HOW TO REGISTER ON THE SAVC’s REGISTREE PORTAL

This is a guide, but if you struggle please contact us at Tel: [012] 345 6360. All the SAVC’s staff members will be able to assist and guide you.

Before you register on the SAVC’s Registree portal please have your cell phone handy.

1. Via your computer or cell phone open the Registree portal in your browser and save it as a favourite. [https://portal.savc.org.za/](https://portal.savc.org.za/)
   - In Internet Explorer: click on “Favourites”, right-click on the name, “ONEDRIVE VC. COMMITTEES 2016-2019 – ONEDRIVE”, choose “Add to Favourites Bar”. It will now show on your favourites bar.
   - In Chrome: Click on the three dots (ellipsis/additional options menu), click on “Bookmarks”, select “Show Bookmarks bar”. It will now show in your Bookmarks bar.

2. Click on Register at the top right corner

3. Complete your username and password in the space provided (passwords are case sensitive) and you will receive a confirmation code via SMS. You will also be required to re-type your password and to type the captcha.

If you do not receive an SMS, or could not complete the registration process, kindly send an email to systems@savc.org.za. Please include your full names, registration number and ID number in your email.
4. Confirm your registration by typing your **confirmation code** [received by SMS] into the space provided.

5. Once you received the “Registration Successful” message, click on **Login** at the top right corner.

   *You only need to register once. Please remember your username and password.*
6. Complete your **username** and **password** [used by you during the Registration process above]

![Image of login page]

7. **YOUR PERSONAL REGISTREE FOLDER WILL OPEN DETAILS**

![Image of personal details]

7. Please verify your **personal** information and update the fields that are editable.

   *Please contact registration@savc.org.za if the information in any of the non-editable fields are incorrect.*

8. Please verify your **professional** information.

   *Please contact registration@savc.org.za if any of this information is incorrect.*
9. Please choose the sector in which you work.

If you work in different sectors, please add all those sectors. You will not be able to log out if the sectors do not calculate up to a total of 100%. (Do not type the % symbol after the amount). If you cannot find your specific sector, please contact registration@savc.org.za.

10. Please verify if the facility / employer where from you render a veterinary or para-veterinary service is correct. If the information is incorrect please contact facilities@savc.org.za.

If you are the principal of a facility list your registered staff members.

You will not be able to log out if this section if not completed.
This information is important to keep your information on record with the SAVC up to date.

11. Please update your contact details by clicking on the “+” to add, or on “X” to remove information.

The first email address provided by you will be used by the administration to communicate with you.
Cell phone numbers should be entered in the following format 082 123 1234 = 27821231234, other numbers as follows: 27123456360. Please provide us with as much information as possible.

12. If you do or do not want to receive information regarding veterinary and para-veterinary positions, or “other” advertisements, please exercise a choice by completing the option under “Preferences”:
ACCOUNT

13. To view your account and access the payment portal, click on “Account”.

If you have an outstanding balance and wish to make payment click on “Pay Now” and make payment of the full amount. The “Sage Pay” portal will open.

If you wish to make payment in instalments click on the amount at the bottom and type in the amount you are about to pay. The same process will then follow as in 1 above. Always use your registration number as payment reference.

If you do not have an outstanding balance, then you will not be able to see the online payment portal “Online Payment” at the bottom.
14. On the “Sage Pay” portal choose a payment option and **make payment**. For security reasons, you will **not be able to go back** to the SAVC’s web portal from “Sage Pay” portal. You have to login again if you wish to go back to the SAVC’s web portal.

“**MasterPass** is the new simple, convenient way to pay online with the multi-tiered security of the MasterCard network in partnership with your own bank. It’s the perfect combination of safety and convenience. With **MasterPass**, your payment and shipping information is stored by your bank in one safe place.”
FORMS

These forms are available to registered members and prospective members.

15. To download a form, click on the blue arrow on the right side of the relevant form. Select open or save when it prompts you for an option. Please allow some time for the document to download and open.

CPD ACTIVITIES & POINTS

16. Always keep record of your CPD activities as you can be requested to submit proof of structured CPD points.

Last updated: 13 December 2018