

THE SALISBURY DIOCESAN BOARD OF EDUCATION

'Working for children, young people, schools and parishes'

School Administrators/Clerk to Governors Booking Courses for Staff and Governors Step by Step guide

Index of contents

Registration as an administrator	Page 2
Making a course booking for one delegate	Page 4
Making a course booking for multiple delegates	Page 6
Viewing and changing course bookings	Page 7
Viewing delegates (Staff/People)	Page 9
Useful hints and tips—your notes	Page 10



Telephone general enquiries: 01722 744538 Diocesan Education Centre, The Avenue, Wilton. SP2 0FG www.salisbury.anglican.org

Registration as an Administrator

THE DIOCESE OF SALISBURY Search this site Go Home Who's who Worship Mission Schools Parishes	Ministry Learning		
Step 2—select Administrator Account			
10 Worshing Mission Schools Parishes Ministry Learning Image: Current of the second o	For the purpose of registering as an administrator, do not select individual account, as you will not be able to link any other accounts to yours.		
Registration form	The options for admin roles are as follows:		
This registration form is only for administrators who want to book their staff/people on to courses. If you have arrived here by mistake please click here to return to the regular registration form. Data protection: By completing this registration i an agreeing to my details being kept on	School Administration		
the Diocesan Database. We will treat your personal data within the best practice guidelines of data protection. Are you a school course booking admin?	Finance Manager		
School name Enter at least 3 characters from your school name and select the correct one from the list. [N.B. You must enter a value selected from the list that appears, otherwise your booking	Clerk to Governors		
Pick one of the following six possible admin roles	Headteacher		
Please pick one Title *	Deputy Headteacher		
First name *	Chair of Governors		
Surname *			
User Name * Enter a user name, usually something like "jsmith". No spaces or special characters. Usernames and passwords are case sensitive, make sure the caps look key is not enabled. This is the name used to log in. Email *	When you have completed the form please select the <i>Register</i> button		
Post code * Enter your postcode and then select your address from the drop down list. This will automatically complete your address.	When you have, you will see this screen and an email will be sent to the one you		
Address line one *	registered with;		
City County County Register PLEASE note your usemame now as your people/staff you add will be linked	Home Working Mosion Schools Parishes Monstry Learning Home Well Well Bound Bound		

Step 4—Set Password

Home Which's who Wurship Mission Schools Parishes Ministry Learning Log in Register Home Set your password Please fill out the form below to set your password. Please fill out the form below to set your password. Please fill out the form below to set your password.	When you have clicked the link, this page will open in your web browser.
New Password New Sassword Enter your new password. Minimum 5 characters.	Use the username that you registered with and make careful note of the password you enter.
Confirm password Re-enter the passwords. Make sure the passwords are identical.	When the form is complete please click set my
Set my password	password

Confirmation of Password

Home Who's who Worship Mission Schools Parishes Ministry Learning Home Password Set Password has been set successfully. You may now log in with your new password. Password Password	When your password is set you will receive confirmation. If you lose your password you can easily reset this through the website. If you lose your username please contact the Diocesan Education Centre on 01722 746943 Please do not re-register.
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Making a course booking for one delegate



Book an individual place on this course for yourself >

4

profiles or people you load.

Step 3—Scroll past the course details to the group booking form and select *Add someone new*

/A Primary S	School
this is the wrong s	school, please check your personal account settings are corr
 You currently be submitted You also have Diocese. You also have 	y have 0 place(s) out of 8 available on this course waitin 1. 9 D place(s) requested that are awaiting confirmation by the 9 D place(s) on the course confirmed by the Diocese.
My staff/people	3>
Add someone	new>
Title	Please select ·
Name	
Role of person attending	Please pick one
Email	
✓ Use the school	ol address
To enter an address down list. This auto	s manually, enter a postcode then select your address from the dro matically completes your address.
Postcode	SP2 9NW
Address 1	Lower Road
Address 2	Bemerton
Address 3	
Address 3 Town or City	Salisbury

Please make sure that the correct school name is displayed, if this is incorrect it can be changed on your personal account settings page.

Carefully input the information and contact details for the delegate, including their full name, please do not use initials. Be specifically careful when selecting their role as there are 20 to choose from. You can input either the school's or the delegate's personal address by selecting the tick box next to *Use school address*.

When all the information is inputted, please click the *Add person to booking* button.

Step 4—Once you have added the staff/people you wish to add to the course then Click *Make booking(s) for your staff/people*

Tip /		
lf you detai use t	Add your staff to a group booking have made bookings before, use the <i>My staff/people</i> widget to add people who s you have already entered. For people you have never added to a group book te <i>Add someone new</i> widget.	ose ing,
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	OK Cancel	
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When:	e booking, including those booked on the course, are available here:	

To edit the contact information select the **pencil icon**, which will then display the persons name and contact details.

Each delegate will be included in your My staff/people list, this means that you will be able to book them on multiple courses without re-adding them each time.

When you have clicked the '*Make booking(s) for your staff/ people*' button a dialogue box will appear on the screen, please press ok to confirm booking.

This will automatically generate a confirmation of booking email to your inbox.

All individuals on the course will receive an email when the course is confirmed by the DBE, all other correspondence regarding the course will be sent directly to each delegate, so there is no further work you as the administrator needs to do.

Clicking on the link will show you who you have booked onto the course.

Making a course booking for multiple delegates

Step 1—Repeat previous steps on **page 4** until you have added all the staff/people you wish to add to the course

Step 2—Select Make booking(s) for your staff/people

Add someone new > New or unsubmitted bookings Mr Joe Bloggs - Head Teacher Mrs Jane Doe - Foundation Governor Mrs Emma Waters - Deputy Headteacher Make booking(s) for your staff/people > Make booking(s) for your staff/people ou Make booking(s) for your staff/people ou Make booking (s) for your staff/people widget to add people whose details you have adleady entered. For people you have never added to a group booking, use the Add someone new widget Mrs site says Mu have added 3 new people to this booking. Mr have added 4 new the to the follower course. Mr have added 5 new to the tooking the tooking tooki		
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If you need to remove someone from the booking, simply select the X, to edit the contact information select the **pencil icon**, which will then display the persons name and contact details.

Each delegate will be included in your My staff/people list, this means that you will be able to book them on multiple courses without re-adding them each time.

When you have clicked the 'Make booking(s) for your staff/ people' button a dialogue box will appear on the screen, please press ok to confirm booking.

This will automatically generate a confirmation of booking email to your inbox.

All individuals on the course will receive an email when the course is confirmed at the DBE, all other correspondence regarding the course will be sent directly to each delegate, so there is no further work you as the administrator needs to do.

Clicking on the link will show you who you have booked onto the course.

Step 3—for subsequent bookings you do not need to re-add delegates

Group booking on behalf of Bemerton St John CE (?)
VA Primary School
If this is the wrong school, please check your personal account settings are correct
 You currently have 0 place(s) out of 24 available on this course waiting to be submitted.
 You also have 0 place(s) requested that are awaiting confirmation by the Diocese.
 You also have 0 place(s) on the course confirmed by the Diocese.
My staff/people >
Joe Bloggs - Head Teacher
□ Jane Doe - Foundation Governor
Emma Waters - Deputy Headteacher
Tick the boxes next to the people you want to add and then
Click to add
Add someone new >
People to book on this course You have not currently selected anyone to book onto this course.
Make booking(s) for your staff/people >

To book a course for delegates already added on your staff/ people, simply select '*My staff/people*' when on the courses front page. This will drop down and list all the staff you have added. Select the tick box next to the staff members name.

When you have selected all the delegates you wish to click the *Click to add* button click *Make booking(s) for your staff people*

Viewing and changing course bookings





From this page you can scroll through all the courses that you have staff booked on. Please note that from this page you can add or cancel bookings and update contact details for each delegate.

To start you need to select the '*Change/view booking*' button.

You will then have a full view of the course, and as you scroll down you will be able to see all the names of the

delegates you have booked on the course. To cancel a booking, select the X next to the delegates name. To add someone who is already on your staff/people list tick the box next to their name. to add someone completely new, select the '*Add someone new*' button and follow the same steps as before. (Making a booking for a course for one delegate pages 4 - 5)

Step 3— if you select the wrong delegate, you can re-book them by clicking the *refresh icon*

Cancelled bookings		
Mr Fred Davis - Foundatio	on Governor	0

Step 4—changing contact details for delegates

Mr Joe Bloggs - Head Teacher	
Mrs Jane Doe - Foundation Governor	<u>/</u> ×
Mrs Emma Waters - Deputy Headteacher	×

To edit a delegates details, select the *pencil icon*.

This box will appear above the delegates names, which will display the contact information that was added previously.

Please remember to select '*Add person to booking*' as the information added will not save otherwise.

N.B. you can only edit a person's details when you are booking them onto a course.

Add someone r	vew >
Title	Mrs ~
Name	Emma Waters
Role of person attending	Deputy Headteacher
Email	emma.daubney@salisbury.ang
✓ Use the school	address
Postcode	SP2 9NW
Address 1	Lower Road
Address 2	Bemerton
Address 3	
Town or City	Salisbury
County	Wilts
Add person to l	booking
Add person to	

Viewing delegates (Staff/People)

Step 1— you can naviga	te to your	'My Stafj	f/people'	page at an	y time thre	ough the w	vebpage
Home Who's who Home > Learning > Courses	Worship	Mission	Schools	Parishes	Ministry	Learning	Emma Waters My courses My details
		Cours	ses				My staff/people Log out
At the top of each pa the ' <i>My staff/people</i>	age you car ?' option.	n select y	our name	which will	give you a	a drop dow	n menu, select
Please note that this you need to change route to look at prev	drop dow your email ious cours	n menu is or phone e booking	s also whe e number, gs.	re you can and your o	view you courses, w	r details, fo hich is an a	or instance if alternative
Step 2							
THE DIOCESE OF SALI Search this site	SBURY Go						THE CHURCH OF ENGLAND DIOCESE OF SALISBURY
Home Who's who	Worship	Mission	Schools	Parishes	Ministry	Learning	Emma Waters
Home > Learning > Courses							
Mr Joe Bloggs, Head Te emma.waters@salisbury.an Lower Road, Bemerton, Wil	eacher glican.org ts, SP2 9NW						
Mrs Jane Doe, Foundat jane.doe@salisbury.anglica Lower Road, Bemerton, Wil	ion Governor n.org ts, SP2 9NW						
Mrs Emma Waters, Dep emma.daubney@salisbury.a Lower Road, Bemerton, Wil	outy Headteac anglican.org ts, SP2 9NW	her					
Please note, this is m	erely a viev	w of thos	e you have	e added, to	o change c	ontact info	ormation you

<u>Useful hints and tips—your notes</u>

