Online booking – Step by Step

**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 course

**TIP** – you know you are logged in because your user name will appear here now
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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 Search box
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......
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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.
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Now click on this arrow to select your role or other

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

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)
Online booking – Step by Step

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

*** 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
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
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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 do please contact Church House - we are happy to help.