

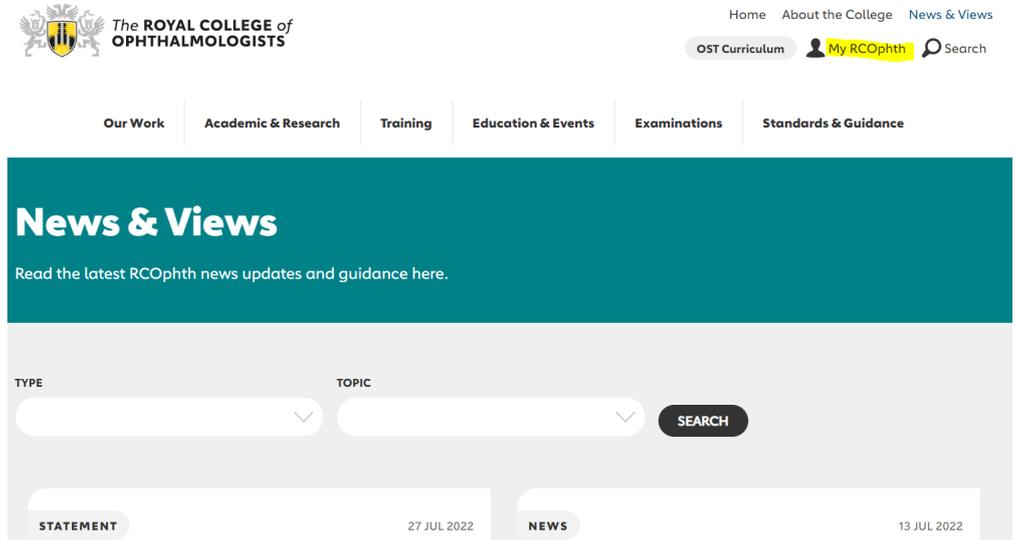
STEP BY STEP INSTRUCTIONS TO ACCESS THE CONTRIBUTIONS AREA ON INSPIRE

Once you have followed steps 1 – 6 in this process and registered for the ‘Contributions course’ you will only need to log into MyRCOphth and follow step 7 from then on.

If you have any problems accessing the Inspire Contributions Area, please email inspire@rcophth.ac.uk

Step 1

On the RCOphth website (www.rcophth.ac.uk), click on MyRCOphth



Step 2

Click on the sign in button



Welcome to the Self-Service Area!

If you had a login to our website previously, please

1. click **Sign in** above
2. click **Forgot username?** and enter your email address
3. You will get an email confirming your account is active here on the new system

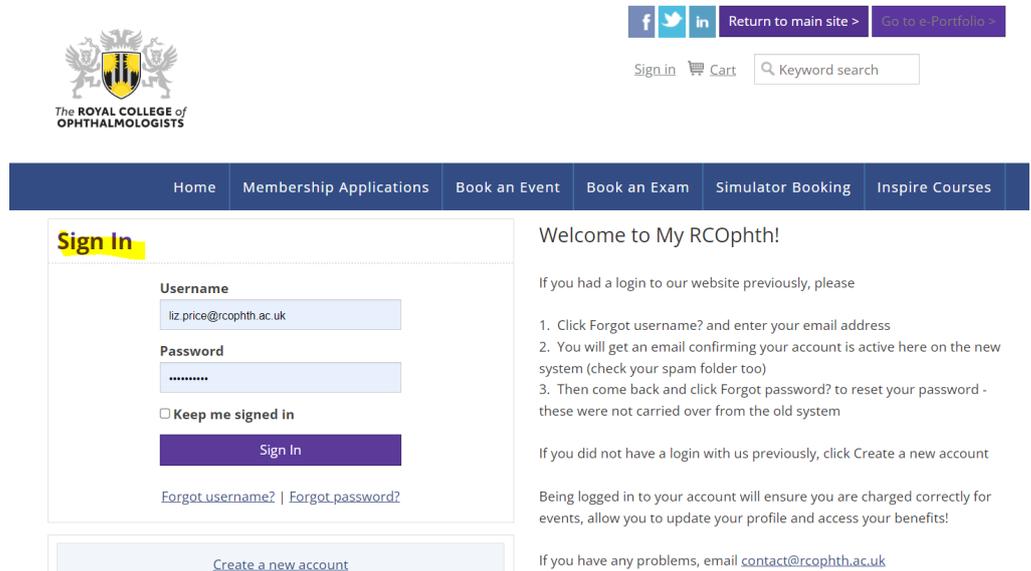
To access your Account and Membership Benefits

Sign in (above at the top of the page) then click your name to access your profile and pay your invoice. Thank you!

1. **Sign in**
- then
2. **Click your name**

Step 3

Log in to MyRCOphth (members area)



Step 4

Click on the Inspire Courses tab

The screenshot shows the website header with social media icons (Facebook, Twitter, LinkedIn) and navigation links: "Return to main site >" and "Go to e-Portfolio >". Below the header is a navigation bar with tabs: "Home", "Membership Applications", "Book an Event", "Member Directory", "Book an Exam", "Eye Journal", "Simulator Booking", "DSS Application", and "Inspire Courses" (highlighted in green). The main content area includes a breadcrumb "Home » Inspire Courses" and a user profile "On Behalf Of: (select)". A notice states: "All online course access is subject to our [Terms and Conditions](#)". The section is titled "Inspire Course Search" and contains a table with the following data:

TITLE	DESCRIPTION	ENROLL
Contributions	We are keen for any participant on INSPIRE to contribute their own learning materials to the platform by submitting a lesson through the "Open Contributions" process	Register

Step 5

Register yourself on the 'course' as a normal booking process

The screenshot shows the "Contributions" course page. The navigation bar highlights "Inspire Courses". The breadcrumb is "Home » Inspire Courses" and the user is "On Behalf Of: (select)". There are social sharing icons for Facebook, Twitter, LinkedIn, and Email. The course title is "Contributions". The description reads: "We are keen for any participant on INSPIRE to contribute their own learning materials to the platform by submitting a lesson through the 'Open Contributions' process. Thank you for your interest in contributing to INSPIRE! Once enrolled on this course you'll get all the information you need to submit material to:" followed by a bulleted list: "Clinical Knowledge", "Personal Development", and "Professional Development". A callout box on the right says: "To book an event, please sign in or create an account first. This will ensure you get the correct pricing." The course details are: Price 0.00, When 01/05/2022 - 16/05/2023. A yellow button labeled "Register Myself" is highlighted. Below it, text indicates: "Last day to register is 16/05/2023" and "My registration status: Not registered".

Step 6

And proceed to checkout and submit your order

The screenshot shows the "Contributions" course page with the registration process advanced. The navigation bar highlights "Inspire Courses". The breadcrumb is "Home » Inspire Courses" and the user is "On Behalf Of: (select)". There are social sharing icons. The course title is "Contributions". The description and bulleted list are the same as in Step 5. The callout box on the right is the same. The course details are: Price 0.00, When 01/05/2022 - 16/05/2023. A purple button labeled "Cancel My Registration" is highlighted. Below it, text indicates: "Last day to register is 16/05/2023" and "My registration status: Registered pending checkout". There is a link to "Edit registrant information" and a purple button labeled "Add to Calendar". At the bottom, a note says: "If you have answered questions above, click SAVE RESPONSES before proceeding to checkout. All event bookings are subject to our [Terms and Conditions](#)." A yellow button labeled "Proceed to Checkout" is highlighted at the bottom right.

Step 7

NB It may take about 15 minutes for your 'order' to be processed.

Click back on your profile button at the top of the screen

Click My Courses

When you see the 'Contributions course', click 'Access Course'

The screenshot shows the 'My Account' page for Ms Liz Price. The 'My Courses' tab is highlighted. Under 'My Purchased Online Courses Available', there is a table with the following data:

TITLE	PURCHASED DATE	COURSE
Contributions	28/07/2022	C_CONT

The 'Access Course' button for the 'Contributions' course is highlighted in yellow. A yellow note at the bottom of the page states: "Please note that it can take up to 15 minutes for completed online courses information to appear."

Step 8

This will take you to the Inspire Contributions platform where instructions to contribute your materials are available

The screenshot shows the 'Contributions Area' on the Inspire platform. An announcement titled "Make an OPEN Contribution to INSPIRE" is displayed, with a yellow highlight on the text "How to Submit your Contribution to INSPIRE". A "Table of Contents" sidebar on the right shows "How To Contribute" as the first item, with a progress indicator at 0%.