 2022

Credits:

Course name, type, date and # of credits added.

Click on the orange **“Save”** button. This completes the process and sends a message to the MTAS administration desktop to check your file to match up the request for credits and the certificate uploaded. It will remain as waiting for approval until I check your file and approve or deny the request.

The screenshot shows the MTAS website's 'Credits' tab. At the top, there is a navigation menu with 'Home', 'Profile', 'Dialogue', 'Continuing Education', 'Info', 'Legislation', and 'Contact'. Below the navigation, there are three tabs: 'Profile', 'Documents', and 'Credits'. The 'Credits' tab is active, showing an 'Add New Course' button and a dropdown menu labeled 'Select New Course'. Below this is a 'Credit History' table with the following data:

Course	Date	Type	Credits	Status
Project Echo - Feb 9	9 February 2022	Primary	2	Approved
Pam Fitch Course	9 February 2022	Primary	8	Waiting Approval
Carryover	1 November 2021	Primary	10	Approved
Carryover			0	

The 'Waiting Approval' status is highlighted in yellow. The Windows taskbar at the bottom shows the time as 1:24 PM on 2/15/2022.

Newly added course showing as awaiting approval.

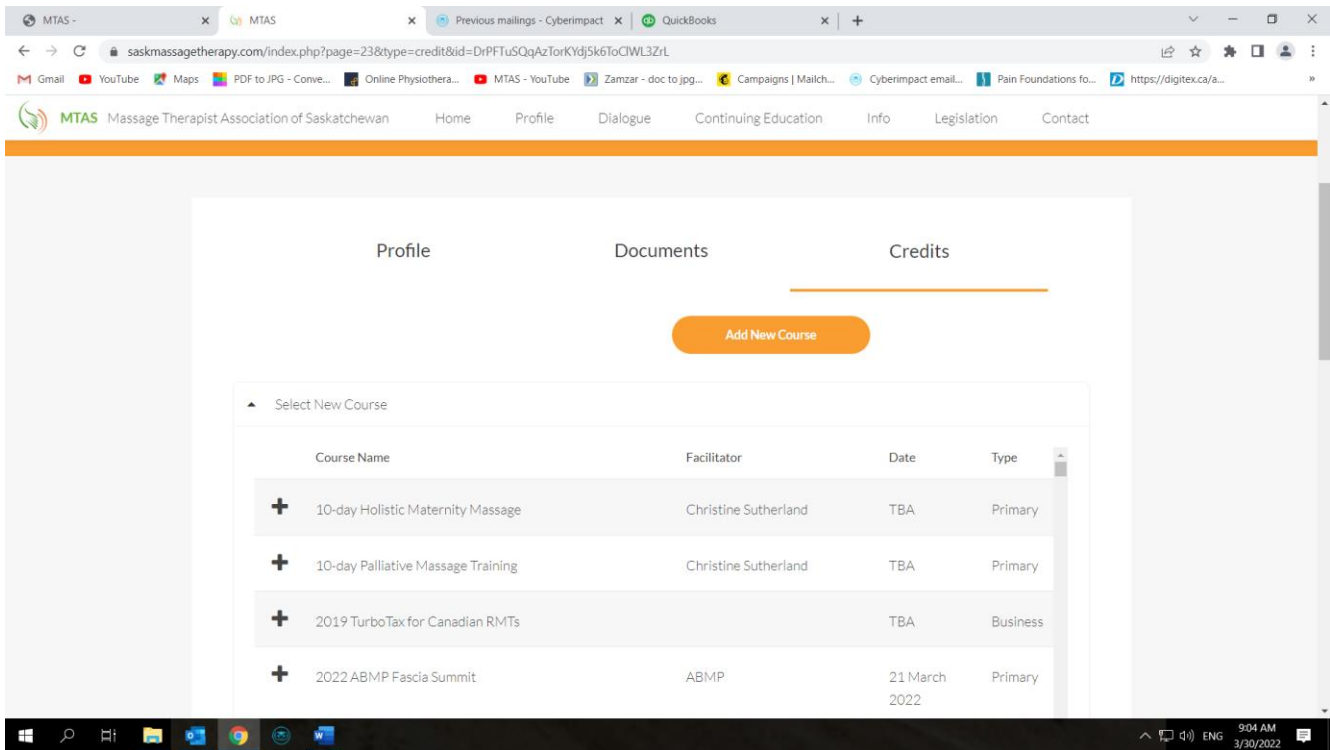
This screenshot shows the same MTAS website 'Credits' tab as the previous one, but the 'Waiting Approval' status has changed to 'Approved'. The 'Credit History' table now shows:

Course	Date	Type	Credits	Status
Project Echo - Feb 9	9 February 2022	Primary	2	Approved
Pam Fitch Course	9 February 2022	Primary	8	Approved
Carryover	1 November 2021	Primary	10	Approved
Carryover			0	

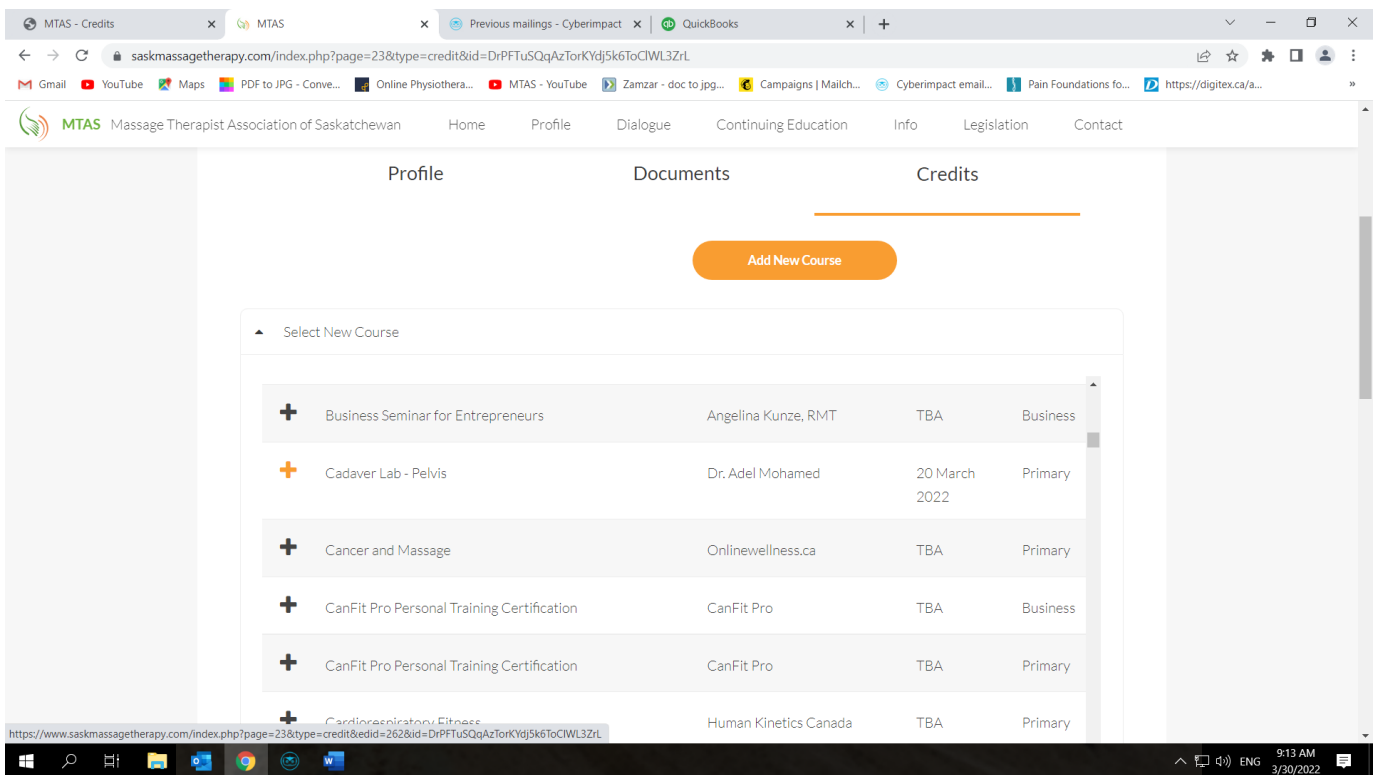
Below the table, there is contact information for the Main Office Email: Jayne L. Little - Member Services Manager, with email mtas@saskmassagetherapy.com. Office hours are listed as Monday to Thursday, 8am - 4pm. The Windows taskbar at the bottom shows the time as 1:31 PM on 2/15/2022.

Newly added course shown as approved in your credit history.

An alternative way to add credits to your file is to search the approved database for the course you have completed. As in step 6 above, you will first navigate to the Credits tab, then click on the drop-down arrow beside the Select New Course button. This opens up the approved database which is presented in alphabetical order.



Scroll through to find the course you are looking for, then click on the + button beside the name. This adds the course to your profile and sends a message to the MTAS administration desktop, so I know to check your file for the certificate.



Selected new course with highlighted + icon.

The screenshot shows the MTAS website interface. At the top, there is a navigation menu with links for Home, Profile, Dialogue, Continuing Education, Info, Legislation, and Contact. Below the menu is a search bar with the text 'Select New Course' and an 'Add New Course' button. The main content area is titled 'Credit History' and contains a table with the following data:

Course	Date	Type	Credits	Status
Cadaver Lab - Pelvis	20 March 2022	Primary	6	Pending
Project Echo - Feb 9	9 February 2022	Primary	2	Approved
Pam Fitch Course	9 February 2022	Primary	8	Approved
Barefoot training	2 February 2022	Primary	13	Approved
Carryover	1 November 2021	Primary	10	Approved
What is insolvency and how it can affect your business - webinar	19 June 2019	Business	1	Approved
Carryover			0	

Member profile showing newly added course as pending approval by the MTAS office.

Once I review your file for the uploaded certificate, I approve the entry and the item changes to Approved status in your profile.