

SPP New Website Guide, June 2023

The Public Site (prior to you logging in)

The new site holds much the same content as its predecessor, though we hope you find navigation and access to relevant material a little clearer.

Homepage

On the right hand side of the homepage you can view recent events and publications/formal consultation responses. Some of these will have been pinned by us, to profile content that we feel is of longer term interest.

Wherever you are on the site, the SPP logo (top left) will take you to the Homepage.

Page Headings

We have divided the public content into:

About/Membership/Events/Consultations/Publications/Early Career

Within these sections, most content is available publically, but some content is SPP Member-restricted. You will be able to log in to view this content when you come to it.

Some new elements:

- For a firm that is not an SPP member, the application form is available to fill in online (in Membership-Joining SPP).
- In Events, you can search past recordings. The search function is not fast, as we have prioritised a fuller search, with we hope better results, over a surface (and hence faster) search. We hope you find what you need.
- Early Career section – this is new and we hope that your early career colleagues find it helpful.

Logging in as a Standard SPP Member

One change that we have made is to automate the process for an SPP member to register for the new website (in the past you had to email SPP staff). To do this, select 'Register' from the top left of the site and follow the fields. Only SPP members can register, so the process will ask you to select your firm from a dropdown list. The site will only let you proceed if you belong to a recognised firm. For note, some firms have more than one email domain, so when you select from the list, please choose the one that matches your email. Once completed, you will need to validate via an email sent to you, then you will be able to access the full site. Any issues, please email us at info@the-spp.co.uk

Once you are logged in -

You can access the public pages, accessing content that is restricted to members.

Some new elements:

- When you log in, you will first see a new dashboard page. As a standard SPP member, this will show you:
 - Firstly, recent papers for SPP committees and groups that you belong to. This only shows recent documents but you will be able to access all documents you have access to in the Document Library, as previously.
 - Secondly, your dashboard will show recent event recordings, to allow you to easily access these.
 - Next is a section setting out the Events you have attended & Event Recordings you have viewed (and declared that you have viewed – this will not pick up viewings that pre-date the new site). This will summarise the CPD that you may be able to claim, depending on your own authorising body's rules. An annual aggregation of CPD minutes is set out below this.
- On the top left of the screen, your name should appear when logged in. If you click on this, a dropdown menu will allow you to access the following:
 - User dashboard – this returns you to the dashboard described above.
 - Edit profile – this enables you to edit the information we hold about you as an individual professional. We would be grateful if you kept this information current.
 - Firm details – this shows you your basic firm details, including the name of the Accredited Representative.
 - Document Library – as with the previous site, this allows you to access documents relevant to your SPP role. There is a search facility, either by keyword or year.

Logging in as an Accredited Representative

If you are not your firm's SPP Accredited Rep, you can ignore this section.

As an Accredited Rep for SPP, there is some additional functionality for you. As above, on the top left of the screen, your name should appear when logged in. If you click on this, a dropdown menu will allow you to access the following, in addition to the pages above:

- Account Dashboard – this provides you with a range of information about your firm's SPP engagement:
 - Subscription details – this notes the subscription band your firm is in and whether we have you recorded as paid or unpaid for the current year.
 - Firm committee representatives – this will show you which SPP committees and groups your colleagues sit on.
 - Firm speakers at events – again, this shows those involved from your firm in the current year.
 - Events attended by firm – this will show you the total number of attendees from your firm at each SPP event that year.
 - Invite colleagues to register on website – this allows you to prompt colleagues to register for the site. Due to the nature of this site, those who wish to register must



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validate their own profile (an automated process). So this function is just a way for you to nudge them to do so.

- Firm details – this allows you to update some details the website shows about your firm, including services provided in the market (public-facing, in Membership-Our members). You can also add/update billing contact details for SPP internal use. For note, there is an internal SPP validation step to this process, so changes you submit will not immediately be visible on the site.

We welcome any feedback you have on this new site, so please do [email us](#) if there is anything you would like us to consider, or if you are having any issues.

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