



**STEP-BY-STEP GUIDE:
RETRIEVING YOUR CERTIFICATE OF ATTENDANCE**

1. Sign into your Canadian Pain Society profile:
 - a. www.canadianpainsociety.ca
 - b. Click on 'Members only'
 - c. Enter your username and password
 - d. Click 'sign in'

The screenshot shows the website header with the logo and name. A search bar is located in the top right. The navigation bar contains links for Home, Join CPS, About Us, Education & Events, Awards & Grants, Special Interest Groups, Resources, and Members Only. The 'Members Only' link is circled in red. Below the navigation bar is the 'Member Login' section. A red circle highlights the login form, which includes a 'Username' field, a 'Password' field, a 'Remember Me' checkbox, and a 'Sign In' button. To the right of the login form is a 'CALENDAR' section with a 'MORE' link and a message stating 'The upcoming calendar is currently empty. Click here to view past events and photos »'.



2. ***If you are not a member of the Canadian Pain Society and do not have login details***, please email office@canadianpainsociety.ca. In your email, include your first and last name and the email address you would like associated with your login information. You will be provided with login information to retrieve your certificate.
3. Once logged into your member profile, you will be taken to the 'Manage Profile' screen. You can navigate back to this page at any time by clicking on the 'Manage Profile' link in the blue box on the right hand side of the screen.
 - a. Click on the 'Professional Development' icon

Home Join CPS About Us Education & Events Awards & Grants Special Interest Groups Resources Members Only

Manage Profile

Profile Home

Information & Settings

Edit Bio
Update your information and choose privacy settings for individual fields.

Preferences
View and manage preferences and notification settings for your account.

Invoicing, Payments & History

Invoices
View, print and pay your invoices.

Event Registrations
View and print existing registrations and view past events and photos.

Membership
View your membership status and view membership renewal options.

Content & Features

Pages
Create pages linked to your profile, manage settings, edit existing pages.

Professional Development
View current entries and professional development journal.

MY PROFILE

- Profile Home
- Manage Profile
- Groups
- Messages
- Membership Info
- Refer a Friend



4. You will be redirected to the 'Professional Development' Page
 - a. Click on the 'Certifications/Programs' tab

Professional Development: emma roberts

FOLLOW THE STEPS BELOW TO RETRIEVE YOUR 2017 CERTIFICATE OF ATTENDANCE FOR THE 38TH ANNUAL SCIENTIFIC MEETING:

1. Click on the 'Certifications/Programs' Tab
2. Click on the pencil icon on the left hand side of 'Certificate of Attendance - 38th Annual Scientific Meeting'
3. Click on 'print' on the top left hand corner.

IF YOU WANT TO CHANGE THE WAY YOUR NAME APPEARS ON YOUR CERTIFICATE:

1. [Click here for step-by-step instructions](#)

Certifications/Programs | Journal Entries

Status: Certification/Program:
Credit Type: Credits Earned: From To

Export Entries (Unicode) Print Transcript Print Filtered Entries Email Transcript Add Entry

OPTIONS	STATUS	ENTRY DATE	DETAILS	CREDITS	EXPIRES	SCORE (%)
---------	--------	------------	---------	---------	---------	-----------

	Approved	2017-05-23	Certificate of Attendance for the Scientific Program 2017 Attended Event: CPS 2017 Scientific Program	1	Never	N/A
--	----------	------------	---	---	-------	-----



5. Click on the icon next to 'Certificate of Attendance – 38th Annual Scientific Meeting'

Professional Development: emma roberts

FOLLOW THE STEPS BELOW TO RETRIEVE YOUR 2017 CERTIFICATE OF ATTENDANCE FOR THE 38TH ANNUAL SCIENTIFIC MEETING:


1. Click on the 'Certifications/Programs' Tab
2. Click on the pencil icon on the left hand side of 'Certificate of Attendance - 38th Annual Scientific Meeting'
3. Click on 'print' on the top left hand corner.

IF YOU WANT TO CHANGE THE WAY YOUR NAME APPEARS ON YOUR CERTIFICATE:

1. Click here for step-by-step instructions

Certifications/Programs

Journal Entries

NAME	STATUS	CREDIT TYPE	MIN REQUIRED	MAX ALLOWED	EARNED	CREDITS EXPIRING
 Certificate of Attendance - 38th Annual Scientific Meeting	Complete	CEU	1	NA	1	



the CANADIAN PAIN SOCIETY
la SOCIÉTÉ CANADIENNE de la DOULEUR

6. Your certificate will appear with your name. Click on 'Print' in the upper left hand corner.

Mozilla Firefox
https://canadianpainsociety.site-ym.com/members/CertificationCertificate.aspx?ID=9776&cguid=b90b3b07

Print Close

 the CANADIAN PAIN SOCIETY
la SOCIÉTÉ CANADIENNE de la DOULEUR

This is to certify that

emma roberts

attended the following program:

38th Annual Scientific Meeting

Halifax, Nova Scotia, Canada

May 23 - 26, 2017




Dr. Brian Cairns
President, Canadian Pain Society




7. If you want to change how your name appears in your certificate:

- a. Navigate back to the 'Manage Profile' page (see step 3)
- b. Click on 'Edit Bio'


Manage Profile

 Profile Home

Information & Settings




Edit Bio
Update your information and choose privacy settings for individual fields.




Preferences
View and manage preferences and notification settings for your account.


Invoicing, Payments & History



Invoices
View, print and pay your invoices.



Event Registrations
View and print existing registrations and view past events and photos.



Membership
View your membership status and view membership renewal options.



the CANADIAN PAIN SOCIETY
la SOCIÉTÉ CANADIENNE de la DOULEUR

8. You will be navigated to the 'Edit My Member Profile' page.
 - a. Scroll down to the 'Personal Information' header and make any edits you desire in the 'Full Name' boxes
 - b. Scroll down to the bottom of the page and click 'Save Changes'
 - c. See step 3 to retrieve your certificate

PERSONAL INFORMATION

Gender * Male Female

Title (Example: Mr, Ms, Dr, etc.)

Full Name *