

## Screenshot instructions for entering CPD in Gecco



Step One: Log in to your [Gecco](#) account

Step Two: Select CPD from the main menu of options across your screen

Follow the steps and screenshots below:

Using the numbered points from above screenshot and below instructions:

1. **Add a new period** – recommend using y/e date for each to keep it simple and you can keep adding to it.
2. **Select the added period** you want to add a PD event in for
3. **Add the relevant details** to the PD event entry screen as per below tips and screen shot
  - a. Title: Type of **Activity\*** + 'what' e.g. Contact w Nutritionists – Qrtly Auckland nutritionists dinner meetup
  - b. Category – select a **Continuing Competency** to attach this PD to
  - c. Notes – add the full title of the PD event (if not used in title above) and you can use this space for any of your own record keeping as well – your learnings, what you plan on researching as a result etc, and you can also upload any certificates or copies of notes etc.
  - d. CLICK ADD ENTRY

*\*Activity types (4 main) are as detailed on the accompanying Continuing Competency Docs*

- *Gaining Knowledge – Reading & Seminars, Workshops, Conference Attendance*
- *Teaching, Presentations, Publications*
- *Work-related/report writing/Community Service*
- *Contact with other Nutritionists*
- *(Other)*

# Screenshot instructions for entering CPD in Gecco



Title  
Knowledge Webinar - Gut Health latest research

Category  
Science

Date Completed  
01/11/2021

*Please enter date in DD/MM/YYYY format*

Provider  
NSNZ webinars

Hours  
1

Notes  
Full title of event if not used above  
X Speaker Hosted  
learnings/outcomes/to follow ups -if you want to capture them here.  
Can add files/notes/certificates below

File

As you add PD entries you will see them appear below the period you add them to, as below example:

[Download as CSV](#) [Delete Continuing Professional Development \(CPD\) period ✕](#)

**Rebekah Parry's Continuing Professional Development (CPD) for the period ending Dec 31, 2021**

[Add a new entry to this Continuing Professional Development \(CPD\)](#)

<b>Knowledge Webinar - Gut Health latest research</b>	<a href="#">View details</a>
<b>Hours: 1</b>	
<b>Science</b> Nov 1, 2021	

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Once you have your periods/years set up you simply select the one you want from the left and continue to add entries of PD attended.

The screenshot displays the Gecco CPD management interface. On the left, there is a vertical list of three CPD periods:

- Continuing Professional Development (CPD) for period ending Dec 31, 2019  
Hours accrued this period: 0
- Continuing Professional Development (CPD) for period ending Dec 31, 2020  
Hours accrued this period: 0
- Continuing Professional Development (CPD) for period ending Dec 31, 2021  
Hours accrued this period: 1

The right-hand side shows the detailed view for the selected period ending Dec 31, 2021, for Rebekah Parry. At the top right, there is a button labeled "Add a new Continuing Professional Development (CPD) period record". Below this, there are two buttons: "Download as CSV" and "Delete Continuing Professional Development (CPD) period ✖". The main title of the view is "Rebekah Parry's Continuing Professional Development (CPD) for the period ending Dec 31, 2021". Below the title is a button "Add a new entry to this Continuing Professional Development (CPD)".

The main content area displays a single entry:

- Knowledge Webinar - Gut Health latest research** (with a "View details" button)
- Hours: 1**
- Science** (tag) Nov 1, 2021