REGISTERING AN ACCOUNT ON THE ECU WEBSITE
AND ADDING A NEW EVENT

Firstly, you need to register yourself as a CPD provider. To do so, you will need to go to http://www.chiropractic-ecu.org/register/ which is the registration section of the site, please enter your details

European
Chiropractors'
Union

Home	About Us	Chiropractic Explained	Research Council

Register

Useful Chiropractic Links

Register For This Site

Username

E-mail

Address

Address Line 2

City

State/County

Country
none selected

Phone

Fax

Company

Opt out of ALL ECU Communications

I am a ECU Fellow

I am a CPD Provider

I do NOT require a physical copy of ECU Publications

I am interested in the following areas;

Please enter a User name that is more than 4 characters.

Your Email address is needed so that you can change your password if needed.

The address details are the details of where you would like any information sending to. They do not have to be the same details as your surgery or clinic you have one.

Please tick *OPT out of ALL* IF you do not wish to receive any emails, magazines or other communications from the ECU

You must tick I am a CPD Provider to enable you to add or edit your events

Please tick I do NOT require a physical copy… if you are happy to receive all ECU Communications electronically.

Clinical
☐
Diagnostic Imaging
☐
Education
☐
Neurology
☐
Orthopedics
☐
Neurology
☐
Paedeatrics
☐
Researchers
☐
Sports
☐

354

Type the text
Privacy & Terms   reCAPTCHA™

A password will be e-mailed to you upon approval to the website.

Register

- **Log In**

- **Lost Password**

Please tick your areas of Chiropractic interest so that we can tailor our materials to suit your needs.

You must enter the correct reCAPTCHA code seen in the picture

After submitting your application to the site, it will be reviewed by an administrator. When you have been approved you will be able to log into the site by going to http://www.chiropractic-ecu.org/login

After you have logged in to enter a new event you will need to go to http://www.chiropractic-ecu.org/submit-an-event/

ADDING A NEW EVENT TO THE ECU WEBSITE.

http://www.chiropractic-ecu.org/submit-an-event/

Submit An Event

Upcoming (0) | Past Events (0)

Search Events: [_____] [Search Events]

Add New

Select **ADD New**

Add the details of your event.

testing *

The event name. Example: Introduction to Chiropractors

When

From 09/01/2016 to 09/01/2016

Event starts at 12:00 AM to 12:00 AM All day ☐

This event spans every day between the beginning and end date, with start/end times applying to each day.

Where

☐ This event does not have a physical location.

Location: Glasshouse

Glasshoᴉᴋe
5a
Hampton
road,

Event Description

🗅 Add Media   Visual | Text

File ▾ Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾ Tools ▾

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Please overwrite this section with the content of your course.

Please include

- Lead tutor
- Other tutors
- Target audience

Accompanying Documents

To attach documents please use the add media button above to replace this with any additional downloads for your course.

Website   [_____]

Course Length [_____]

Course Credits [_____]

Contact Name   [_____]

Contact Email [_____]

Add Name of the seminar
When – Add the dates (calendar will appear)
Please enter the date and time of the course here.

Where Location – Please enter the venue details here. If they have been used before, you will be able to select from a drop down list and they will automatically fill. A Google Map of the location will also appear as the address details are being filled in

Add details about the **Event by overwriting**
The following areas should be covered.

- **Learning aims** (There should be a clearly defined learning aim(s) that describe the overall purpose of the seminar. The aim should describe how the seminar contributes to the CPD of the practitioner)
- **Seminar content** (please give a detailed description of the topic areas covered. A full timetable of events must be included)
- **Learning outcomes** (Please provide bullet points that describe what the practitioner should know/be able to do by the end of the event. The learning outcomes should be measurable).
- **Delivery methods** (There should be clear statements of what delivery methods will be used-for example, lecturers, small group discussion, practical classes)
- **Assessment** (Please state if any assessment will be made, and if so, a clear description of this assessment.
- **Teaching staff qualifications** (Please give qualification/level of expertise of each presenter to demonstrate their competence to deliver this CPD event)
- **Quality assurance** (Please describe how this event will be evaluated)
- **Sponsorship** (Please provide a clear statement of how the CPD will not be influenced by any sponsorship or commercial interests)

Add accompanying documents eg a flier for the event. By pressing the **Add Media button**

Website your web address (booking, course details).
Course length: 1 day, ½ day, nos of hours?
Course credits: How many CPD points are applied for
Cou**rse contact** name and email