

Guidance Sheet for Dual Submission

If you wish to submit some of your entries online and some on paper, you should follow the instructions below. It is not possible to submit dually on any other combination of formats (i.e. you cannot submit on paper and desktop, or desktop and online). If you submit via dual submission, you must submit a **minimum of five entries on paper** for us to count both your paper and your online entries.

Submitting on paper and online

- We recommend that you read the Guidance Sheet for Paper Submission before you begin, so that you are aware of the requirements surrounding paper submission.
- Complete the slip at the bottom of your notification letter, indicating clearly how many entries you will be submitting on paper, and how many online.
- Return your slip in the provided self-addressed envelope. You will then receive a paper submission pack within five working days, containing:
 - a letter with instructions about how to submit on paper
 - some Header Sheet Instructions,
 - a personalised Header Sheet
 - some new master record sheets for you to use for future entries and
 - a self-addressed envelope.
- Submit your paper submissions according to the instructions provided in your paper submission pack. Make sure you follow the instructions very carefully. If you do not, **we will not be able to process your entries** and you will be asked to **resubmit** your entries immediately.
- Log in to your CPD record at www.uptodate.org.uk. You will notice a message at the bottom of the welcome page. This message will read:

“Your CPD record has been called for review. You must submit your record to RPSGB by the date on your notification letter”.

- When you enter your record, you will notice that there is a new **“Submit”** button in the bottom left hand corner of the screen. You should click on this to select which entries you wish to submit for review.
- Once you have clicked **“Submit”**, a screen will appear with some information regarding your submission. Once you have read this, you should click **“Continue”**.
- You will then be asked whether you will be submitting all of your CPD entries via CPD Online, or whether you wish to make a dual submission i.e. submit some entries online, and some on paper. You should tick the box for **“Dual Submission”** and click **“Continue”**.
- A screen will appear listing all your online CPD entries. You should check the tick box of the ones you wish to submit.
- When you have selected all the entries you wish to submit, click **“Confirm details”**. A message box will appear asking you if you have selected all the entries you wish to submit and telling you how many you have selected.
- Click **“Continue”**. A box will appear telling you which entries you have selected. If you wish to submit those entries, click **“Submit record”**. If not, you can return to amend your choice.
- A message box will appear to inform you of the entries which have been submitted. Your submission is final and you cannot send us any more online entries after this point.
- As soon as our reviewers have assessed your record and posted the feedback for your complete record containing your online and paper entries, you will be able to view it on CPD Online by clicking on the **“Review and Feedback”** option on the main menu after you have logged in. You will also be sent an executive summary of your feedback by post.