Step by Step – Registered users guide to booking a course

**Step one** – Click Link (i.e. will look like
http://www.salisbury.anglican.org/learning/courses/getting-your-church-noticed-5752

Shows your course

**Step two** – Click Login/sign up to book this course – then you will see..
Step three – Click Login >

Then you will see this screen

Step Four – Enter your username (Initial+Surname- on your email) and password Test123 and click Log In

You will then see the course screen again
Step 5 - Click here to select your role – or just select other.
Step Seven – Just select OK
You will then see this screen confirming your booking and an email too

In the top hand corner where you name will appear to show you are logged in – clicking on this will show a small menu My Courses, My details & Log out

If you select my courses you will see the course requests, cancellations, confirmed bookings and past bookings too over time
If you require further assistance please contact the office on 01722 411944 or email LDMT@salisbury.anglican.org