



Online Booking

DON'T PANIC!

Your friendly step by step guide to using the online booking system

Includes ...

Registration –page 1

Booking a CMD Course-Page 7

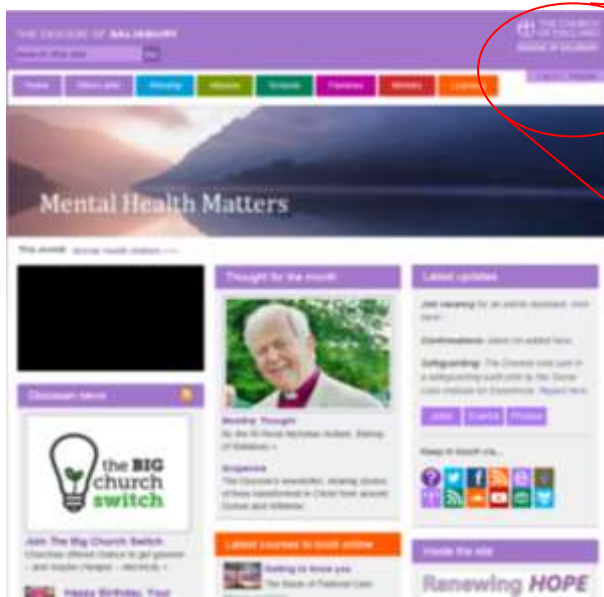
Viewing Your Courses and Cancelling a Course Booking-Page 16

Lost Username or Password-Page 20



Step by Step –Registration

Step 1 – Click on TAB – Register – brings up the Registration Screen

A screenshot of the 'Registration form' page. The form includes fields for Title, First name, Surname, User Name, Email, Role, Post code, Address (line one, two, three), Telephone, and Mobile. There is a checkbox for 'Official All Payments' and a 'Register' button at the bottom. An orange callout box on the right side of the page contains the text 'The Registration Screen'. The footer of the page includes copyright information for the Diocese of Salisbury and mentions 'web design and hosting by DASHBERRY'.

Step by Step –Registration

Step 2.....Complete the registration – (with explanation)

Little red dots means – you must complete these lines

Home

Registration form

Title *

First name *

Surname *

User Name *
Enter a user name, usually something like 'jsmith'. No spaces or special characters.
Usernames and passwords are case sensitive, make sure the caps lock key is not enabled.
This is the name used to log in.

Email *

Add your title, first name and last name

Username – as it suggests here I would use your initial followed by your surname – using lower case letters and no spaces

Carefully add your email address as (copy & paste possibly) as you will receive an email into this in box to link back and confirm your password

Role

Post code *
Enter your postcode and then select your address from the automatically complete your address.

Address line two

Address line three

Post code *
Enter your postcode and then select your address from the drop down list. This will automatically complete your address.

- SP2 9PF, 1, Ayrshire Close, Salisbury
- SP2 9PF, 2, Ayrshire Close, Salisbury
- SP2 9PF, 3, Ayrshire Close, Salisbury
- SP2 9PF, 4, Ayrshire Close, Salisbury
- SP2 9PF, 5, Ayrshire Close, Salisbury
- SP2 9PF, 6, Ayrshire Close, Salisbury
- SP2 9PF, 7, Ayrshire Close, Salisbury

Type in your POSTCODE without spaces HERE

This box will open - use the scroll bar to select your correct house number from the list

Step by Step –Registration

Post code *
Enter your postcode and then select your address from the drop down list. This will automatically complete your address.
SP2 9PF

Address line one *
7 Ayrshire Close

Address line two
Salisbury

Address line three
Wiltshire

Telephone
01722 324846

Mobile
07946 128204

GiftAid All Payments
(Only if you are a UK taxpayer)

Register

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Callouts:
 - This will automatically put your address in the boxes below like this.
 - Now add your telephone number(s)
 - Where there is a course cost this now allows us to reclaim the tax if you are a UK taxpayer at no cost to you.
 - Click or PRESS the REGISTER button to confirm your registration

The Diocese of Salisbury
 Home | About Us | What We Do | Finance | Events | Contact Us | Donate

Registration form

Title *
Mr

First name *
Adrian

Surname *
Smale

User Name *
asmale

Email *
adrian.smale@salis1 x

Post code *
SP2 9PF

Address line one *
7 Ayrshire Close

Address line two
Salisbury

Address line three
Wiltshire

Telephone
01722 324846

Mobile
07946 128204

GiftAid All Payments
(Only if you are a UK taxpayer)

Register

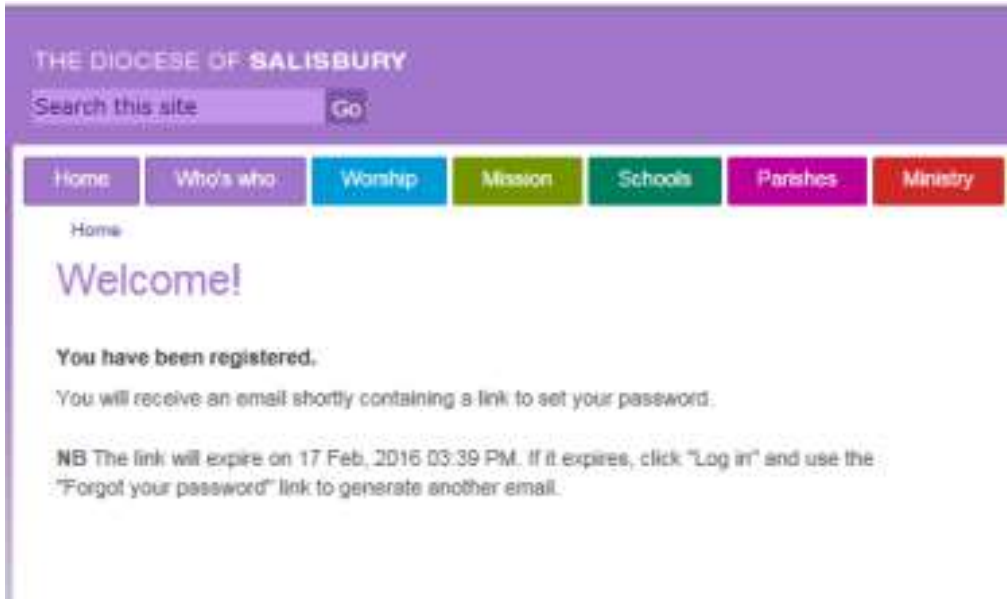
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BeaBeBrow

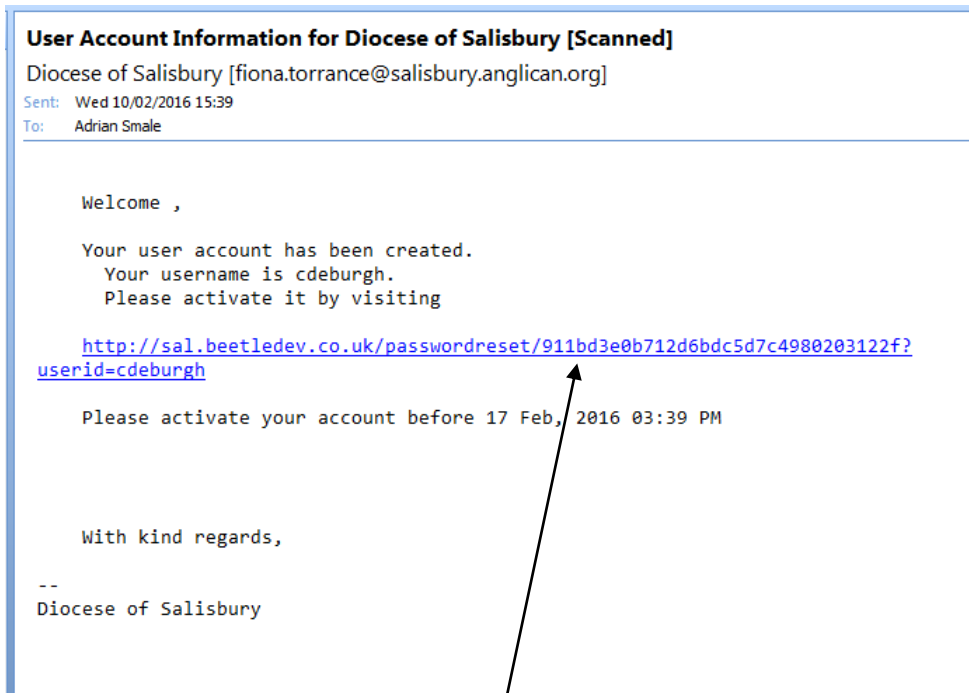
Callouts:
 - Example of a completed Registration screen
 - Don't forget to PRESS/CLICK this button
 - TIP – if you haven't completed everything marked with a RED* you will get an error message –please re-check

You will then see message on screen (a)

Step by Step –Registration



And an email in your in box (b)



Step 3- CLICK the link in this email

You will then be taken back to the website.....

Step 4....Set up your password – Enter your username and password (Twice) and then click Set my Password

Step by Step –Registration

THE DIOCESE OF SALISBURY

THE CHURCH OF ENGLAND
DIOCESE OF SALISBURY

Search this site

Home | Who's who | **Worship** | Mission | Schools | Parishes | Ministry | Learning | Log in | Register

Set your password

Please fill out the form below to set your password.

New Password

My user name is
Enter your user name for verification.

New password
Enter your new password. Minimum 5 characters.

Confirm password
Re-enter the password. Make sure the passwords are identical.

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TIP – Do remember to write this information down somewhere safe

Welcome ,

Your user account has been created.
Your username is cdeburgh.
Please activate it by visiting

TIP – Your user name is in the email you were sent

<http://sal.beetledev.co.uk/passwordreset/911bd3e0b712userid=cdeburgh>

Please activate your account before 17 Feb, 2016 03:3

Set your password

Please fill out the form below to set your password.

New Password

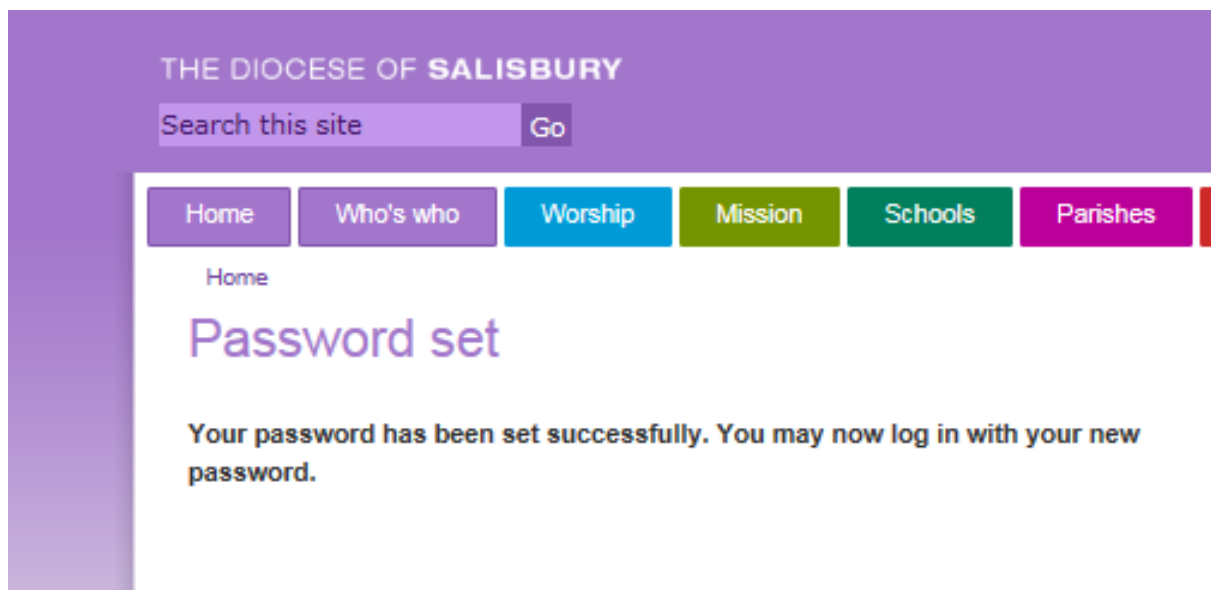
My user name is
Enter your user name for verification.

New password
Enter your new password. Minimum 5 characters.

Confirm password
Re-enter the password. Make sure the passwords are identical.

TIP – REMEMBER these are case sensitive so Test123 is not the same as test123

Step by Step –Registration

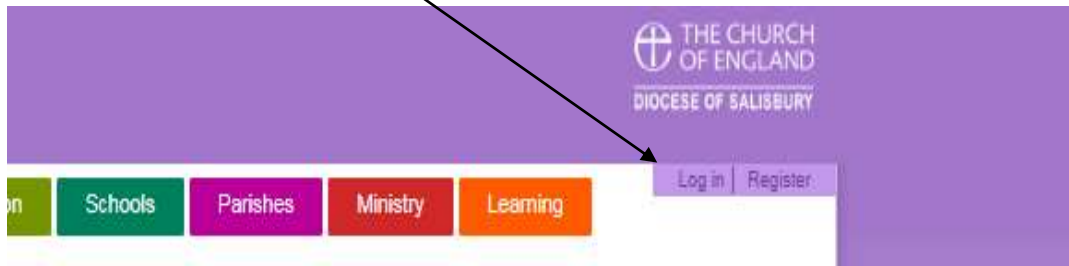


You are now ready to log in and start booking courses (and like Hello,Hello –***you only register once*** so this is the last time you will do this!)

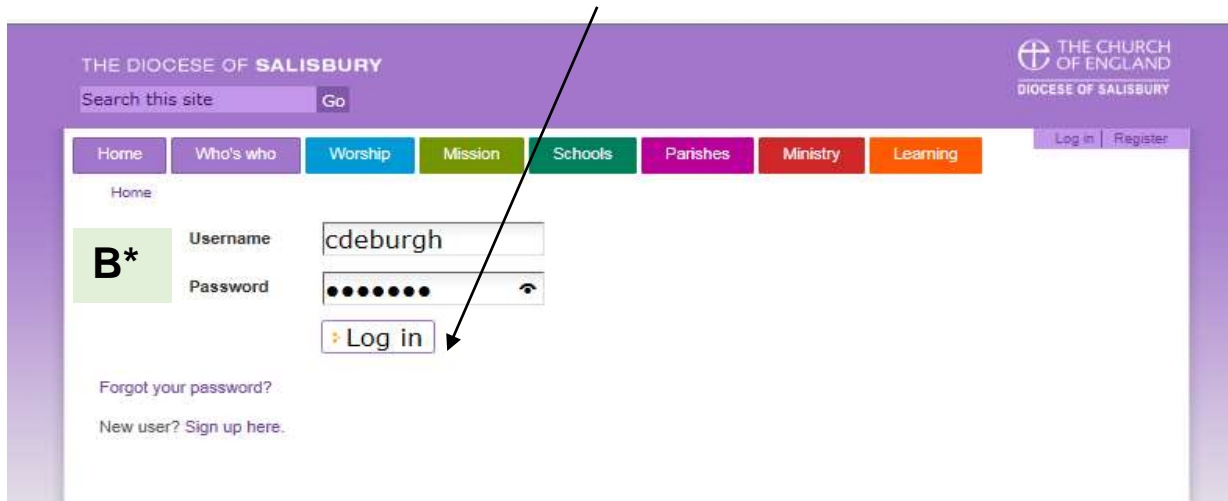
If you have any further questions please do contact LDMT Office on 01722 41944

Step by Step –Booking a CMD Course

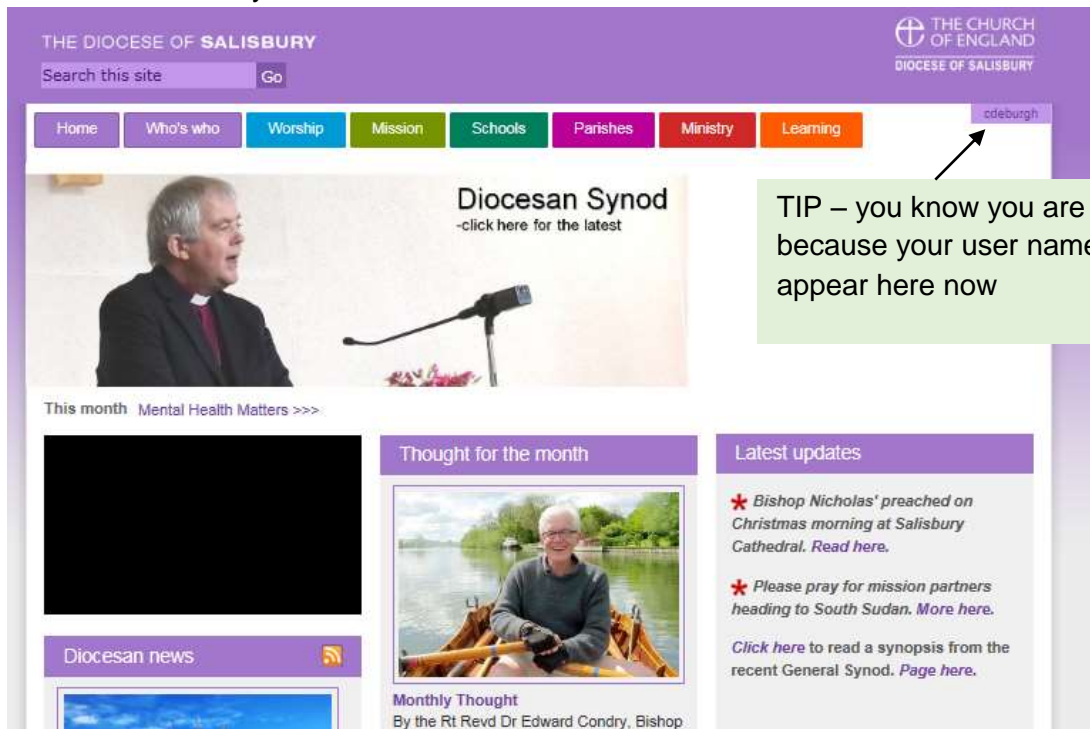
Step 1 –On the website click **Log in** - which loads the login screen (**B***)



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

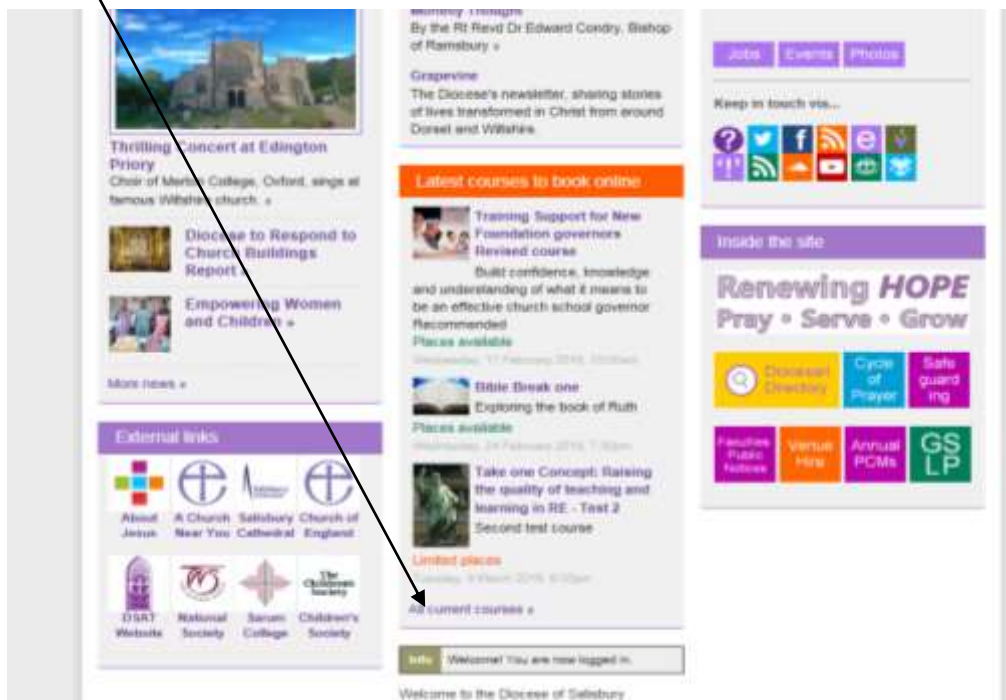


You are now book your

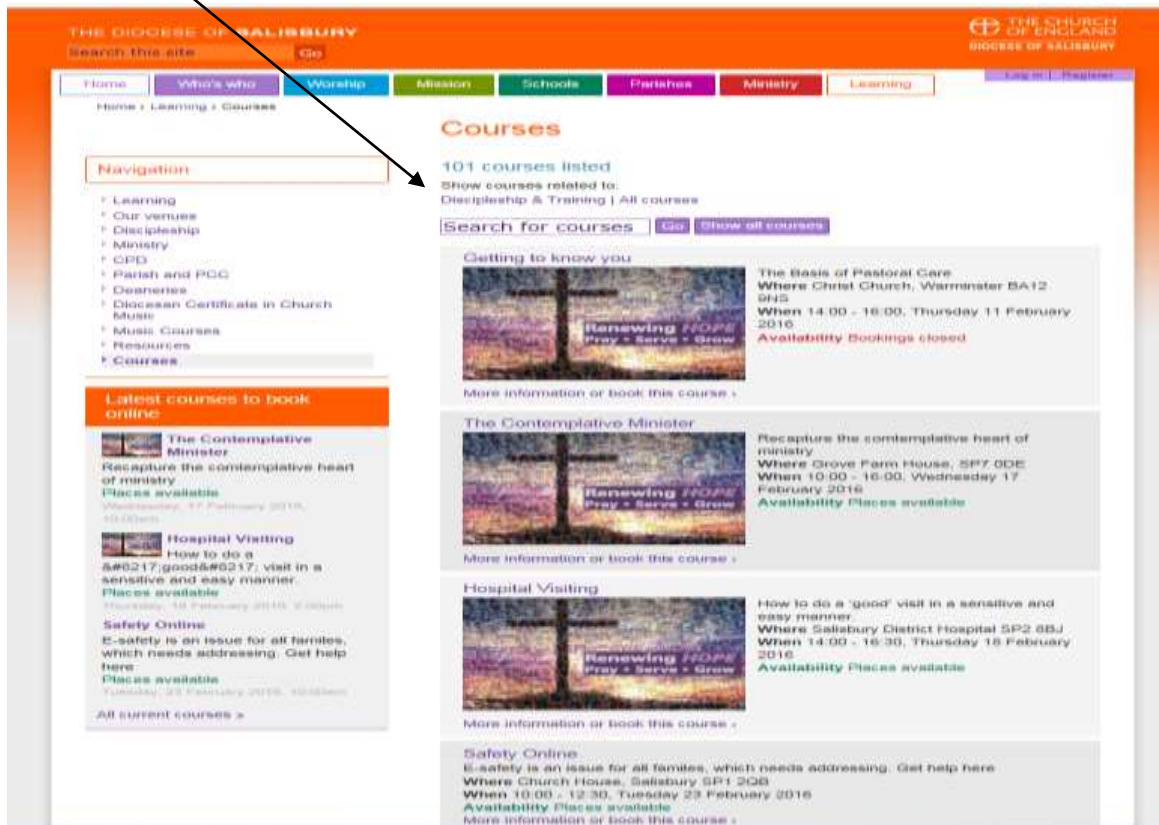


Step by Step –Booking a CMD Course

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



Step by Step –Booking a CMD Course

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**

Courses

101 courses listed

Show courses related to:
Discipleship & Training | All courses

The

The Contemplative Minister
The Contemplative Minister

The Basis of Pastoral Care
Where Christ Church, Warminster BA12 9NS
When 14:00 - 16:00, Thursday 11 February 2016
Availability Bookings closed

And this will display the three courses with this name.....

Home > Learning > Courses

Courses

3 courses listed

The Contemplative Minister

The Contemplative Minister
A Day of Reflection to deepen our practice
Where Grove Farm House, Melbury Abbas SP7 0DE
When 10:00 - 16:00, Wednesday 14 September 2016
Availability Places available

The Contemplative Minister
A Day of Reflection to deepen our practice
Where Grove Farm House, Melbury Abbas SP7 0DE
When 10:00 - 16:00, Wednesday 13 April 2016
Availability Places available

The Contemplative Minister
Recapture the contemplative heart of ministry
Where Grove Farm House, SP7 0DE
When 10:00 - 16:00, Wednesday 17 February 2016
Availability Places available

Latest courses to book online

The Contemplative Minister
Recapture the contemplative heart of ministry
Places available
Wednesday, 17 February 2016, 10:00am

Hospital Visiting
How to do a sensitive and easy manner.
Places available
Thursday, 18 February 2016, 2:00pm

Safety Online
E-safety is an issue for all families, which needs addressing. Get help here
Places available
Tuesday, 23 February 2016, 10:00am

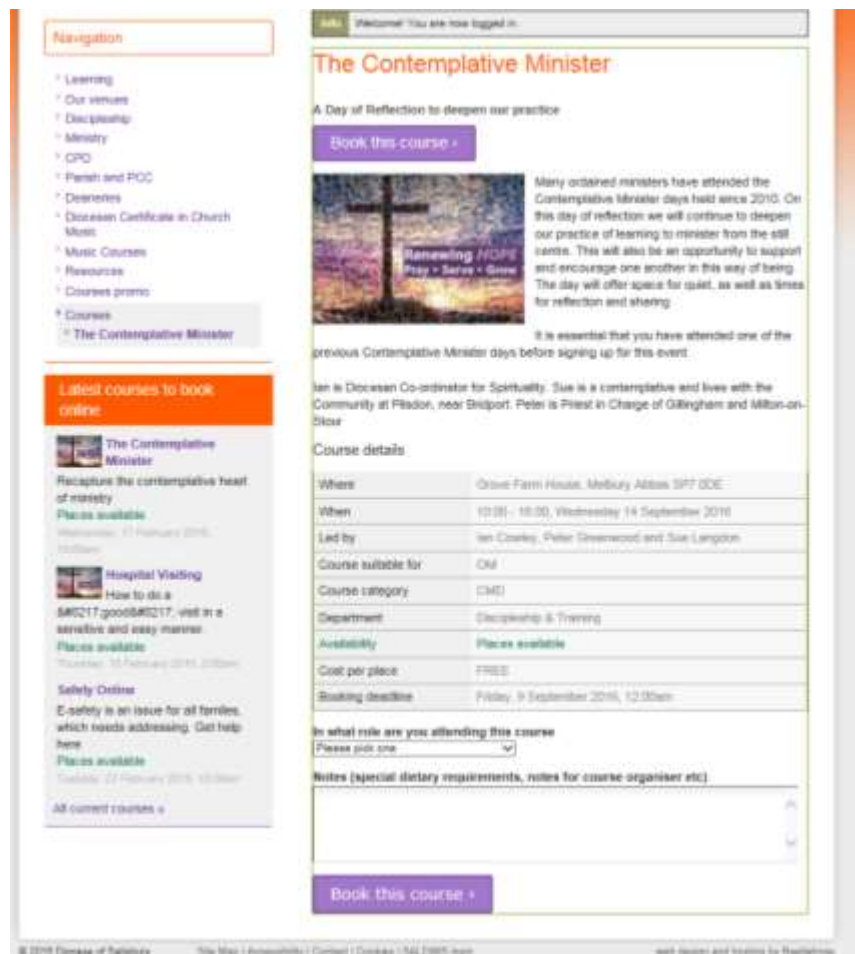
All current courses »

Step by Step –Booking a CMD Course

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



Now click on this arrow to select your role or other

Step by Step –Booking a CMD Course

sensitive and easy manner.
Places available
Thursday, 18 February 2016, 2:00pm

Safety Online
E-safety is an issue for all families, which needs addressing. Get help here
Places available
Tuesday, 23 February 2016, 10:00am

[All current courses >](#)

Availability	Places available
Cost per place	FREE
Booking deadline	Friday, 9 September 2016, 12:00am

In what role are you attending this course
Please pick one

Notes (special dietary requirements, notes for course organiser etc)

[Book this course >](#)

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Displays.....

Safety Online
E-safety is an issue for all families, which needs addressing. Get help here
Places available
Tuesday, 23 February 2016, 10:00am

[All current courses >](#)

Cost per place	FREE
Booking deadline	Friday, 9 September 2016, 12:00am

In what role are you attending this course
Please pick one

- Churchwarden
- Clergy
- Lay Deanery/Parish Role
- Lay Worship Leader (LWL)
- Lay Worship Leader Student
- Licensed Pastoral Assistant (LPA)
- Licensed Pastoral Assistant Student
- Licensed Lay Minister (LLM)
- Licensed Lay Minister Student
- Safeguarding Representative
- Youth/Childrens worker
- Other

Notes (special dietary requirements, notes for course organiser etc)

[Book this course >](#)

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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***)

Safety Online
E-safety is an issue for all families, which needs addressing. Get help here
Places available
Tuesday, 23 February 2016, 10:00am

[All current courses >](#)

Cost per place	FREE
Booking deadline	Friday, 9 September 2016, 12:00am

In what role are you attending this course
Other

Notes (special dietary requirements, notes for course organiser etc)
A very important note can be typed in here

[Book this course >](#)

And then CLICK [Book this course](#)

You will then be asked to confirm you do want to book? – **CLICK/PRESS OK**

Step by Step –Booking a CMD Course

The screenshot shows a website interface for booking a course. On the left is a navigation menu with categories like Learning, Our venues, Discipleship, Ministry, CPD, Parish and PCC, Deaneries, Diocesan Certificate in Church Music, Music Courses, Resources, Courses promo, and Courses. The 'Courses' section is expanded to show 'The Contemplative Minister'.

The main content area features a course titled 'The Contemplative Minister' with a sub-heading 'A Day of Reflection to deepen our practice'. Below this is a 'Book this course >' button and a promotional image for 'Renewing HOPE Pray • Serve • Grow'. Text describes the course as a day of reflection for ordained ministers, held since 2010, aimed at deepening practice and supporting one another. It mentions that attendees should have attended a previous day and lists organizers: Ian (Diocesan Co-ordinator for Spirituality), Sue (contemplative), and Peter (Priest in Charge).

A 'Message from webpage' dialog box is overlaid in the center, asking 'Are you sure you want to book this course?' with 'OK' and 'Cancel' buttons.

Below the dialog box, a table provides course details:

Department	Discipleship & Training
Availability	Places available
Cost per place	FREE
Booking deadline	Friday, 9 September 2016, 12:00am
In what role are you attending this course	
Other <input type="text"/>	
Notes (special dietary requirements, notes for course organiser etc)	
A very important note can be typed in here	

At the bottom of the course page is another 'Book this course >' button.

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)

This screenshot shows the 'Course details' section of the website. It includes a table with the following information:

Where	Grice Farm House, Melbury Abbas SP7 0DE
When	10.00 - 10.00, Wednesday 14 September 2016
Course category	CMD
Department	Discipleship & Training
Cost per place	FREE

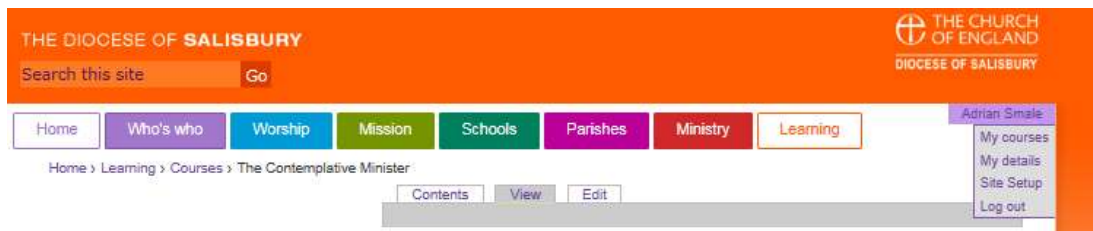
Below the table, there is a section for 'booking or explaining why this course isn't suitable for you'.

Step by Step –Booking a CMD Course

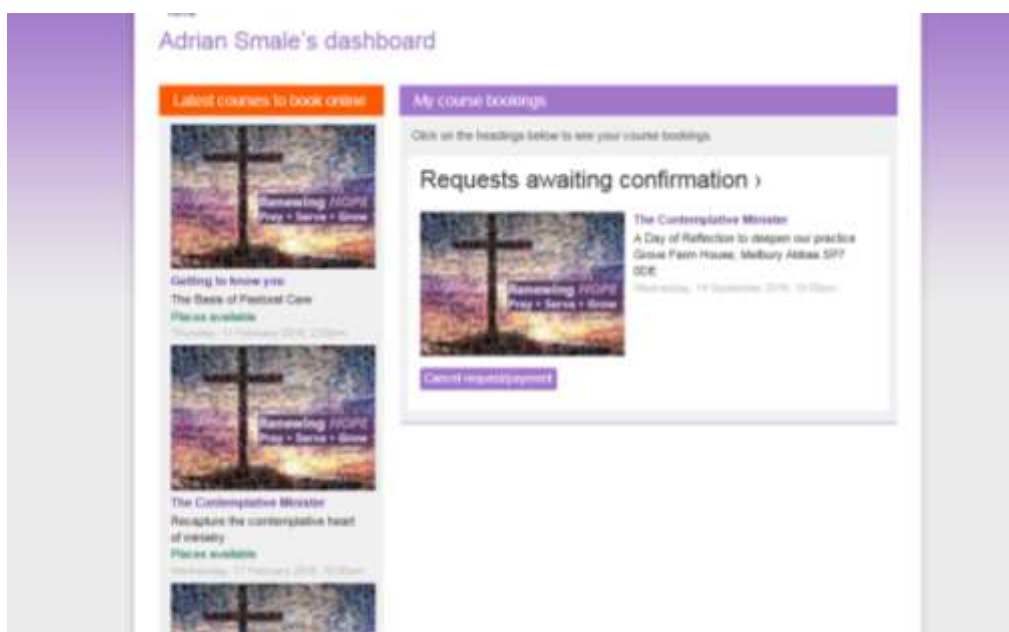
You will also receive an auto email response like



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



Step by Step –Booking a CMD 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

The screenshot shows a user dashboard for Adrian Smale. On the left, under 'Latest courses to book online', there are two course listings: 'Getting to know you' and 'The Contemplative Minister'. On the right, under 'My course bookings', there is a section for 'Requests awaiting confirmation' with a list item for 'The Contemplative Minister'. A purple button labeled 'Cancel request/payment' is positioned below the course listing, and a green callout box with an arrow points to it with the text 'PRESS this button to cancel'.

To continue booking courses please go back to the courses screen

Step by Step –Booking a CMD Course

THE DIOCESE OF SALISBURY

THE CHURCH OF ENGLAND
DIOCESE OF SALISBURY

Home Who's who Ministry Mission Schools Pastoral Ministry Learning

Adrian Smale's dashboard

Latest courses to book online

My course bookings

Requests awaiting confirm

Cancelled or rejected requests

Learning

Our services
Disciplines
Ministry
CPC
Parish and PCC
Diocesan
Diocesan Centres in Church
Music Courses
Resources
Courses page
Courses

Getting to know you
The Basis of Pastoral Care
Places available
Thursday, 11 February 2016, 10:00am

The Contemplative Minister
Recapture the contemplative heart of ministry
Places available
Thursday, 11 February 2016, 10:00am

Hospital Visiting
How to do a GRS217 goodGRS217, well in a sensitive and easy manner
Places available
Thursday, 11 February 2016, 10:00am

All current courses

The Contemplative Minister
A Day of Reflection to deepen our practice
Grove Farm House, Melbury Abbas SP7 0DE
Thursday, 14 September 2016, 10:00am

Courses screen can be accessed from here

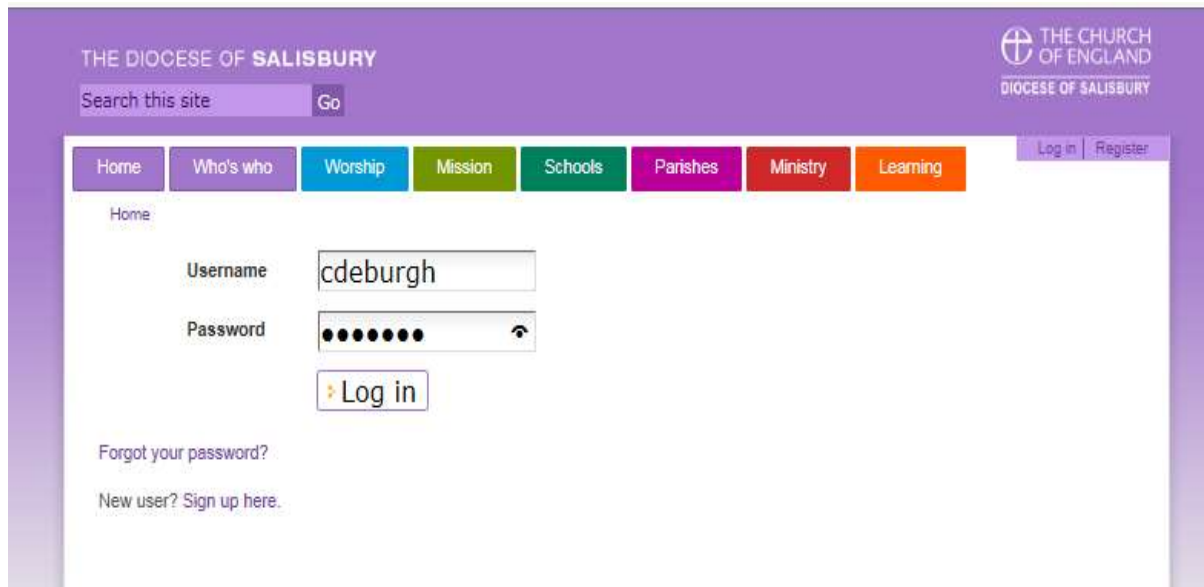
Courses screen can be accessed from here

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

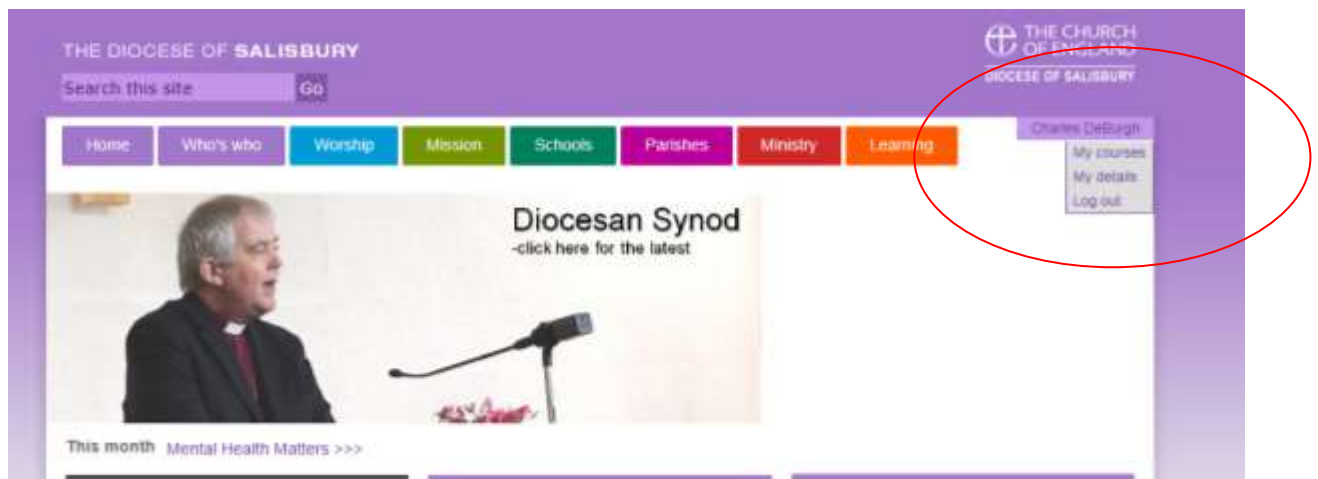
If you have any further questions please do contact LDMT Office on 01722 41944

Step by Step –Viewing your courses and cancelling a Course booking

Step 1 Firstly login

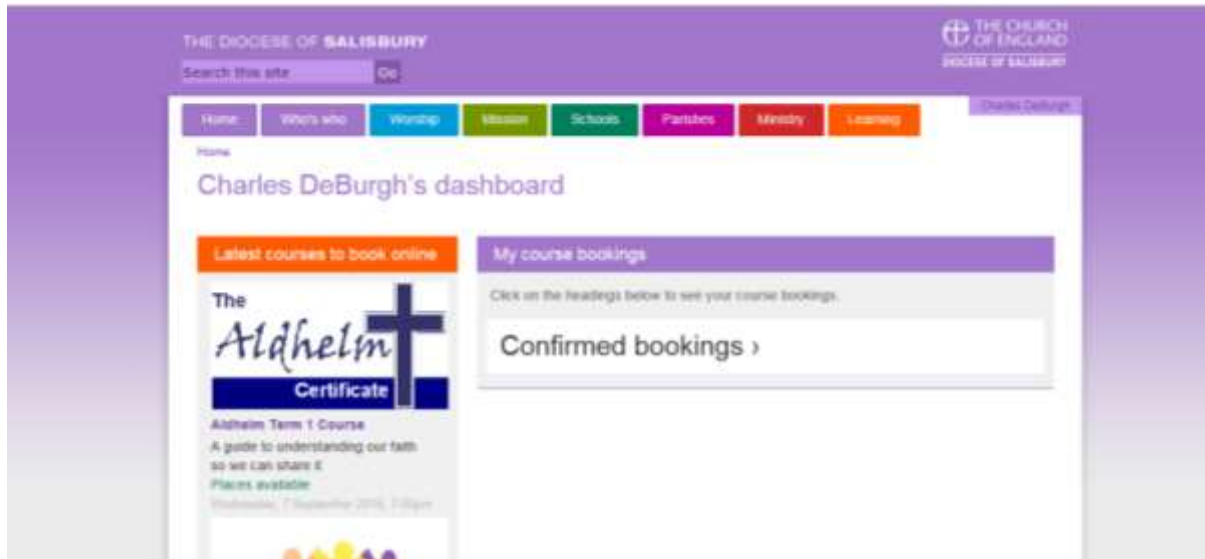


Step 2....Then click on your name to review the small menu top right

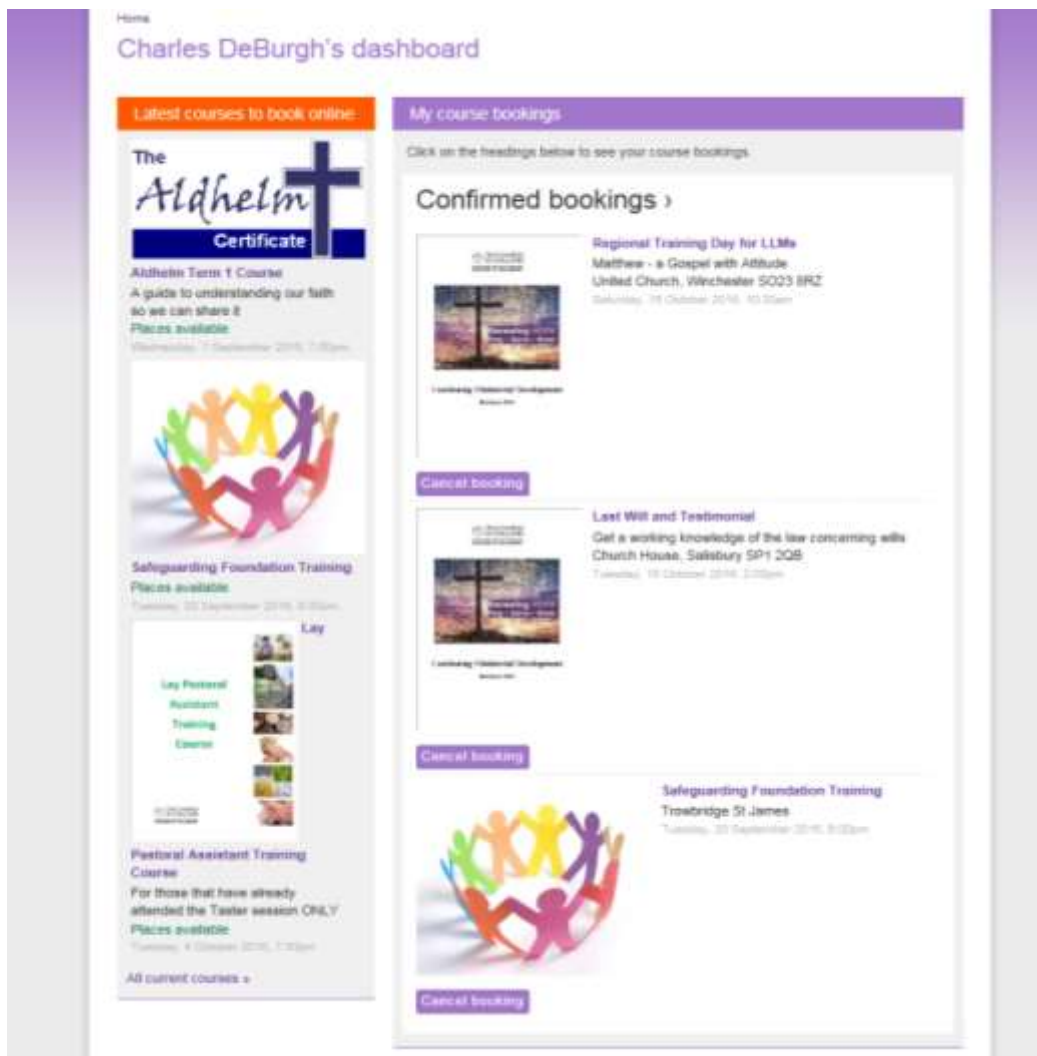


Step 3 – Click on My Courses

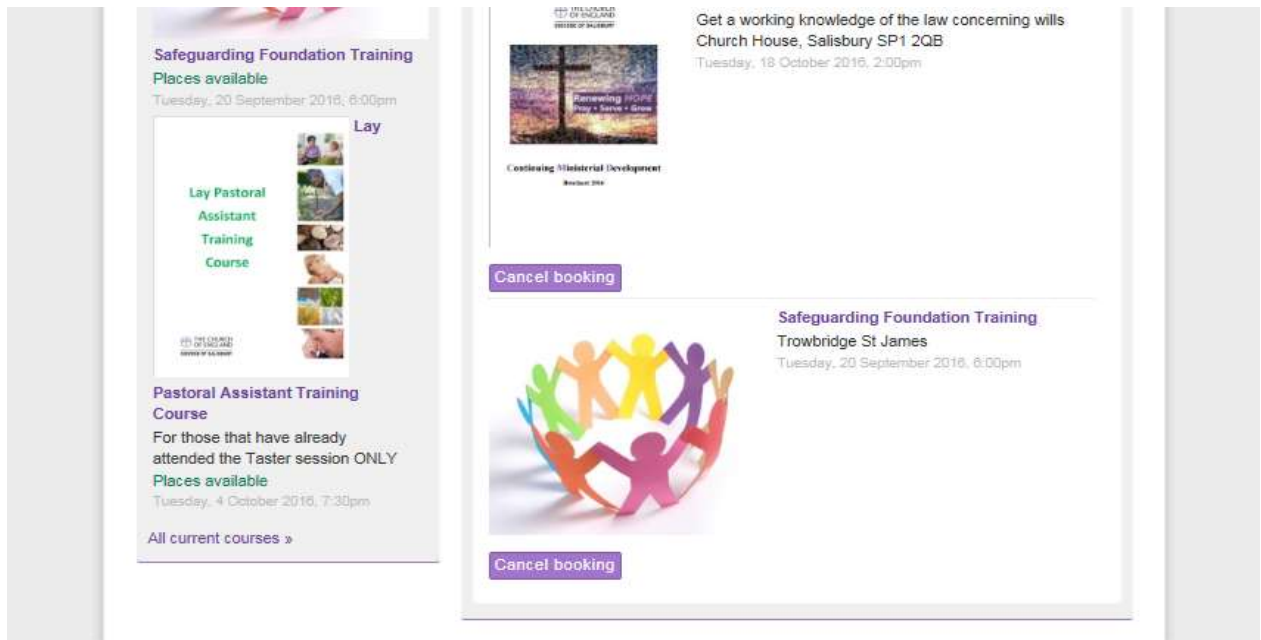
Step by Step –Viewing your courses and cancelling a Course booking



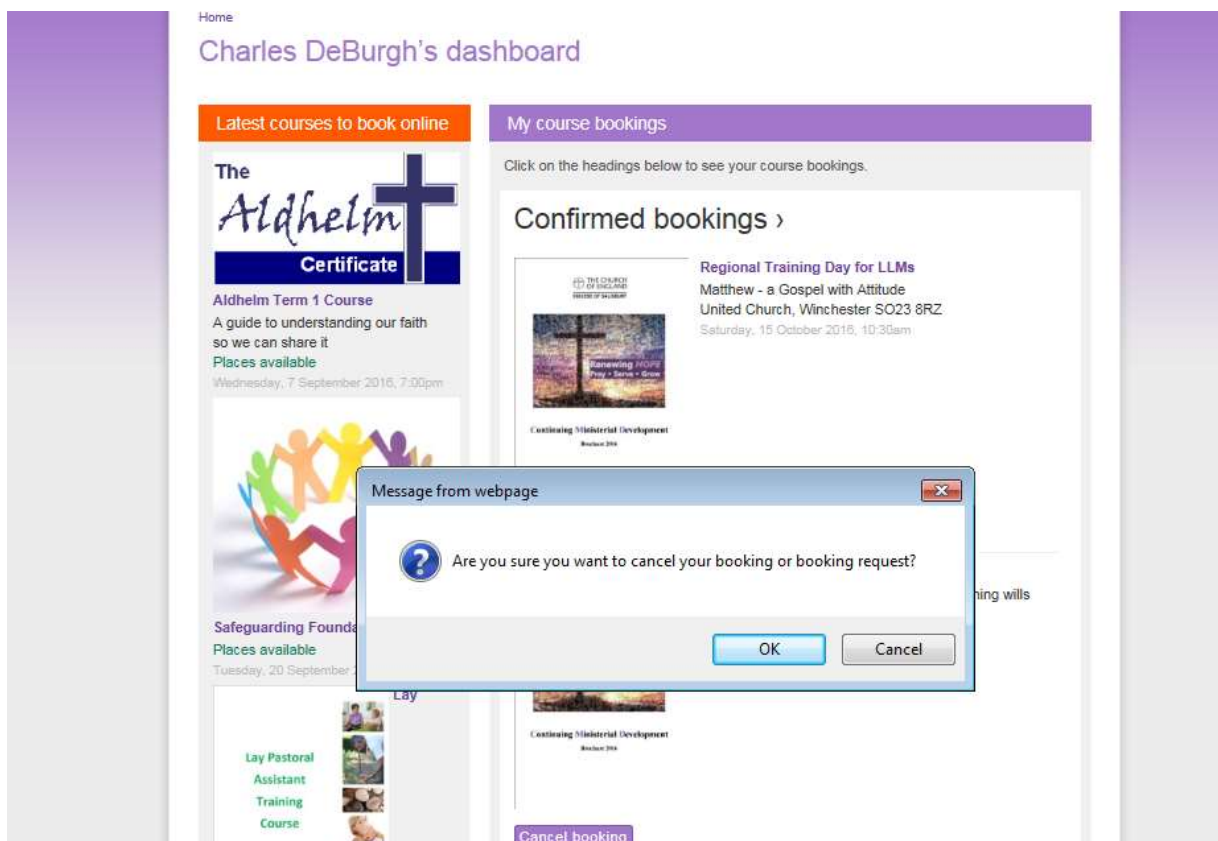
You may have Booking requests /Cancellations as well as Confirmed bookings as shown above



Step by Step –Viewing your courses and cancelling a Course booking



To cancel any of your bookings simply click –cancel booking



It will ask for confirmation - press OK if you wish to continue

Step by Step –Viewing your courses and cancelling a Course booking

The screenshot displays a user dashboard for Charles DeBurgh. At the top, there is a navigation bar with tabs for Home, Who's Who, Events, Courses, Schools, Pastors, Ministry, and Learning. The main content area is divided into two columns. The left column, titled 'Latest courses to book online', features three course listings: 'The AIdhelm Certificate' (Aidhelm: Term 1 Course), 'Safeguarding Foundation Training' (Lay Pastoral Assistant Training Course), and 'Pastoral Assistant Training Course'. The right column, titled 'My course bookings', contains three sections: 'Confirmed bookings >' with two entries ('Last Will and Testamental' and 'Safeguarding Foundation Training'), 'Cancelled or rejected requests >' with one entry ('Regional Training Day for LLMs'), and a 'Cancel booking' button for the 'Safeguarding Foundation Training' entry.

Confirmation that you cancelled this course is now shown in your my courses record as above

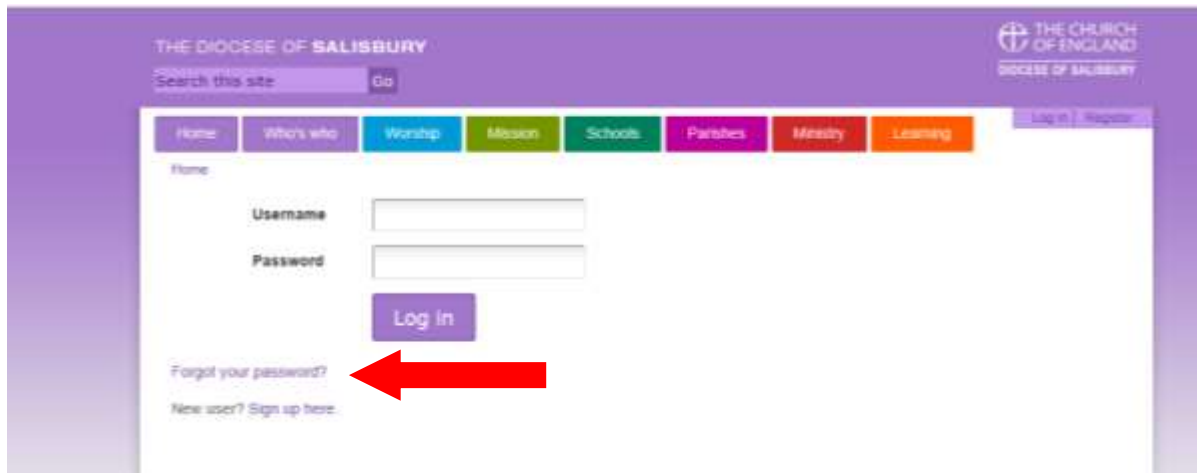
If you have any further questions please do contact LDMT Office on 01722 41944

Step by Step Lost Username or Password

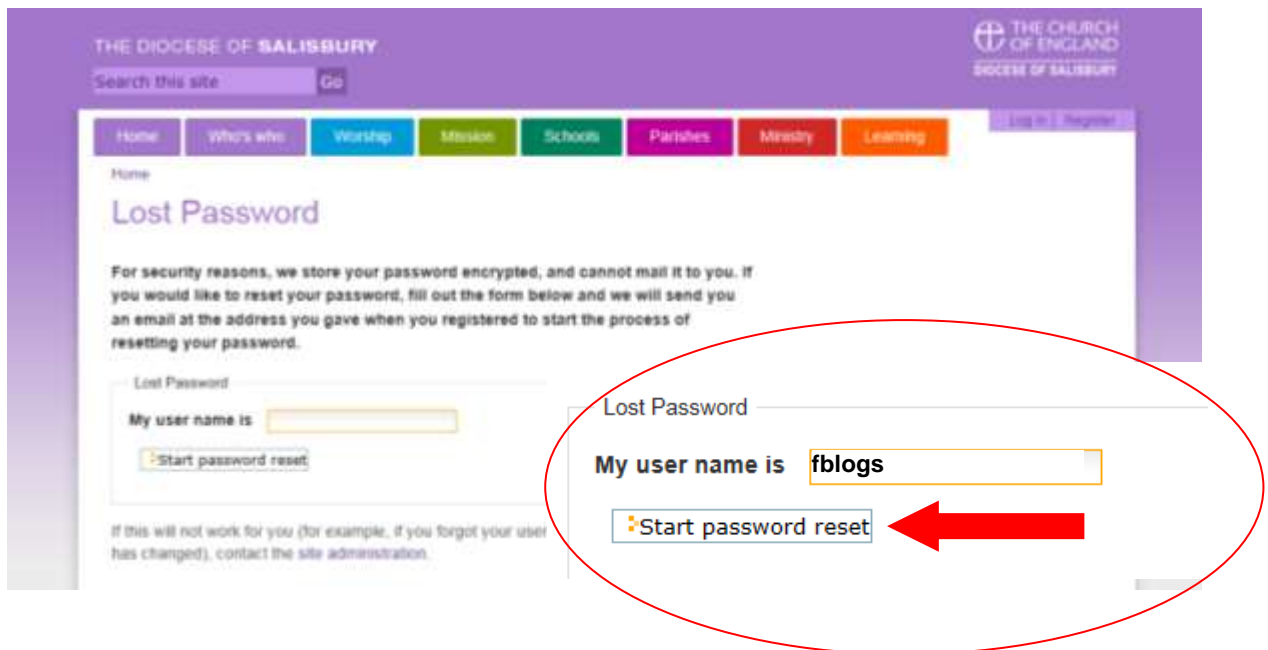
Step 1 - If you don't remember your **username** please email LDMT@salisbury.anglican.org with your full name. We can then advise your username

(NOTE usernames and passwords are CASE sensitive)

Step 2 now you have your username – click/press –Forgot your password?

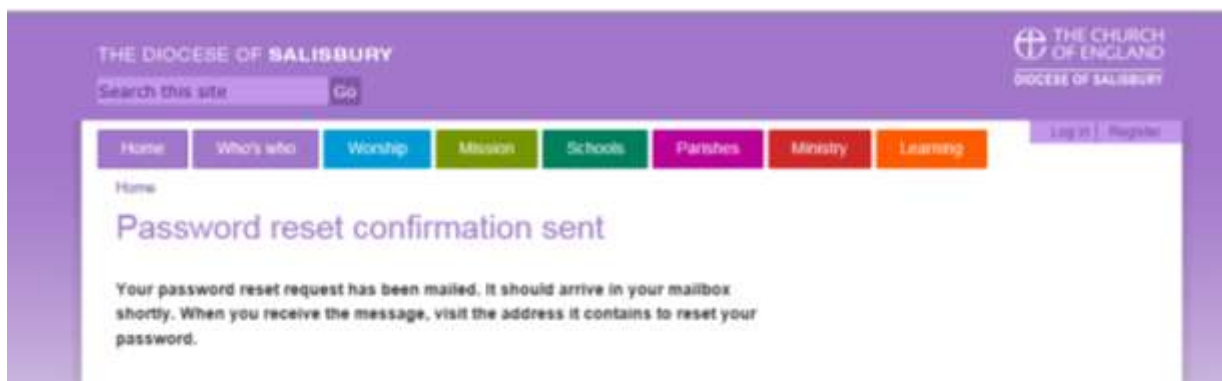


Step 3 enter your user name (exactly as given) and click –Start password reset

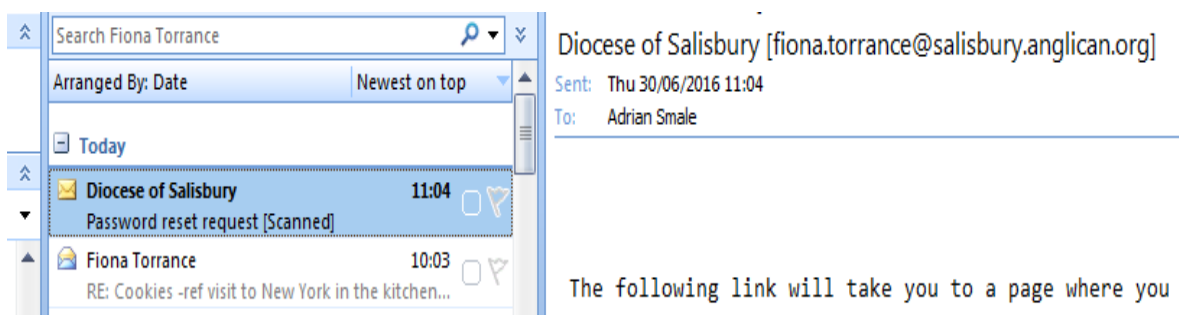


You will now see this confirmation

Step by Step Lost Username or Password



Step 4 -check your email for an email from the Diocese i.e.



And click/press the link

The following link will take you to a page where you can reset your password for Diocese of Salisbury site:

<http://www.salisbury.anglican.org/passwordreset/2d4ab4f673edf8d73febc98f9f35a8fb>

(This link is valid for 168 hours)

If you didn't expect to receive this email, please ignore it. Your password has not been changed.
Request made from IP address 82.23.145.4

Step 5 -enter your username and then a password twice – Then click/Press Set my password

Step by Step Lost Username or Password

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Search this site:

Home | Who's who | **Worship** | Mission | Schools | Parishes | Ministry | Learning | [Log in](#) | [Register](#)

Set your password

Please fill out the form below to set your password.

New Password

My user name is
Enter your user name for verification.

New password
Enter your new password. Minimum 5 characters.

Confirm password
Re-enter the password. Make sure the passwords are identical.

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You will then see confirmation that you have successfully completed

THE DIOCESE OF SALISBURY

Search this site:

Home | Who's who | **Worship** | Mission | Schools | Parishes | Ministry | Learning | [Log in](#) | [Register](#)

Password set

Your password has been set successfully. You may now log in with your new password.

TIP: Now save your username and password somewhere safe for next time

If you have any further questions please do contact LDMT Office on 01722 41944