

How to Make Your Renewal Application: A Step-By-Step Guide

To make your renewal application you will need:

- Details of your mindfulness teaching work, supervision, retreat and CPD activity for the previous 12 months
- Your Supervisor Statement
- Your up-to-date mindfulness insurance policy document or confirmation of insurance from your workplace (as an email or a letter)
- The email associated with your membership
- Your password
- A method of payment

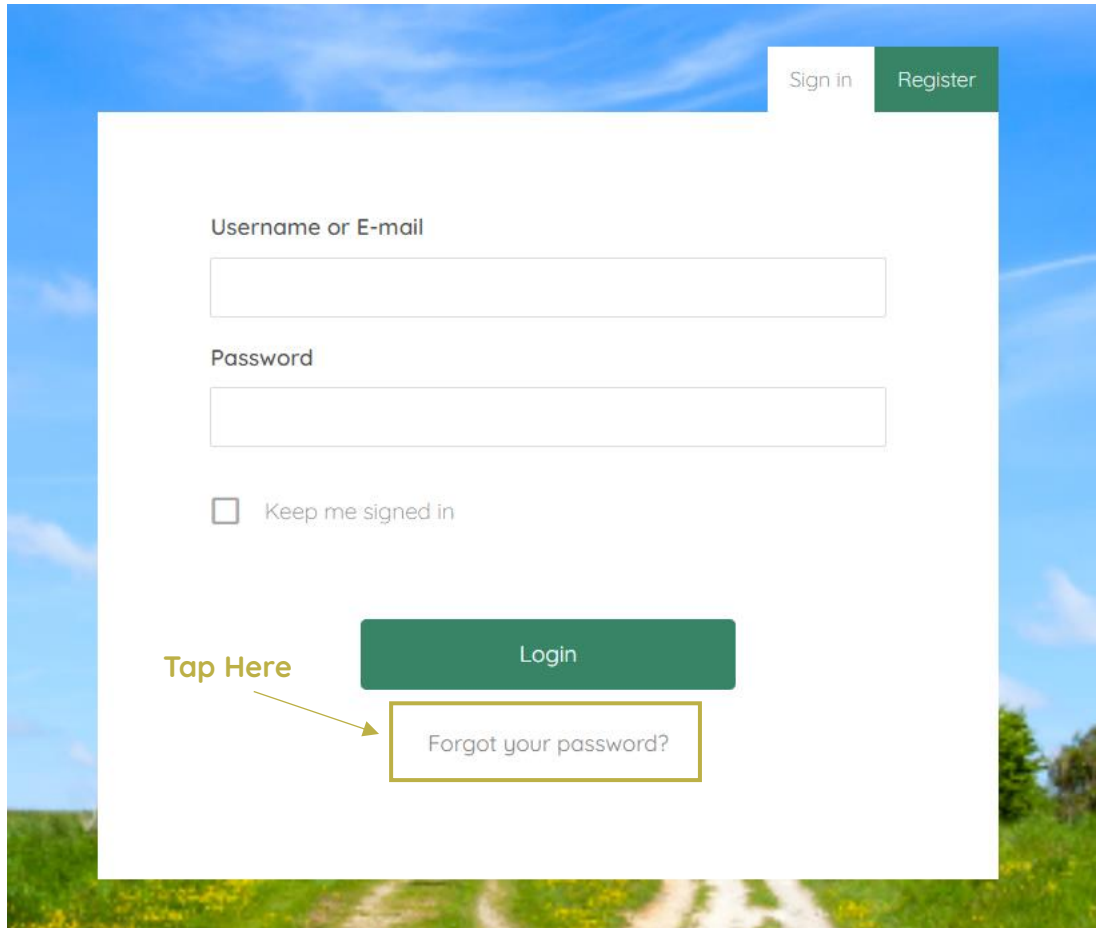
NB: Our accepted file types: doc, docx, jpg, png, pdf. PDF documents are preferred. Max file size: 256 MB. **Please do not upload .pages files**

Step 1: Logging into the Site

To log into the website, you will need the email address associated with your registration and a password.

If this is the first time you are logging in, you will need to create a new password.

To do this, go to the sign in page www.bamba.org.uk/login and tap 'Forgot your password?'.



You will then be directed to the password reset page.

Enter your email address, tap **'Reset Password'** and follow the instructions on the email which will be sent to your inbox.

Password Reset

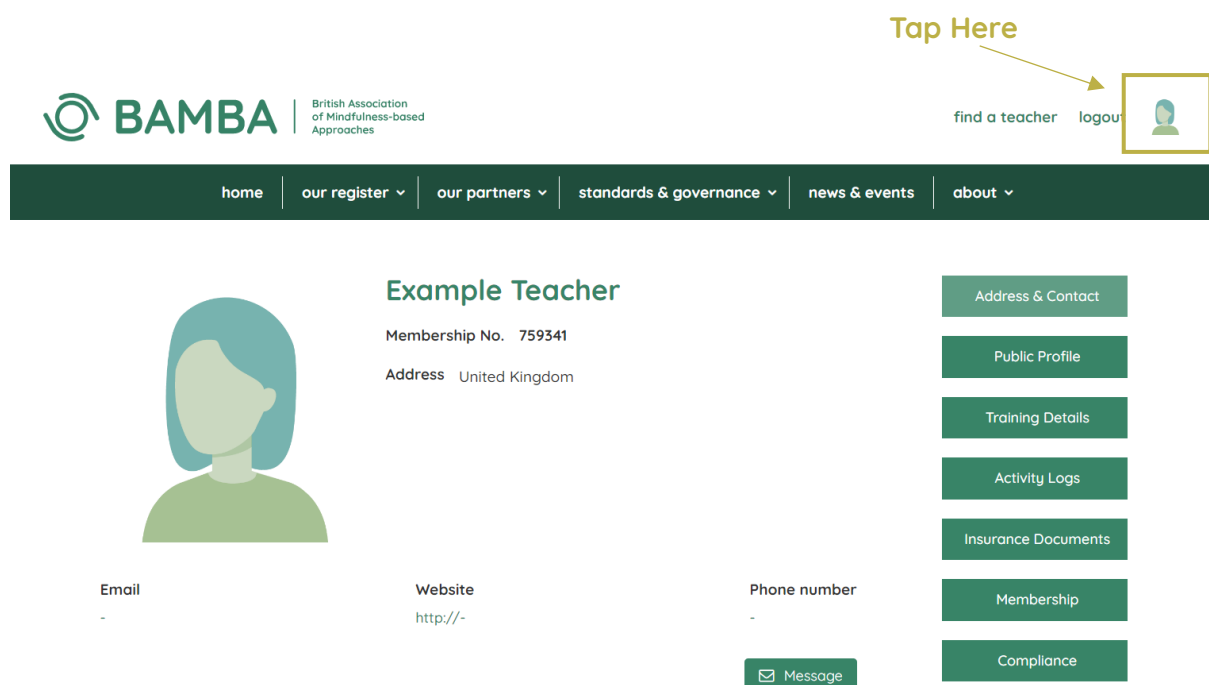
To reset your password, please enter your email address or username below.

Reset password

Once you have reset your password, ensure you keep it safe as you will need it every time you need to log in to the website.

Step 2: Accessing Your Member Area

Once you have logged in to the website, you can find your member area by clicking on the small thumbnail graphic to the right of 'logout'.



The screenshot shows the BAMBA website interface. At the top left is the BAMBA logo and the text "British Association of Mindfulness-based Approaches". On the right, there are links for "find a teacher" and "logout". A yellow box highlights a small user profile icon to the right of "logout", with a yellow arrow pointing to it and the text "Tap Here". Below the navigation bar is a dark green header with menu items: "home", "our register", "our partners", "standards & governance", "news & events", and "about". The main content area features a profile for an "Example Teacher". On the left is a placeholder for a profile picture. To the right, the text reads "Example Teacher", "Membership No. 759341", and "Address United Kingdom". Below this, there are fields for "Email" (with a dash), "Website" (with "http://-"), and "Phone number" (with a dash). A "Message" button with an envelope icon is located below the phone number field. On the right side of the profile, there is a vertical stack of seven green buttons: "Address & Contact", "Public Profile", "Training Details", "Activity Logs", "Insurance Documents", "Membership", and "Compliance".

Here, you will find all of your member information:

- Address & Contact
- Public Profile
- Training Details
- Activity Logs
- Insurance Documents
- Membership
- Compliance

Step 3: Updating Your Activity Logs - Teaching

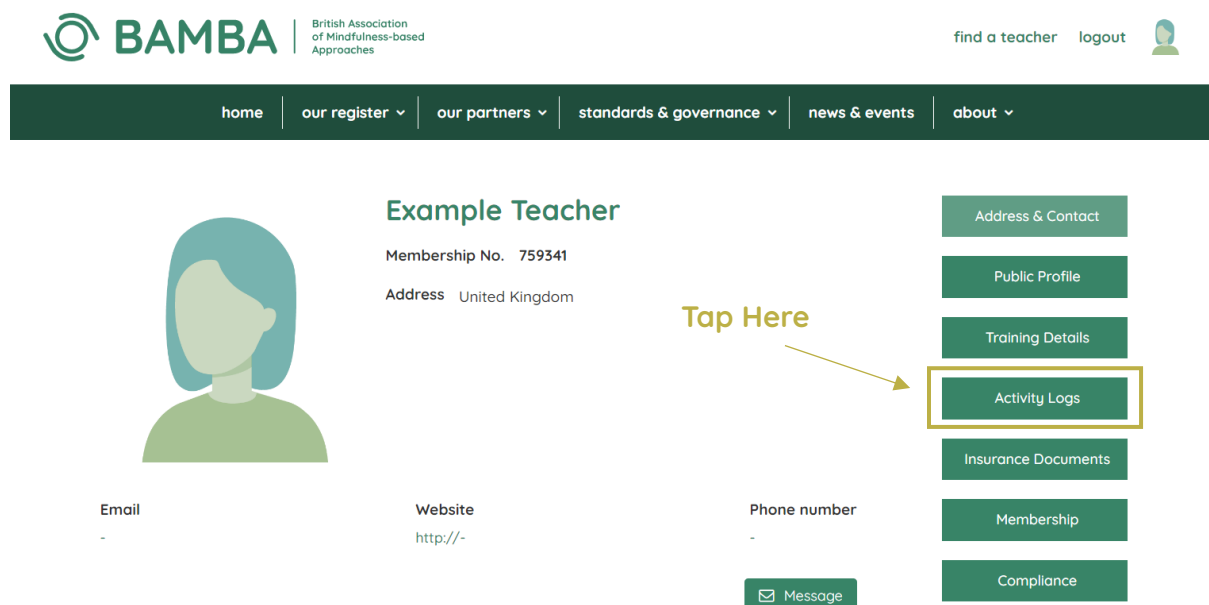
Your member area is available to you to keep your details and mindfulness activity including teaching, supervision, retreat and CPD activity up-to-date.

It replaces the previous ‘Activity Log’ word document and we encourage you to use this space as a record of your activity throughout the year.

In order to make your renewal application, you will need to ensure your teaching, supervision, retreat and CPD activity for the previous 12 months is up-to-date.

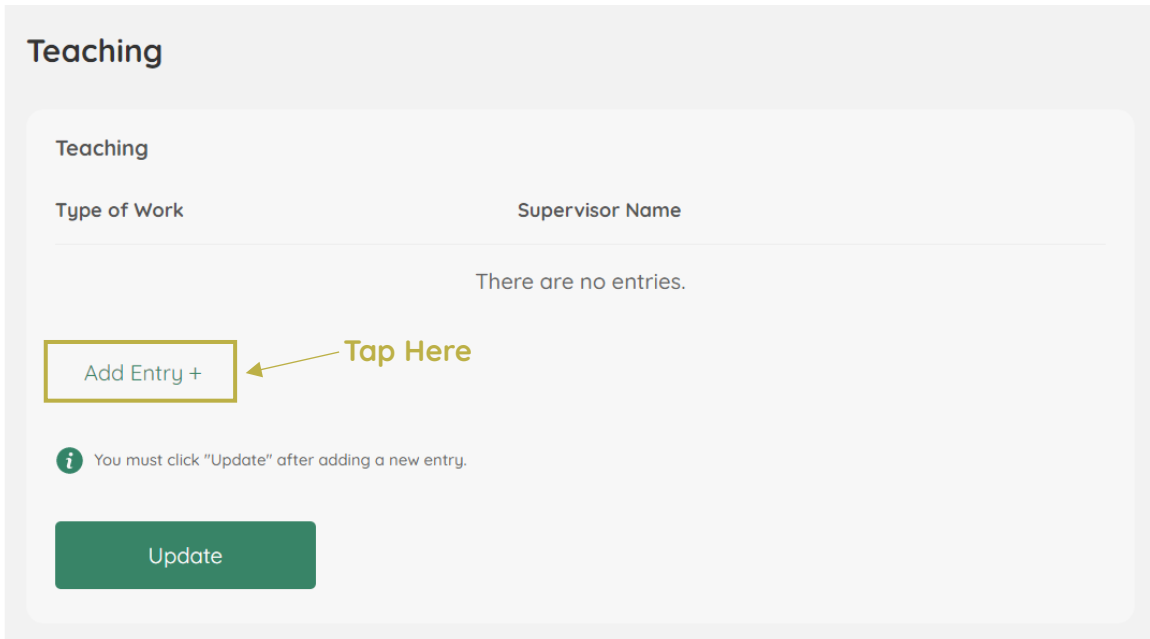
NB. For your renewal, you do not need to add any information to the ‘Training Details’ section. This section is for new member applications or for members with an active membership to add a new Mindfulness-Based Programme (MBP) to their listing.

To update your mindfulness activity, tap the ‘**Activity Logs**’ button on the right-hand-side of the screen:



Add your teaching information by tapping ‘**Add Entry**’ and completing the information on the pop-up form, summarising your ‘with people’ mindfulness work including:

- The type of work (teaching, training, supervising or 'other')
- The details of the teaching
- The supervisor for this aspect of your work
- Details of your most recent mindfulness work, if you haven't carried out any in the last 12 months
- Any other details



Teaching

Teaching

Type of Work	Supervisor Name
There are no entries.	

Add Entry + Tap Here

i You must click "Update" after adding a new entry.

Update

Once completed, tap **'Add Entry'** in the pop-up form and then the green **'Update'** button after each entry.

NB. It is important to add 'Update' after each entry to ensure the information is retained.

Add Entry

Please summarise your 'with people' mindfulness work that you delivered during the past year.

This includes any mindfulness work that involves face to face or online contact with people, such as training, teaching, supervising, etc., but does not include, for example, writing, which could be entered in the CPD log. It doesn't include attending peer supervision, even though you might be supervising for part of it – that belongs in the supervision log.

You may remain on the register during breaks in teaching of up to 3 years so long as the CPD, retreat and supervision requirements are met.

Type of Work

Teaching ▼

Tap Here

Details

For example, 8-week MBCT course for NHS patients, monthly supervision of an MBSR teacher, leading a weekly half-hour online drop-in etc.

Cancel

Add Entry

Complete this step for all types of mindfulness work you would like to include on your renewal application.

When you have finished adding all entries, tap **'Update'** again before you move onto the next section.

Teaching


Teaching

Type of Work

Supervisor Name

There are no entries.

Add Entry +

 You must click "Update" after adding a new entry.

Update

Tap Here

Step 4: Updating Your Activity Log – Supervisor/s

Follow the same process as Step 3 to complete the Supervisor/s section of your Activity Logs including:

- Supervisor Name
- Whether they are BAMBA-Registered (tick box)
- Supervisor Email
- Supervisor Statement (noting accepted file types)

NB: The section ‘Additional Supervision Within the Last 12 Months’ relates to new applications only.

- Mindfulness-Based Programme (MBP) or other mindfulness work that was the focus of the supervision
- Dates of the session/s
- Duration of session/s
- Type (individual / group)

Please ensure you tap the green ‘Update’ button after each entry and again before moving onto the next section.

Step 5: Updating Your Activity Logs – Retreat Logs

Follow the same process as Steps 3 and 4 to complete the Retreats Log section of your Activity Logs including:

- Start Date
- Total number of Days
- Retreat Name
- Teacher/s Name
- Organisation
- Teaching method (online / In-Person)

There is also a section available to include any other information around retreats to support your application (for example, if your retreat was self-guided):

Any Other Details

Please also include any other information that demonstrates that you have met the GPGs (please see [FAQs](#)) eg. if your retreat was self-guided, please provide as much detail as possible such as duration, schedule, amount of silence etc.

/

Update

Please ensure you tap the green **'Update'** button after each entry and again before moving onto the next section.

Step 6: Updating Your Activity Logs - CPD

Follow the same process as Steps 3, 4 & 5 to complete the CPD section of your Activity Logs including:

- Date
- Description
- Hours
- Details

Please ensure you tap the green **'Update'** button after each entry and again before moving onto the next section.

Step 7: Uploading Your Insurance Documents

Once you have completed the Activity Logs, tap the **'Insurance Documents'** button on the right-hand-side of the screen:

Example Teacher
Membership No. 759341
Address United Kingdom

Email -
Website http://-
Phone number -
[Message](#)

- [Address & Contact](#)
- [Public Profile](#)
- [Training Details](#)
- [Activity Logs](#)
- [Insurance Documents](#)**
- [Membership](#)
- [Compliance](#)

Tap Here

Please ensure you have read the information provided then tap **'Add Entry'** to upload your insurance documents in the pop-up screen.

Once uploaded, tap **'Add Entry'** again. Then tap the green **'Update'** button to complete this section.

Step 8: Completing Your Renewal Application and Making Payment

Once you have completed the Activity Logs and the Insurance Document sections, you're ready to finalise your application and renew your membership:

Example Teacher
Membership No. 759341
Address United Kingdom

Email -
Website http://-
Phone number -
[Message](#)

- [Address & Contact](#)
- [Public Profile](#)
- [Training Details](#)
- [Activity Logs](#)
- [Insurance Documents](#)
- [Membership](#)**
- [Compliance](#)

Tap Here

Tap the **'Membership'** button on the right-hand-side of the screen.

Under 'Your Subscription Has Expired', tap the green button **'Renew Subscription'**

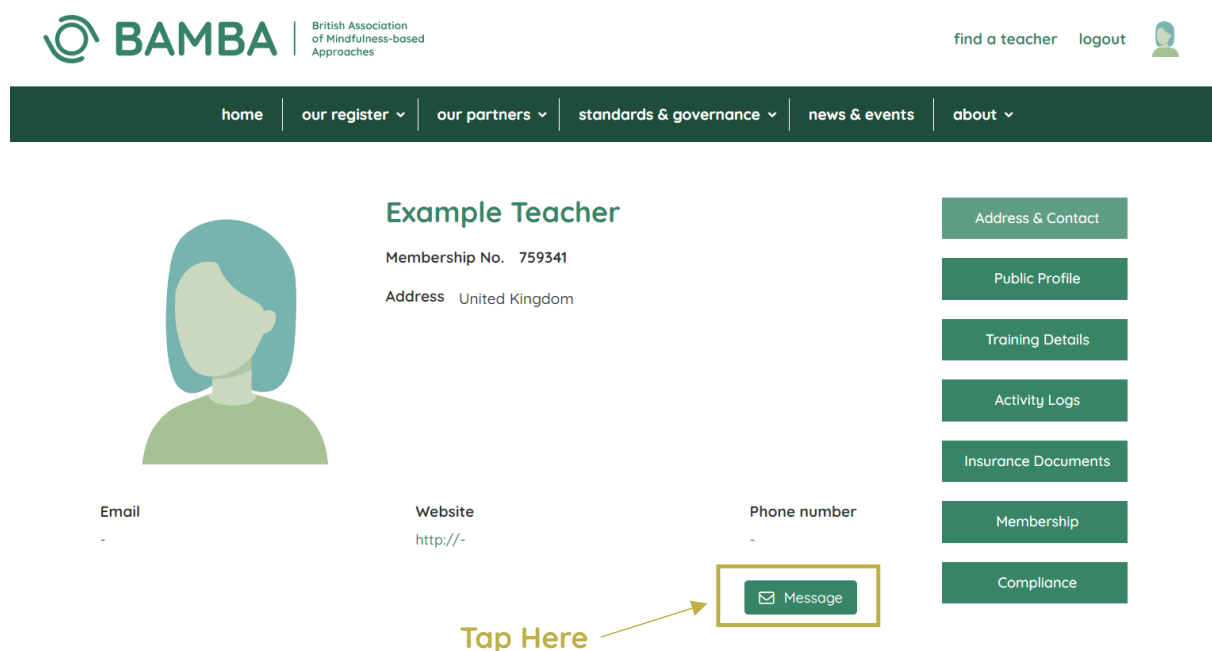
You will then be asked to confirm that you have updated all sections of your profile. Tick all of the boxes and tap **'Next'**

You will then be asked to confirm your compliance with the Good Practice Guidelines, that you are fully insured and that you have read, understood and agree to BAMBA's Privacy Policy and the processing of your data. Confirm by ticking all of the boxes, then tap **'Next'**.

Tick the application price box and tap **'Next'**

You will then be able to enter your payment details and complete the application.

If, at any point, you require assistance with your renewal application, you can tap the green 'Message' box to send an email to the administrator:



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The main content area features a profile for an "Example Teacher". On the left is a placeholder for a profile picture. To the right, the teacher's details are listed: "Membership No. 759341" and "Address United Kingdom". Below these are fields for "Email" (containing "-"), "Website" (containing "http://-"), and "Phone number" (containing "-").

On the right side of the profile, there is a vertical list of menu items: "Address & Contact", "Public Profile", "Training Details", "Activity Logs", "Insurance Documents", "Membership", and "Compliance".

A yellow box highlights the "Message" button (with an envelope icon) located below the "Phone number" field. A yellow arrow points to this button with the text "Tap Here".