Step by Step DBE Courses for Parish partners/attendees

These instructions are intended for those that access DBE courses like open the book from parishes or as parish partners.

As someone from a parish you will be seeing two types of courses, one which like open the book which only shows a parish cost of course to attend and the other which also has PSA/Non PSA options for people accessing these courses from schools.

Please see our Step by step to register on the website (which is something you only do once) so that you are ready to log in and start booking a course as described below.

**Step 1 – Login in - Click or press the Log in tab**

Displays the Login screen

- **Type your username and password here**
- **TIP:** Your username will be on the email that was sent to you when you originally registered
- **Should you have mislaid or forgotten your password you can re-set it here**
Step 2 - Finding a course – from the home screen click-all courses

If you get this wrong-password/username (remember CASE sensitive) you will get an error. Otherwise you will see your name/username here.
To find your course you can **filter the list to just show school/parish courses**

Displays.... *(Notice course number has reduced from 77 to 6)*
Or if you know the name of a course you are looking for type it in the search box, and press go

**Step 3** - Booking you course. Having found the course(s) you wish- there are two different types of courses you will see

a) **Parish cost only courses**

Just need to select role, enter any notes required and PRESS Book this course
b) Parish cost with PSA/Non PSA options

Only difference is you need to tick “Online-Parish partner cost”

As before you must select a role, and any (optional) notes and PRESS

Book this course
Step 4 – Pay for your course (using PayPal gateway)

Booking the first course brings up the payment screen

If you booking just one course, you can just select “Pay for course”. However, if you are booking more than one course or wish to purchase a book from our Publications store selecting ‘Add to Basket’
Your basket at the top of the screen reminds you to go back and complete but you can now continue to book another course.... in this case the other type of course where we have to select ‘Online- Parish Partner cost’

Having added your role and any notes as before press/click Book this course- And again you will see a box asking you to confirm you wish to book (similar to the next screen shot below)
If you have now finished we can now select – Checkout now
You will now see a the screen below which will list all the items requiring payment

Press Proceed to checkout and your will see your details to confirm – press Proceed again

TIP: You can remove your booking/resource purchase here too

NB. You can only book ONE place per course. If you are bringing a friend they need to book a place themselves.
Finally you have your invoice confirming your details, and the items you wish to pay for.

Select **Pay with PayPal** to complete the booking request. Please note you **DO NOT NEED** a PayPal account to use this service – just a **credit or debit card** although you can obviously use your PayPal account if you have one.

You will then receive an email confirming your booking request and payment, and the website will advise

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<table>
<thead>
<tr>
<th>Item</th>
<th>Price per Item</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open the Book (Beginners)</td>
<td>£6.00</td>
<td>£6.00</td>
</tr>
<tr>
<td>British Values and Combating Extremism in your School</td>
<td>£6.00</td>
<td>£6.00</td>
</tr>
</tbody>
</table>
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**Subtotal** £12.00

**Total** £12.00

NB If you purchased any resources/books they would be listed here.
If you look under My Courses you will show you all your bookings too.

Once DBE admin have processed your booking request you should receive a confirmation and this will be confirmed in your my courses page too. Notice you can also cancel your booking here too and subject to when this is done a refund may be issued.

Over time this area will build into a useful record of courses attended, and clicking on any of the active courses will bring up the full course page with up-to-date information you can trust as it is updated/refreshed every two hours from our database.

If you have any questions or problems using the site please email Adrian.smale@salisbury.anglican.org or if urgent call DBE on (01722) 744538