DON'T PANIC!

Your friendly step by step guide to using the online booking system

*Includes ...*
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Step by Step – Registration

Step 1 – Click on TAB – Register – brings up the Registration Screen

The Registration Screen
Step by Step – Registration

Step 2.....Complete the registration – (with explanation)

- **Title**: Add your title, first name and last name
- **Username**: Enter a user name, usually something like 'jsmith'. No spaces or special characters. Usernames and passwords are case sensitive, make sure the caps lock key is not enabled. This is the name used to log in.
- **Surname**: Use your initial followed by your surname – using lower case letters and no spaces
- **User Name**: Enter your email address as (copy & paste possibly) as you will receive an email into this box to link back and confirm your password
- **Email**: Type in your POSTCODE without spaces HERE
- **Post code**: This box will open - use the scroll bar to select your correct house number from the list

Little red dots means – you must complete these lines

Home

Registration form
Step by Step – Registration

You will then see message on screen (a)

- This will automatically put your address in the boxes below like this.
- Now add your telephone number(s)
- Where there is a course cost this now allows us to reclaim the tax if you are a UK taxpayer at no cost to you.
- Click or PRESS the REGISTER button to confirm your registration

Example of a completed Registration screen

Don’t forget to PRESS/CLICK this button

TIP – if you haven’t completed everything marked with a RED* you will get an error message – please re-check

You will then see message on screen (a)
Step by Step – Registration

And an email in your in box (b)

User Account Information for Diocese of Salisbury [Scanned]
Diocese of Salisbury [fiona.torrance@salisbury.anglican.org]
Sent: Wed 10/02/2016 15:39
To: Adrian Smale

Welcome,
Your user account has been created.
Your username is cdeburgh.
Please activate it by visiting
http://sal.beatledev.co.uk/passwordreset/911b3e0bb712de0dc5d7c4b802b1122f?
userld-cdeburgh

Please activate your account before 17 Feb, 2016 03:39 PM

With kind regards,
--
Diocese of Salisbury

Step 3- CLICK the link in this email
You will then be taken back to the website.....

Step 4.....Set up your password – Enter your username and password (Twice) and then click Set my Password
Step by Step – Registration

Welcome,
Your user account has been created.
Your username is cdeburgh.
Please activate it by visiting

http://sal.beetledev.co.uk/passwordreset/911bd3e6b712
userid=cdeburgh

Please activate your account before 17 Feb, 2016 03:3

Set your password
Please fill out the form below to set your password.

New Password
My user name is
Enter your user name for verification:

New password
Enter your new password. Minimum 6 characters.

Confirm password
Reenter the password. Make sure the passwords are identical.

TIP – Your user name is in the email you were sent

TIP – Do remember to write this information down somewhere safe

TIP – REMEMBER these are case sensitive so Test123 is not the same as test123
You are now ready to log in and start booking courses (and like Hello,Hello – *you only register once* so this is the last time you will do this!)

If you have any further questions please do contact LDMT Office on 01722 41944
Step by Step – Booking a CMD Course

Step 1 – On the website click Log in - which loads the login screen (B*)

And enter your username and password – CLICK Log in

You are now book your

TIP – you know you are logged in because your user name will appear here now
Step by Step – Booking a CMD Course

Now from the front screen either select one of the courses here or click All Current Courses.

The current screen as I write only shows “Discipleship & Training”, but soon this area will allow you just to select “Safeguarding” or “School & Parish” courses but the easiest way is to use the Search box.
Step by Step – Booking a CMD Course

As you type part of the course name you will find it suggests what you are looking for... in this example I am search for “The Contemplative Minister”... just typing The here was enough. Click the name in the box

And this will display the three courses with this name......
Step by Step – Booking a CMD Course

Select the course by either clicking on the Course title or More information or book this courses

This displays further information and allows you to book the course as below

Now click on this arrow to select your role or other
Step by Step – Booking a CMD Course

Displays.....

Select....and if needed type in any notes you wish to pass on to the course organiser in the box below. Note that courses are sometimes restricted so it may be that the course is unsuitable for you (In this case limited to Ordained Ministers)

And then CLICK Book this course

You will then be asked to confirm you do want to book? – CLICK/PRESS OK
Step by Step – Booking a CMD Course

It will then say....to confirm your booking request has been accepted – confirmation should follow.....

**IMPORTANT NOTE**: I am not an ordained minister in this case for this course I would not receive a confirmation – please check the “Course suitable for” box in the course information (and within the brochure or other information)
Step by Step – Booking a CMD Course

You will also receive an auto email response like

**Diocese of Salisbury free course booking request: The Contemplative Minister [Scanned]**

fiona.torrance@salisbury.anglican.org  
Sent: Thu 11/02/2016 13:10  
To: Adrian Smale

*** Auto response ***

Dear Adrian Smale,

Thank you for your booking request on the course below.

Course: The Contemplative Minister  
Location: Grove Farm House, Melbury Abbas SP7 0DE  
When: 10:00 - 16:00, Wednesday 14 September 2016

Your request will be dealt with shortly.

Course Admin Team, Diocese of Salisbury

And if you go to the top right of the screen and click on your name – **Select My courses**

To see under requests waiting confirmation – click title to display the course
Step by Step – Booking a CMD Course

Once this course booking is confirmed you will receive a confirmation email and this will be updated in your My Courses section.

Need to cancel the booking? – Simply press/click button below

PRESS this button to cancel

To continue booking courses please go back to the courses screen
This area will keep a list of courses past and present and the ability to check details at any time. This information is live so if any changes to the course do occur you can be confident that they will be updated here.

If you have any further questions please do contact LDMT Office on 01722 41944
Step by Step – Viewing your courses and cancelling a Course booking

Step 1 Firstly login

Step 2 Then click on your name to review the small menu top right

Step 3 – Click on My Courses
Step by Step – Viewing your courses and cancelling a Course booking

You may have Booking requests / Cancellations as well as Confirmed bookings as shown above
Step by Step – Viewing your courses and cancelling a Course booking

To cancel any of your bookings simply click – cancel booking

It will ask for confirmation - press OK if you wish to continue
Step by Step – Viewing your courses and cancelling a Course booking

Confirmation that you cancelled this course is now shown in your my courses record as above

If you have any further questions please do contact LDMT Office on 01722 41944
Step by Step Lost Username or Password

**Step 1** - If you don’t remember your *username* please email LDMT@salisbury.anglican.org with your full name. We can then advise your username.

*(NOTE usernames and passwords are CASE sensitive)*

**Step 2** now you have your username – click/press –Forgot your password?

**Step 3** enter your user name (exactly as given) and click –Start password reset

You will now see this confirmation
Step by Step Lost Username or Password

Step 4 - check your email for an email from the Diocese i.e.

The following link will take you to a page where you

And click/press the link

The following link will take you to a page where you can reset your password for Diocese of Salisbury site:

http://www.salisbury.anglican.org/passwordreset/2d4ab4f673edf8073feb0998f0f35a8fb

(This link is valid for 168 hours)

If you didn't expect to receive this email, please ignore it. Your password has not been changed. Request made from IP address 82.23.145.4

Step 5 - enter your username and then a password twice – Then click/Press Set my password
Step by Step Lost Username or Password

You will then see confirmation that you have successfully completed

TIP: Now save your username and password somewhere safe for next time

If you have any further questions please do contact LDMT Office on 01722 41944