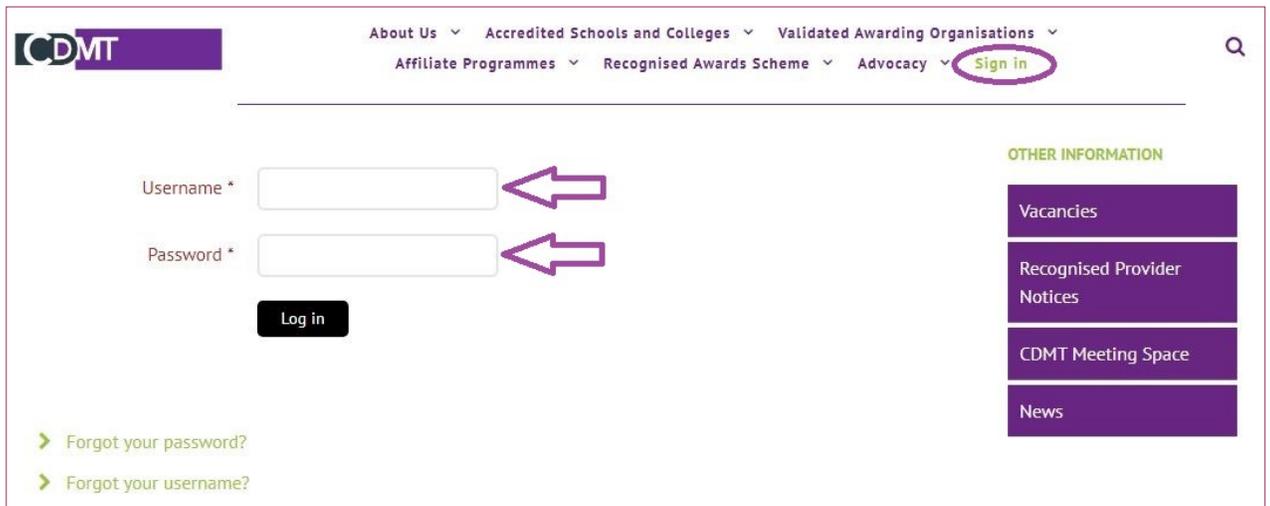


Step By Step Guide for Renewing your Recognised School Award

1.

To renew your Recognised Award, you must sign in on our CDMT website via the Sign In tab or following this link: <https://cdmt.org.uk/sign-in>

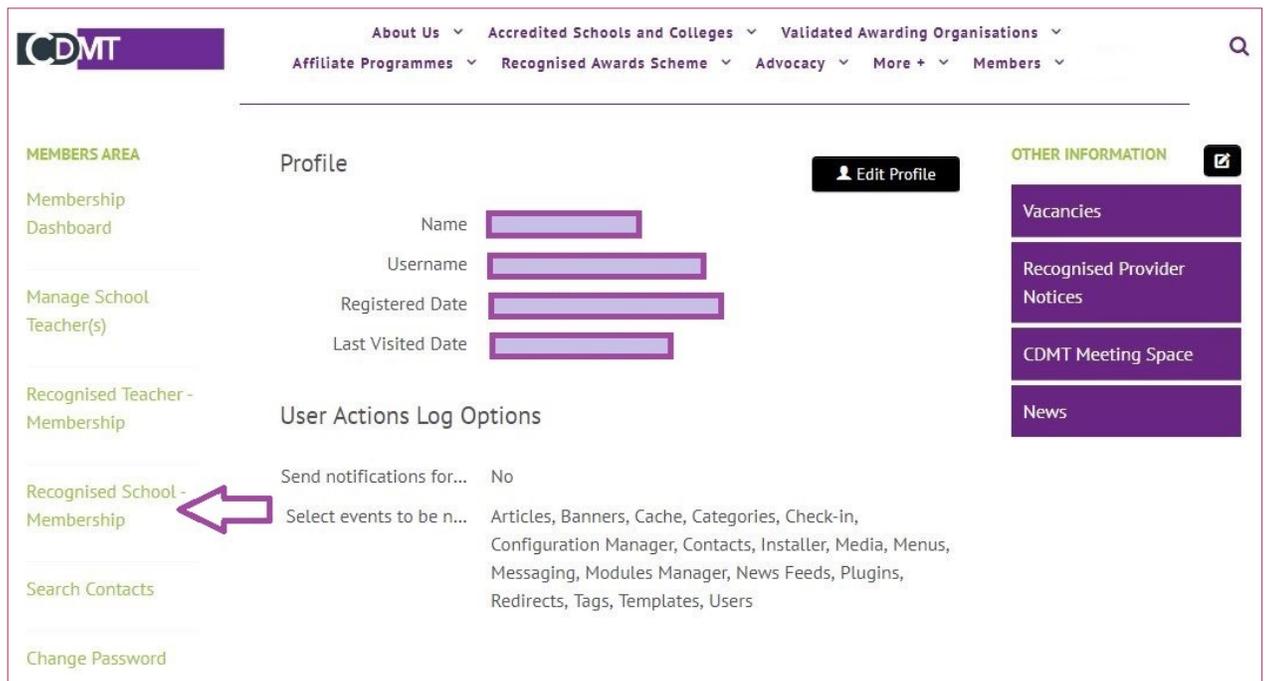
Your username will be your email address and you would have chosen your own password. However, if you have forgotten these details please email Hannah to reset these for you: h.alderdice@cdmt.org.uk



2.

Once you have logged in, you will have several optional tabs down the side of your screen. Please select the Recognised School tab to renew your School award, or your Recognised Teacher to renew your Teacher award.

This will take you to your renewal form which needs to be updated each year to ensure we have the most up to date contact details and postal information.



Send notifications for...	Select events to be n...
No	Articles, Banners, Cache, Categories, Check-in, Configuration Manager, Contacts, Installer, Media, Menus, Messaging, Modules Manager, News Feeds, Plugins, Redirects, Tags, Templates, Users

3.

Once you have made it to the form, all you need to do is fill in all your information. You can also choose to either apply to renew for the next year or to automatically apply each year. Please be aware that this will automatically take the payment each year, however you will still need to complete the form each year. **If you wish to change this after you have selected the option in previous years, you will need to get in touch with PayPal to disable this automatic payment.**

The screenshot shows the CDMT website's membership page. The navigation menu includes 'About Us', 'Accredited Schools and Colleges', 'Validated Awarding Organisations', 'Affiliate Programmes', 'Recognised Awards Scheme', 'Advocacy', 'More +', 'Members', and 'Forum'. The sidebar lists 'MEMBERS AREA' options: 'Membership Dashboard', 'Manage School Teacher(s)', 'Recognised Teacher - Membership', 'Recognised School - Membership', 'Search Contacts', 'Change Password', and 'Logout'. The main content area is titled 'Recognised School - Membership' and includes a welcome message, a definition of a Recognised School, and a 'Join' section. In the 'Join' section, there are two options: 'Recognised School - £ 100.00' (selected) and 'Please renew my membership automatically.' (unchecked). Two purple arrows point to these options.

4.

The last part of the form includes uploading your documentation. ***Please make sure the documents are valid***

- Insurance Document
- Child and Vulnerable Adult Policy

The screenshot shows the 'Documents for your School' section of the form. It includes a heading 'Documents for your School' and a sub-heading 'Please, you are required to upload a PDF or JPG version of documents listed below.' There are three sections for document uploads: 'Insurance document', 'Child and Vulnerable Adult Policy', and 'Other documents'. Each section has a 'Choose file' button. At the bottom of the form, there is a 'Confirm Payment' button with a purple arrow pointing to it.

Once you are at the end of the form with every box completed, press the 'Confirm Payment' button at the bottom of the screen. This will then redirect you to the PayPal page to make your payment.

If you would like to pay via bank transfer or cheque then please email CDMT for the information. By clicking this button it will save the information you have submitted, so it is important that the button is clicked even if you wish to pay an alternative way.

5.

Once you have clicked the 'Confirm' button, you will then be redirected to the PayPal Page where you have the following options:

1. Sign In to your PayPal account and make the payment.
2. Make a PayPal account to make the payment.
3. Select the 'Pay by Debit or Credit Card' button to make the payment as a guest.
4. Press cancel at the bottom and email CDMT for the bank transfer details.

PayPal £100.00 GBP

Log in to PayPal

With a PayPal account, you're eligible for Return Shipping on Us, Buyer Protection and more.

Email address or mobile number

Password

[Forgotten your password?](#)

Stay logged in for faster purchases [?](#)

Log In

Log in with a one-off passcode

or

Pay by Debit or Credit Card

[Cancel and return to Council for Dance, Drama and Musical Theatre](#)

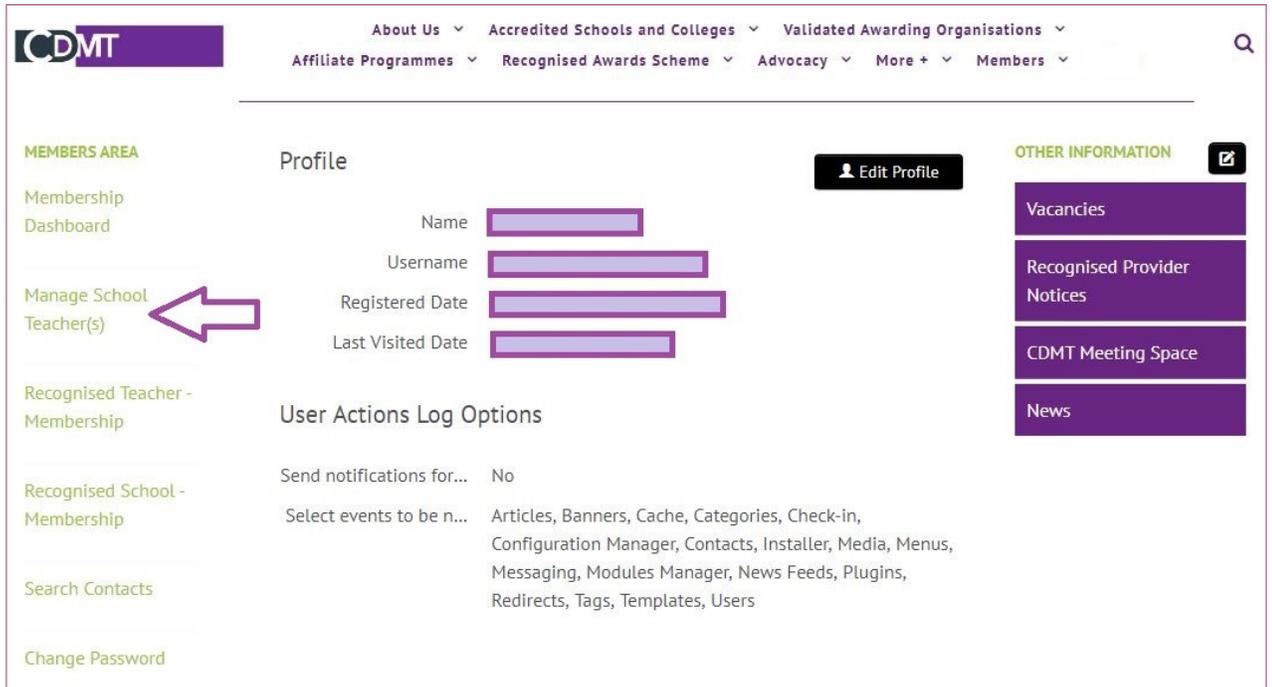
6.

Once you have made the payment. You should receive an email confirming that it has been processed. **This does not complete your application.**

You must follow the next 2 steps in order to complete your renewal application. Without the following information we can not process it for you.

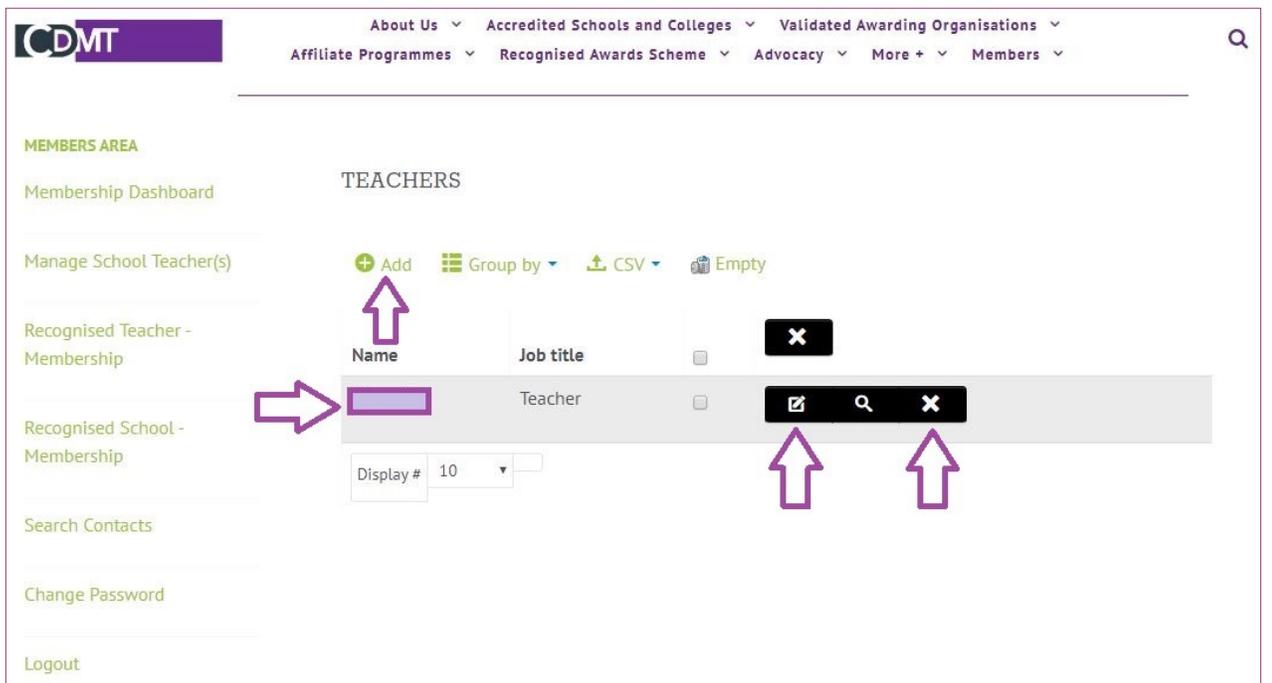
7.

Next, return to the Members Area and select the 'Manage Teacher(s)' Tab on the left hand side of the screen.



8.

Here is where you will see your existing teacher(s) from your previous application. You will need to edit this information to make sure that your teachers lists are up to date. You can add new teachers to your application using the 'Add' button, or you can edit existing teachers information by using the first black button next to that teachers name. You can also delete teachers with the 'X' button next to the chosen teacher if they no longer teach at your school.



9.

This will then complete your renewal application. You will be contacted within 4 weeks after completing the application with the relevant information. If you have any questions or issues with this process, please email the Recognised Awards Co-ordinator on h.alderdice@cdmt.org.uk.