

# CTA Renewals

## Overview & Points Bank

### Part 1: Annual Renewal Requirements

- **50 Points Annually to Maintain “Current” Status**
  - To maintain certification, a minimum of 50 points per year is required.
  - Points are earned in four main categories, each with its own point value:
    - **ATTRACTIONS** (*Visiting Attractions*) = 10 Points
    - **EVENT POINTS** (*Networking Events, Seminars, Educational Events*) = 5 Points
    - **READING POINTS** (*Websites, Tourism-related Articles*) = 5 Points
    - **VOLUNTEERING** (*Tourism or Community Volunteering*) = 5 Points
- **Deadlines: Early-Bird Deadline 10/31; Final Deadline 12/31**
  - Renew early and save! Fees are discounted if you renew by the 10/31 deadline.

## Reporting Points

### Part 2: Renewal Points Bank

- **Log in to Access Your Points Bank:** After logging in, you will see your Summary page.

**Christine Whorton (#13994)**  
Mickey Schaefer & Associates LLC  
2374 Any Street Drive  
Oro Valley, AZ 85755  
Email: christine@someplace.com  
Phone: 520-777-8888

**Certification**

Ambassador Name	Christine Whorton
Provider Name	At Large
Certification Type	CTA
Certification Status	Current
Certified Date	8/6/2008
Certified Through	12/31/2022
Final Deadline	12/31/2022

**Demographics**

Description	Accredited Provider - 3 Letter Designation: At Large (ALG)
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**Account Actions**

- ◉ Edit Profile
- ◉ Address Book
- ◉ Contact Information
- ◉ Opt In and Out
- ◉ **Points Bank/Record Points**
- ◉ Pay Outstanding Orders
- ◉ Change Username
- ◉ Reset Password

- **Accessing the Points Bank**
  - The *Points Bank* appears on the right.
  - Click the link to access.
- **Certified Through Date Advances Upon Submitting**
  - The system automatically changes your *Certified Through* date to the end of the next calendar year, after you have submitted 50+ points and paid your renewal fee.

- Anatomy of the Renewal Points Bank: *Entry Through Payment*

**IMPORTANT:** The Points Bank advances your *Certified Through* date to the next renewal period.

### Top Section:

- Top left, the form provides an overview of your certification with future deadlines.
- Upper right, note the **December 31 Deadline** final deadline.
- **TOTAL POINTS** are reflected, with a breakdown of number of points for each category.
- **50 POINTS TOTAL** and **PAYMENT** are necessary to finalize your renewal.

### CTA Renewal POINTS BANK

CTA Status / Points Reported	50 Points Required for Renewal. Deadline December 31	
Certification Start Date: 8/24/2007	ATTRACTION POINTS (Visiting Attractions) = 50.00	<b>TOTAL POINTS = 60.00</b>
Certified Through: 12/31/2021	EVENT POINTS (Networking Events, Seminars, Educational Events) = 0.00	
Certification Status: Current	READING POINTS (Tourism-related Articles, Websites) = 5.00	
<b>Early Renewal Deadline: 10/31/2021</b>	VOLUNTEERING POINTS = 5.00	
Final Deadline: 12/31/2021		

### Middle Section – Reported Activities in View:

- This section is where you will ENTER and VIEW your point-earning activities.
- Once entered, the screen will appear similar to the example below.
- **POINTS** for each entry will appear in the right column.
- As points are entered, the **TOTAL POINTS** (see above) will increase accordingly
- To **EDIT** or **DELETE**, click on the pencil or red X on the left of the entry.
- You will see points reported for the current renewal period.
- **ATTRACTIONS:** You may report any attractions that are listed on your destination’s main visitor website. Enjoy exploring your area!

**CTA Point Entries:** *Report Renewal Points Here*

Edit	Delete	Point Type	Course/Event Description	Date Completed	Points
		ATTRACTION POINTS (Visiting Attractions)	Sonora Desert Museum	8/1/2021	10
		READING POINTS (Tourism-related Articles, Websites)	Read Visit Tucson Website Attractions List	7/20/2021	5
		ATTRACTION POINTS (Visiting Attractions)	Tucson Museum of Art	6/29/2021	10
		ATTRACTION POINTS (Visiting Attractions)	University of Arizona Museum	5/16/2021	10
		ATTRACTION POINTS (Visiting Attractions)	Tour of Tubac	4/30/2021	10
		ATTRACTION POINTS (Visiting Attractions)	Tour of Marana	3/3/2021	10
		VOLUNTEERING POINTS	Mt. Lemmon Fun Run	2/3/2021	5

Click **ADD POINTS RECEIVED** below to start a new entry.

Click the to edit any record. Click the to delete any record.

**ADD POINTS RECEIVED**

## Middle Section – Add New Points:

- After you click on **ADD POINTS RECEIVED** (see above) the form will open.
- The top Reminder alerts you to enter points only for the current renewal period.

## HERE'S THE STEP-BY-STEP:

- Select 'Self-Reported Points' from the dropdown.

**Add New Points**

**REMINDER: ONLY THOSE RENEWAL POINTS EARNED DURING THE CURRENT RENEWAL PERIOD WILL BE SHOWN IN YOUR POINTS TOTAL.**

To get started, select Self-Reported Points from the dropdown.

Activity (click dropdown arrow):

Point Type (click dropdown arrow):

- Select the **Point Type** from the dropdown.

Activity (click dropdown arrow):

Point Type (click dropdown arrow):

Number of Points:

Brief Description (a few words on how you obtained the points):

- Once selected, both the **Point Type** and the **Number of Points** will populate.

Activity (click dropdown arrow):

Point Type (click dropdown arrow):

Number of Points:

- Add **Brief Description** and enter **Activity Date** or **Approximate Date**.  
NOTE: Approximate Date allows flexibility.
- **Entry Date / Today's Date** will auto-fill.
- Click **ADD POINTS** button.
- **REPEAT** until you have reported at least 50 points.

Brief Description (a few words on how you obtained the points):

Activity Date or Approximate Date (Do not enter until the points activity has been completed. Future dates will not save):

Entry Date / Today's Date:

## Bottom Section – Submit Renewal Fee & Finalize:

- The above steps help finalize the form.
- **50 points must be reported. The SUBMIT FEES button at bottom becomes active only AFTER you have reached the 50-point minimum.**
- You will need to Check the Box at the bottom.
- Check box message will change, according to time of year:
  - Prior to November 1, the **Early Bird Fee** message **and** amount will appear.
  - November 1 or after, the **Regular Fee** message **and** amount will appear.
  - You will not be able to advance until all of the above are completed.
  - NOTE: If there are any other steps you need to complete, an **alert message** will prompt you to take the appropriate action or to **contact your local administrator**.


### Submit Renewal Fee & Finalize

Upon reporting 50 points or more, the SUBMIT FEES link will become available below.

IMPORTANT: It is necessary to complete the Payment process to finalize your renewal.

Once payment in full has been submitted, your Certified Through date will be advanced and you will be certified for another year!

CTA Renewal for 2022 Calendar Year, Early Bird Fee (ALG) (\$25.00)

**SUBMIT FEES** 

- Click SUBMIT FEE and process through the Shopping Cart to finalize.
- **You are renewed!!**
- **IMPORTANT:** Both the 50 point requirement and full payment must be received to finalize your renewal.

Thank You for All You Do As a CTA!