Once you have **registered** (please see Step by Step to registration guide) you can now book your course(s) –as follows...

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

And enter your username and password –**CLICK Log in**

You can now book your course

**TIP** – you know you are logged in because your user name will appear here now
Online booking (Safeguarding) – Step by Step

Step 2 - From the (home) front screen either select one of the courses here or click All Current Courses.

You will now see the ‘Courses’ screen as below. To see just safeguarding courses, simply click/press “Safeguarding”.
Online booking (Safeguarding) – Step by Step

If you know you are looking for a safeguarding course in Pewsey, simply typing in Pewsey safeguarding and clicking/pressing Go would return the course you are looking for.

**Step 3** - Having found the course you wish to book select the course by either clicking on the Course ‘title’ or ‘More information or book this courses’

TIP: Notice that it advises **Places available** – once the number of places drops below 10 – this will advise **limited spaces** so you need to attend to this urgently. If it reports **course full**, you can book on to the reserve list and you will be advised by email if anyone cancels and a space becomes available.
Online booking (Safeguarding) – Step by Step

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

**Step 4** - click on this arrow to select your role
Displays.....the role options available – if none apply to you select Other

**Step 5** having selected your role if needed type in any notes you wish to pass on to the course administrator in the box below. Note that courses are sometimes restricted so it may be that the course is unsuitable for you. If this is the case you will be advised once your booking request has been processed.

And then CLICK  Book this course
Online booking (Safeguarding) –Step by Step

Step 6 confirm your wish to book this course by CLICKING or PRESSING OK

You have now completed booking on to the course. It will then say....your booking request has been accepted – confirmation should follow..... (You can now see what happens next together with further details on getting the most from this system below)

You will also receive an auto email response like

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**Auto response**

Dear Charles De Burgh,

Thank you for your booking request on the course below.

Course: Safeguarding Foundation Training

Location: Pewsey Church

When: 18:00 - 21:00, Tuesday 12 July 2016

Your request will be dealt with shortly.

Course Admin Team, Diocese of Salisbury
Online booking (Safeguarding) – Step by Step

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

TIP: This is also the place (My details) where you can change say your email address / mobile number too, as well as log out

You can now see your booking request under Requests waiting confirmation
Online booking (Safeguarding) – Step by Step

Clicking the title **Requests awaiting confirmation** opens the course booking you made ...

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

This area will keep a complete list of courses past and present and the ability to check details at any time, even courses you have cancelled or been unable to attend. This information is live so if any changes to the course do occur you can be confident that they will be updated here.
Otherwise once your booking is received and processed you will receive a confirmation email like this:

```
From: coursesbookingsания.org
To: Charles DeBurgh
Subject: Diocese of Salisbury course booking Safeguarding Foundation Training (Confirmed)

Dear Charles DeBurgh,

Your booking of the course “Safeguarding Foundation Training” is now confirmed (details below).

Course: Safeguarding Foundation Training
Location: Pewsey Church
When: 10:00 – 16:00, Tuesday 17 July 2015

If you need to cancel your booking, you may do so at any time before Tuesday, 14 June 2015 via the “My courses” link under your user name on the top right of the web site after you have logged in. A confirmation email will be sent automatically.

Alternatively, you can cancel by replying to this email, or calling us on 0722 420994.

**Please note that cancellations received less than 14 days before a start of a course may incur a cost.**

Course Admin Team, Diocese of Salisbury
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And if you look in my courses your safeguarding course confirmation will be under confirmed bookings. As time goes on this area builds into a complete record of courses past and present and if you need to check any details about the course clicking on the course title will take you back to the course full details screen (*this data is live and refreshes every 2 hours so if there are any changes they will be here*)
Online booking (Safeguarding) – Step by Step

If you have any further questions do please contact Church House - we are happy to help