USER GUIDE FOR PRACTICE STAFF TRAINING ONLINE BOOKING SYSTEM

1. Go to **https://avonlmc.co.uk/book-training/**

2. Login using the Username and Password sent to you.

👤 USERNAME	🔒 PASSWORD	**LOGIN**

3. You can search for courses either on the calendar or from the A-Z list. You can also search by typing in the course you require in the search box next to the A-Z list. To go back to the A-Z list click the 'X' in the search box. If no 'X' then highlight and delete the word.

BOOK TRAINING - CALENDAR

« Prev		September 2017				Next »
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				1	2	3
4 * Flu Update	5 * Ear Care for Nurses	6 * Flu Update	7 * Medical Terminology - Intro	8 * Doppler Training	9	10

A-Z LIST

Search...

Advanced Asthma - Adults *(September)*   Thursday 21st September 2017

4. To view and book a course either click on the course on the calendar or from the A-Z list by clicking on the date.

5. Once you have clicked on the course if you scroll down you will see a heading called - Register for this event.

REGISTER FOR THIS EVENT:

6. To book a delegate, click number of attendees

Number of Attendees: 1

add their name and email address in the box provided.

Delegate One   Name   Email Address

If you are booking more than 1 person we will need the name and email address of each delegate. Maximum of 3 delegates per course.

BOOK

7. Click Book.

8. Once booked you will receive a confirmation email.

9. To return to the list of courses please scroll up and click the Back to Calendar button at the top of the page.

BACK TO CALENDAR

10. To cancel or edit a booking – go back to the course and you will be able to cancel all places or choose which delegate you would like to cancel. You will also be able to change the name of the delegate attending. You will receive an email confirming you have cancelled or edited a place.

You're currently registered on this course. Would you like to cancel?

CANCEL ALL PLACES BOOKED

Edit your booking

Number of Attendees: 2

Delegate One   Name   Email Address

Delegate Two [Remove]   Name   Email Address

SAVE CHANGES

11. If a course is fully booked you will be able to register a place and we will contact you if a place becomes available.

All places are now reserved.

If you would like to register your interest for more places on this course, please let us know by completing this form.

How many spaces to do you require?

1

REGISTER INTEREST

We will contact you if a place becomes available