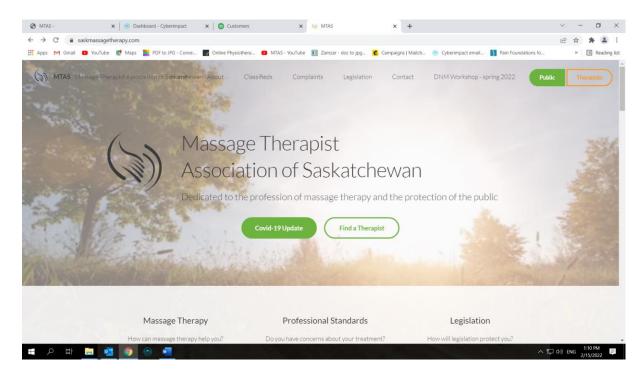
How to upload and post your con-ed credits on the MTAS Website

- 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.

MTAS -	× 💿 Dashboard - Cyberimpact	🗙 🛛 😳 Customers	× 🔄 MTAS		× +			\sim	-	٥
← → C	agetherapy.com							Ê	*	
🖬 Apps M Gmail 🕒 YouT	Tube 🕂 Maps 👖 PDF to JPG - Conve	Online Physiothera 🕒 MTAS	- YouTube 🚺 Zamzar - doo	c to jpg 💰 Cam	paigns Mailch	Syberimpact email	Pain Foundations fo		»	Reading
(MTAS Massage The	erapist Association of Sask etonee wan	About Classifieds	Complaints L	egislation	Contact	DNM Workshop - s	spring 2022	Public	Thera	pists
	#22 - 1738 Quebec Avenue Saskatoon, SK S7K 1V9	Main Of	fice Email		Office I	Hours				
	 (306) 384-7077 		tle - Member Services N	lanager		o Thursday				
	(306) 384-7175	mtas@saski	massagetherapy.com		8am - 4pm	1				
	f @	Lori Green	e Director Email - Executive Director saskmassagetherapy.com	n	Noon - 1p	osed between m tutory holidays				
		© 2022 Massa	ge Therapist Association	n of Saskatchewa	in					
		м	ember Sign In Admin	Sign In						
			Powered By mindZplay							
I ク H 📄	💶 🌻 🐵 🖷						^	¶⊒ ¢)) E	NG 2/15/2	PM

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:

S MTAS	x 8 Cyberimpact x	MTAS	🗙 🍝 Calenda	ar	× +			o –	o ×
\leftrightarrow \rightarrow C \triangleq saskmassag	etherapy.com/index.php?page=23&type=docs	s&id=ljNoam-Yf2nZ56WAt-5F	Hi2PJIyGpAgL					☆	* 🛎 E
👯 Apps M Gmail 🖪 YouTub	e Ҟ Maps 🔜 PDF to JPG - Conve 🎆 On	line Physiothera 💿 MTAS - Y	YouTube 🧏 Public H	Health Order 🔶 F	Risk mitigation tool	🚺 Zamzar - doc to jpg	Ownload file iLov		E Reading list
MTAS Massage Ther	apist Association of Saskatchewan	Home Profile	Dialogue	Continuing Educa	ition Info	Legislation	Contact		Î
	Member Prof	ile				Covid-19 Upda	te		
						Find a Therapis	st		
	Profile		Document	ts		Credits			
	Add New Document								
			Change F"						
			Choose File						
			Upload						
🖬 🔎 मं 📙 🛛	s 💿 🍙 🚾				1		^		59 PM

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. The file must be a .doc, .jpg, or .png file. We are not able to open and read .heic files generated from a Mac/Apple product. Then click on "Upload". Below the Upload button you will see the file you have just added.

Association of Saskatchewan Home Pro	file Dialogue Continuing Educ	cation Info Legislation	Contact	
Profile	Documents	Credits		
Add New Document				
	Pam Fitch course.jpg Upload			
Document		Upload Date		
7 Step Concussion Protocol Workshop.jpg		5 Oct 2021		
	Profile Add New Document Document	Profile Documents Add New Document Pam Fitch course.jpg Upload Document	Profile Documents Credits Add New Document Pam Fitch course.jpg Upload Upload Date	Profile Documents Credits Add New Document Pam Fitch course jpg Upload Document Upload

File name clearly indicated before uploading.

MTAS - Documents	🗙 📔 💿 Dashboard - Cyberimpact 🛛 🗙 📔 🚳 Customers	× 🔄 MTAS	× +	✓ - □ ×
-	etherapy.com/index.php?page=23&type=docs&id=Gm_HIP2d2 e 🛛 & Maps 🗧 PDF to JPG - Conve 📑 Online Physiothera		🖇 Campaigns Mailch 🏾 🙁 Cyberimpact email 🚺	Pain Foundations fo » 🗄 Reading list
MTAS Massage Ther	apist Association of Saskatchewan Home Pr	rofile Dialogue Continuing Edu	ucation Info Legislation C	Contact
	Profile	Documents	Credits	
			-	
	Add New Document			
		Choose File		
		Upload		
	Document		Upload Date	
	Pam Fitch course.jpg		15 Feb 2022	
	7 Step Concussion Protocol Workshop.jpg		5 Oct 2021	
🖪 🔎 HI 📄 🚺	s 💿 💿 🔤			へ ᄗン (小)) ENG 1:14 PM 2/15/2022 単

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

6. 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.

	☆ ★ ▲ : . » E Reading list
MTAS Massage Therapist Association of Saskatchewan Home Profile Dialogue Continuing Education Info Legislation Contact	. " E reading ist
Profile Documents Credits	
Add New Course	
▼ Select New Course	
Credit History	
Course Date Type Credits Status	
SFA/CPR 5 October 2020 Primary 5 Approved	
test class 13 August 2020 Primary 3 Waiting Approval	
	このでは、1005 PM にの の の の の の の の の の の の の の の の の の の
	10/5/2021
(3) MTAS - X (a) Dashboard - Cyberimpact X (a) Customers X (b) MTAS X +	~ - 🗆 ×
$\leftarrow \rightarrow \mathbb{C}$ (a saskmassagetherapy.com/index.php?page=238type=addcredit&id=Gm_HIP2d2CChxrXj31Q-1Sq2Lu6ID75	@☆ 🛊 😩 :
Apps M Gmail D YouTube R Maps PDF to JPG - Conve C MTAS - YouTube D Zamzar - doc to jpg C Campaigns Mailch 🐵 Cyberimpact email N Pain Foundations fo.	o » 🔝 Reading list
MTAS Massage Therapist Association of Saskatchewan Home Profile Dialogue Continuing Education Info Legislation Contact	
K Back	
Save Cancel	
Course Type Date Credits	
Pam Fitch Course Primary V 9 February 2022	

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.

Gmail 💽 YouTube	Ҟ Maps 🗧 PDF to JPG - Conve 📷	Online Physiothera 💿 MTAS - YouTu	ibe እ Zamzar - doc to jpg	💰 Campaigns Ma	lch 💿 Cyberimpact email 🚺 Pain Founda	itions fo » 📰 Reading li
MTAS Massage Therapis	t Association of Saskatchewan	Home Profile Dia	alogue Continuing	Education	nfo Legislation Contact	
	Profil	e	Documents		Credits	
			Add No	ew Course		
	 Select New Course 					
	Credit History					
	Course	Date	Туре	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		

Newly added course showing as awaiting approval.

	nassagetherapy.com/index.php?page=23&type= YouTube 🐹 Maps 🧧 PDF to JPG - Conve			igns Mailch	Cyberimpact email	Pain Foundations fo	
(e Therapist Association of Saskatchewan Select New Course 	Home Profile Dialogue	Continuing Education		Legislation	Contact	
	Credit History	Date	Туре	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			
	 #22 - 1738 Quebec Avenue Saskatoon, SK S7K 1V9 	Main Office Email		Office H	ours		
	 (306) 384-7077 	Jayne L. Little - Member Sei mtas@saskmassagetherapy.		Monday to 8am - 4pm	Thursday		
- P H 🖡	 (306) 384-7175 (306) (306) (306) (306) 					~ "	그 다)) ENG 2(45(2002) 투

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.

	etherapy.com/index.php?page=23&type=credit&id=DrPFTuSQqAzTor s 📴 PDF to JPG - Conve 🕎 Online Physiothera 😰 MTAS - YouTub		S Cyberimpact email	Pain Foundations fo	 Inttps://digitex.ca/a
MTAS Massage Ther	apist Association of Saskatchewan Home Profile	Dialogue Continuing Education	Info Legisl	ation Contact	
	Profile	Documents	Credits		
		Add New Course			
	Select New Course				
	Course Name	Facilitator	Date	Туре	
	10-day Holistic Maternity Massage	Christine Sutherland	TBA	Primary	
	10-day Palliative Massage Training	Christine Sutherland	ТВА	Primary	
	✤ 2019 Turbo Tax for Canadian RMTs		ТВА	Business	

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.

S MTAS - Credits	K 🔄 MTAS 🗙	Previous mailings - Cyberi	mpact 🗙 🕕 QuickBo	ooks X	+		~ -	
\leftrightarrow \rightarrow C $$ saskmassageth	erapy.com/index.php?page=23&type=c	edit&id=DrPFTuSQqAzTorK	/dj5k6ToClWL3ZrL				🖻 🕁 🌲	: 😩 E
M Gmail 🖸 YouTube 🗶 Maps	PDF to JPG - Conve 🧧 Online Physi	othera 🕨 MTAS - YouTube	Zamzar - doc to jpg.	💰 Campaigns Mailch.	💿 Cyberimpact email	Pain Foundations fo	https://digitex.ca/a	30
() MTAS Massage Therap	st Association of Saskatchewan	Home Profile	Dialogue	Continuing Education	Info Legisl	ation Contact		*
	Profil	e	Document	ts	Credits			
				Add New Course				_
								_
	 Select New Course 							_
								_
	+ Business Seminar	or Entrepreneurs	Ar	ngelina Kunze, RMT	ТВА	Business		- 1
	+ Cadaver Lab - Pelv	is	D	r. Adel Mohamed	20 March 2022	Primary		
	Cancer and Massa	ge	0	nlinewellness.ca	ТВА	Primary		
	CanFit Pro Person	al Training Certification	Ca	anFit Pro	ТВА	Business		
	CanFit Pro Person	al Training Certification	Ci	anFit Pro	ТВА	Primary		
https://www.saskmassagetherapy.com/inde		Eitness PFTuSQqAzTorKYdj5k6ToCIWL3Z	ri. H	uman Kinetics Canada	ТВА	Primary		
II 🔎 II 🥫 🧧	o 💿 💌						へ 口 い)ENG 9:1 3/30	3 AM

Selected new course with highlighted + icon.

mail 🖸 YouTube Ҟ Ma	aps 🧧 PDF to JPG - Conve 📲 Online F	Physiothera 🖸 MTAS - YouTube	🚺 Zamzar - doc to jpg	🔞 Campaigns Mailch	💿 Cyberimpa	ict email 🚺	Pain Foundations fo	D https://digitex.ca	/a	
MTAS Massage The	rapist Association of Saskatchewan	Home Profile	Dialogue C	Continuing Education	Info	Legislatio	n Contact			
				Add New Course						
	✓ Select New Course									
	Credit History									
	Course			Date	Туре	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 - \	vebinar	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.