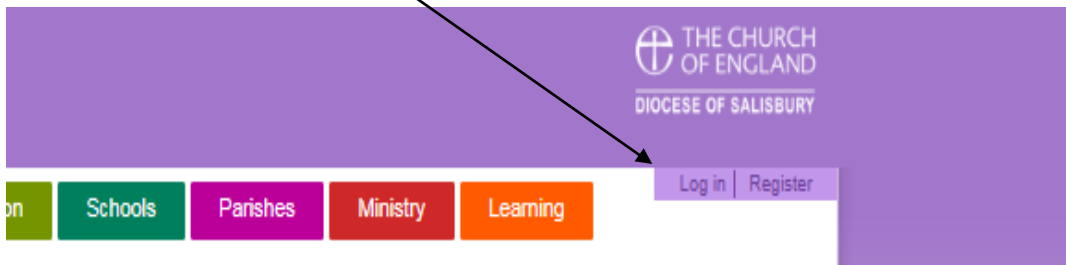
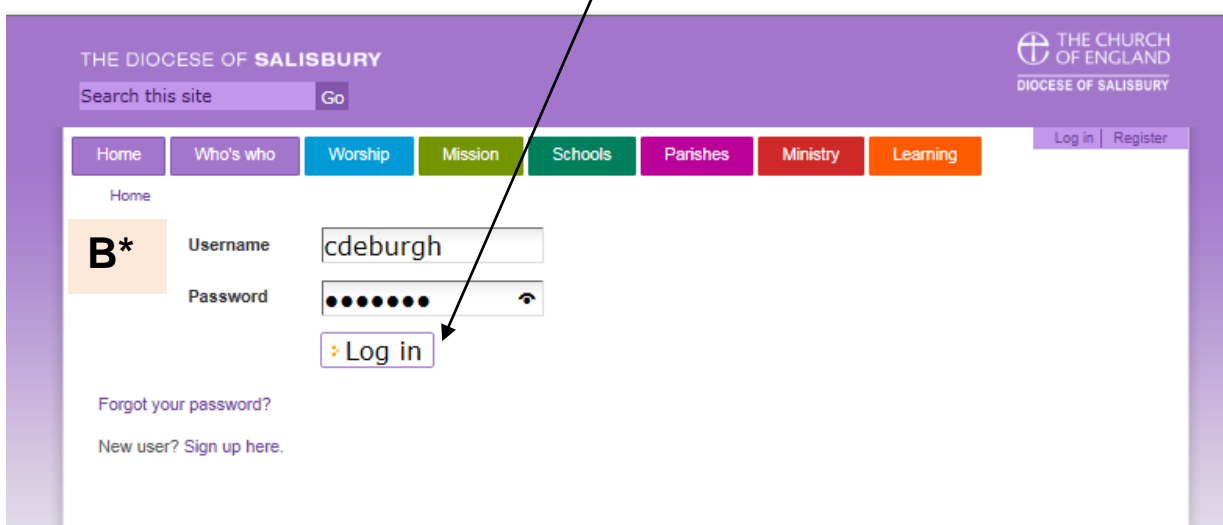


Online booking –Step by Step

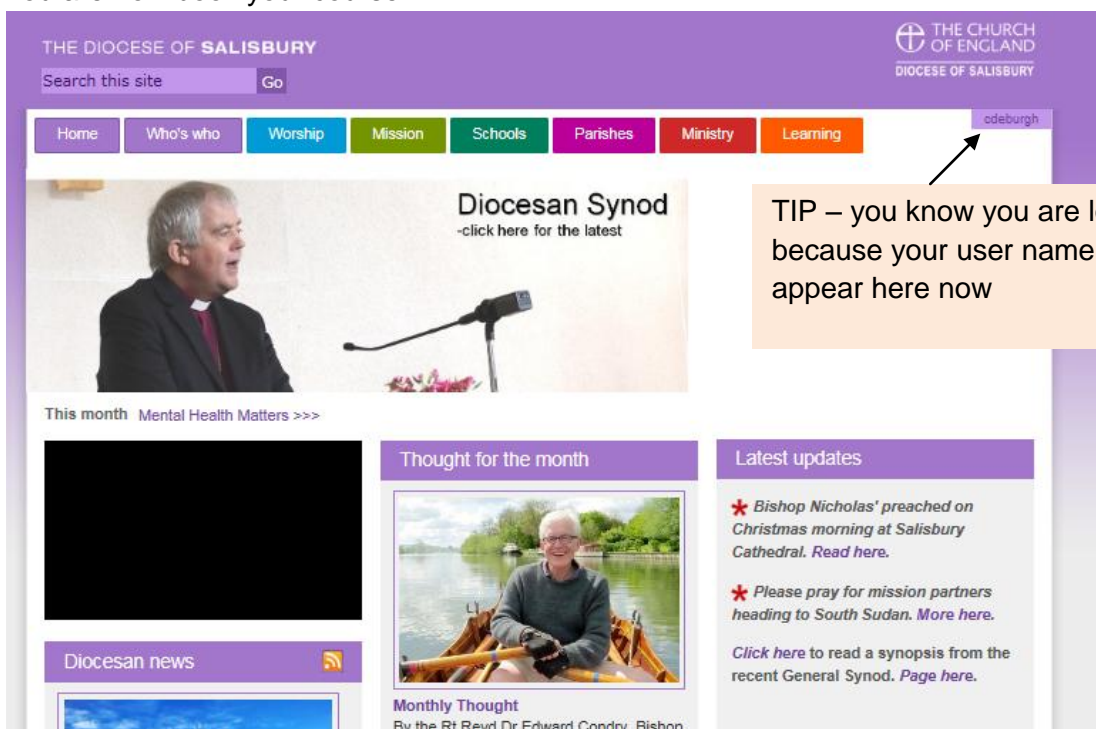
Step 1 –On the website click **Log in** - which loads the login screen (**B***)



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

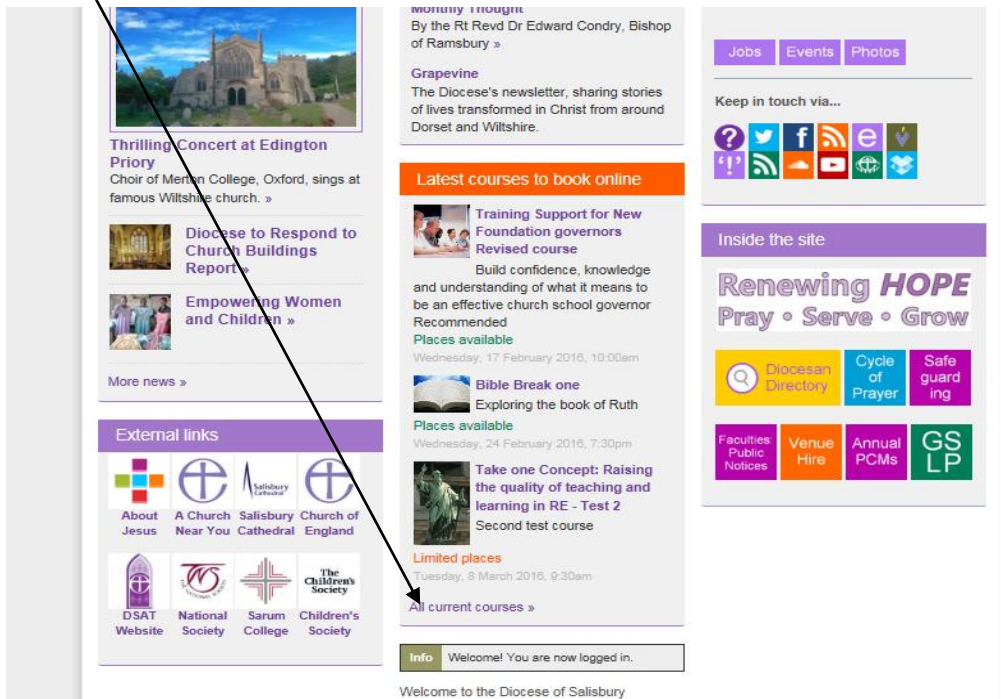


You are now book your course

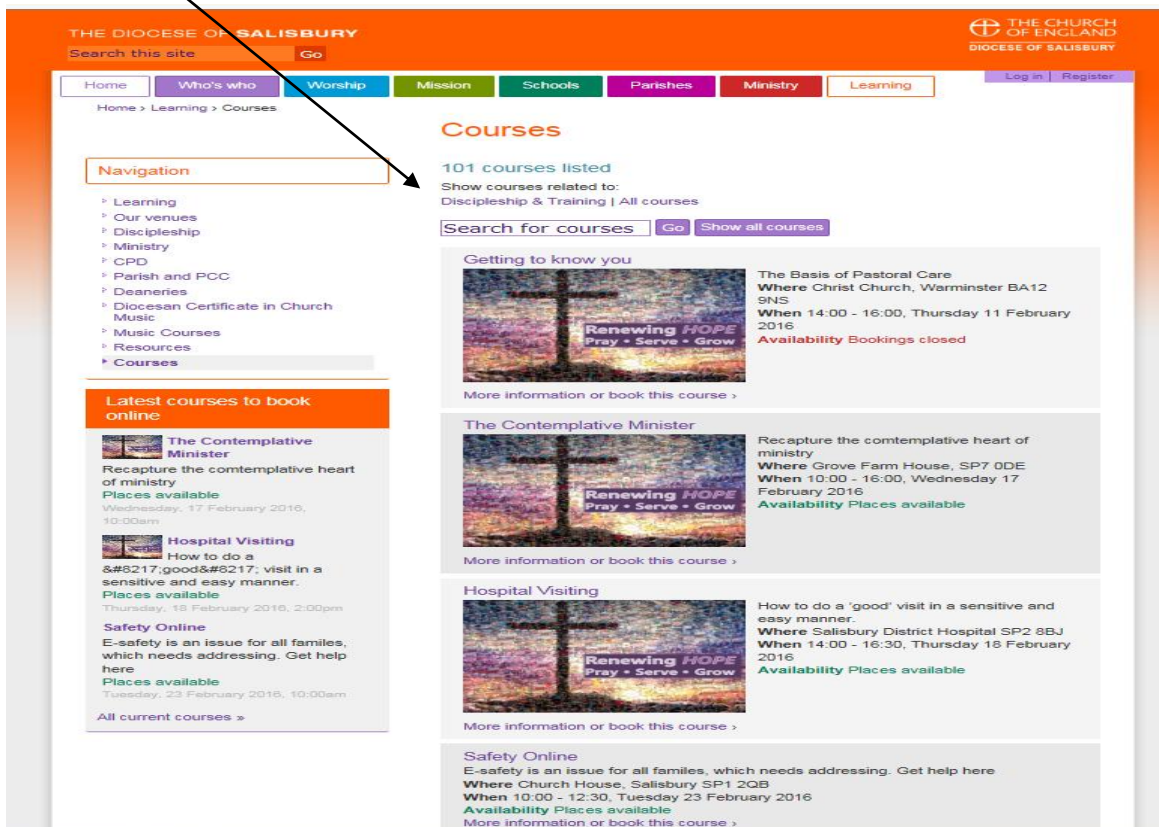


Online booking –Step by Step

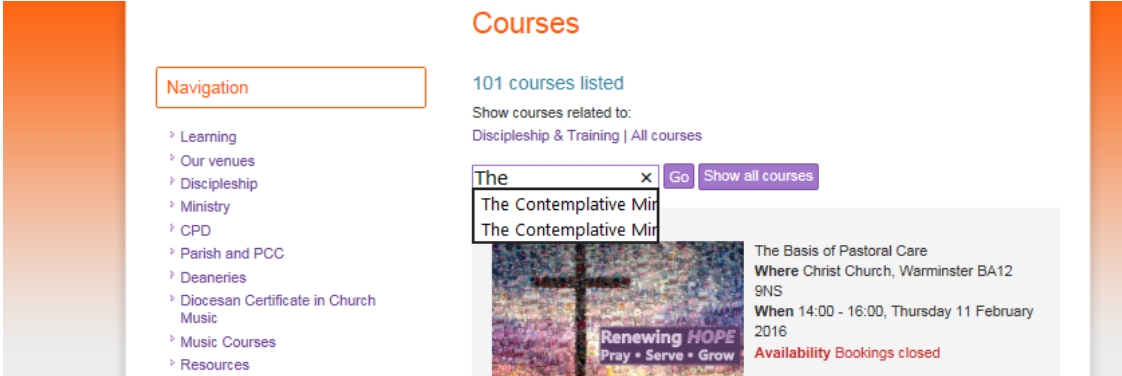
Now from the front screen either select one of the courses here or click **All Current Courses**



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



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

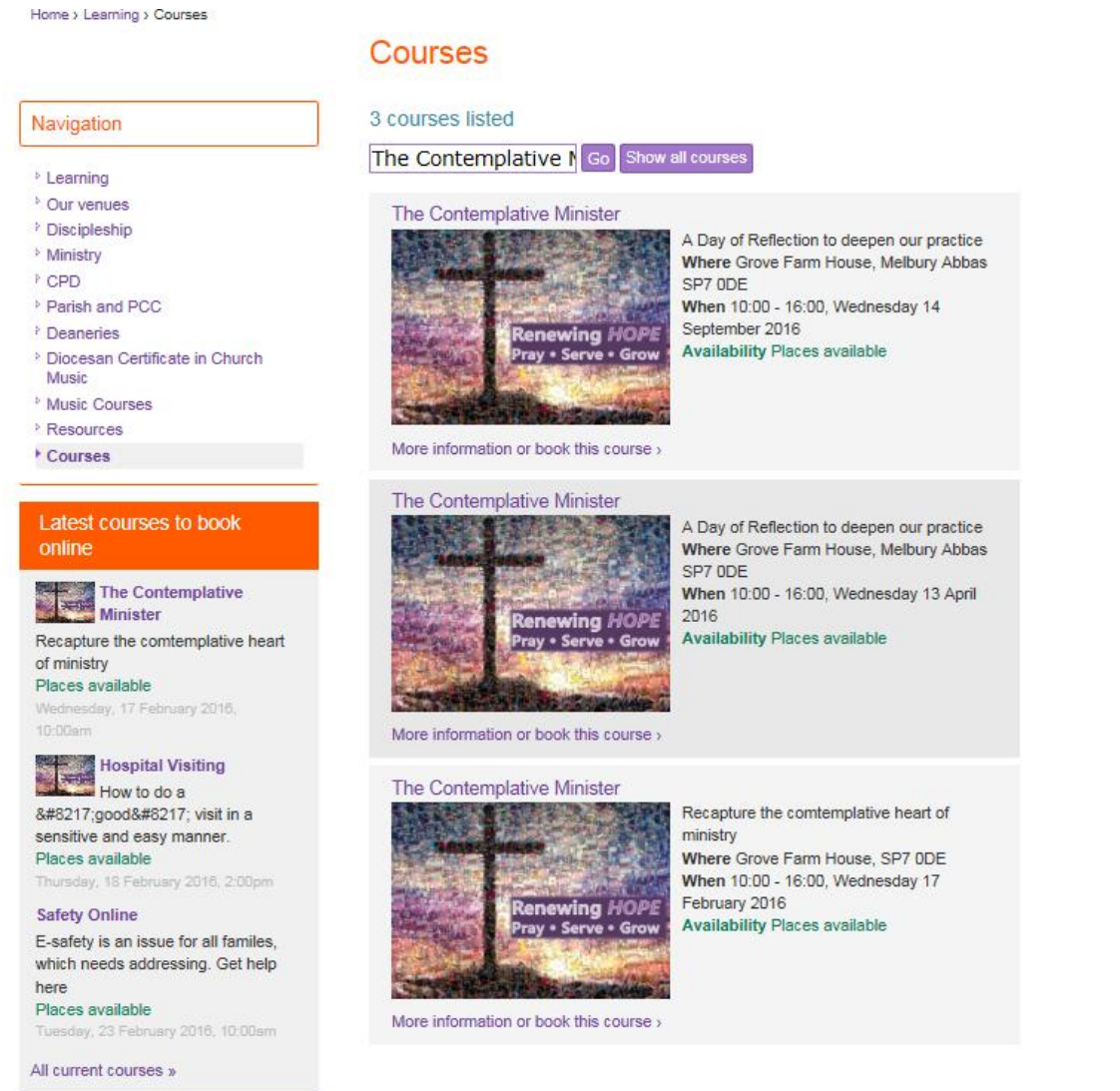
The

- The Contemplative Minister
- The Contemplative Minister

Renewing HOPE
Pray • Serve • Grow

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

The Contemplative Minister

Renewing HOPE
Pray • Serve • Grow

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

More information or book this course >

The Contemplative Minister

Renewing HOPE
Pray • Serve • Grow

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

More information or book this course >

The Contemplative Minister

Renewing HOPE
Pray • Serve • Grow

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

More information or book this course >

Navigation

- Learning
- Our venues
- Discipleship
- Ministry
- CPD
- Parish and PCC
- Deaneries
- Diocesan Certificate in Church Music
- Music Courses
- Resources
- Courses**

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 good visit in 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 >

Online booking –Step by Step

Select the course by either clicking on the **Course title** or **More information** or **book this courses**



3 courses listed

The Contemplative Minister [Go](#) [Show all courses](#)

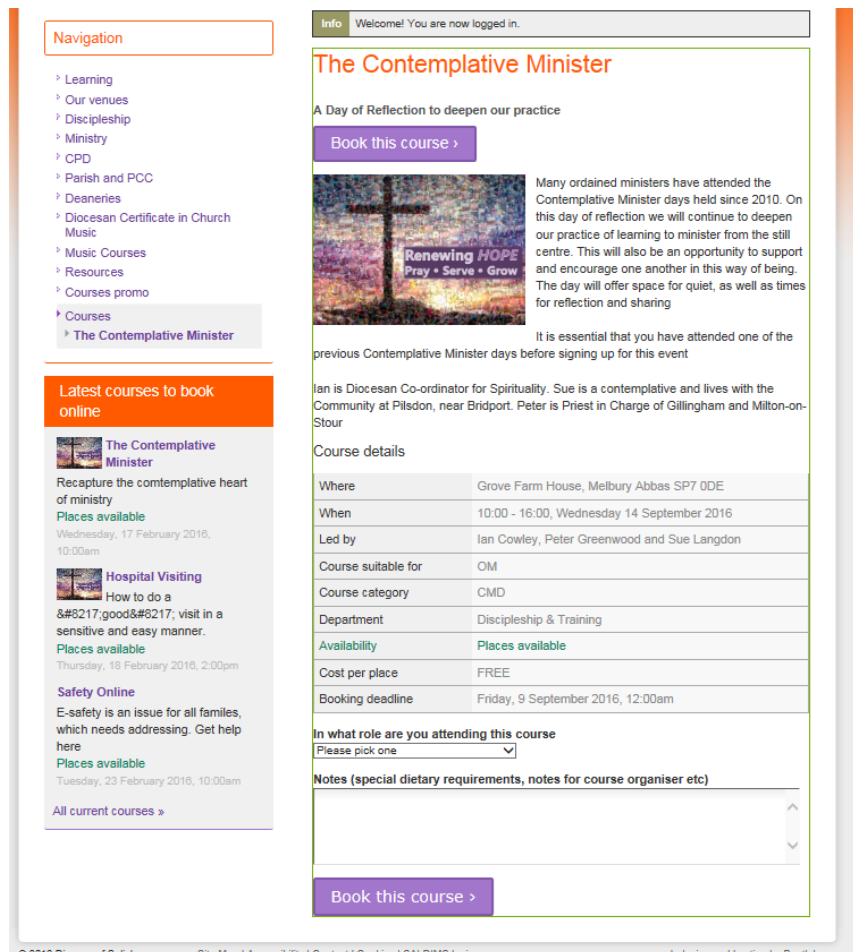
The Contemplative Minister



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](#)

[More information or book this course >](#)



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



Navigation

- > Learning
- > Our venues
- > Discipleship
- > Ministry
- > CPD
- > Parish and PCC
- > Deaneries
- > Diocesan Certificate in Church Music
- > Music Courses
- > Resources
- > Courses promo
- > Courses
 - > **The Contemplative Minister**

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 >](#)

Info Welcome! You are now logged in.

The Contemplative Minister

A Day of Reflection to deepen our practice

[Book this course >](#)



Many ordained ministers have attended the Contemplative Minister days held since 2010. On this day of reflection we will continue to deepen our practice of learning to minister from the still centre. This will also be an opportunity to support and encourage one another in this way of being. The day will offer space for quiet, as well as times for reflection and sharing

It is essential that you have attended one of the previous Contemplative Minister days before signing up for this event

Ian is Diocesan Co-ordinator for Spirituality. Sue is a contemplative and lives with the Community at Pilsdon, near Bridport. Peter is Priest in Charge of Gillingham and Milton-on-Stour

Course details

Where	Grove Farm House, Melbury Abbas SP7 0DE
When	10:00 - 16:00, Wednesday 14 September 2016
Led by	Ian Cowley, Peter Greenwood and Sue Langdon
Course suitable for	OM
Course category	CMD
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
Please pick one

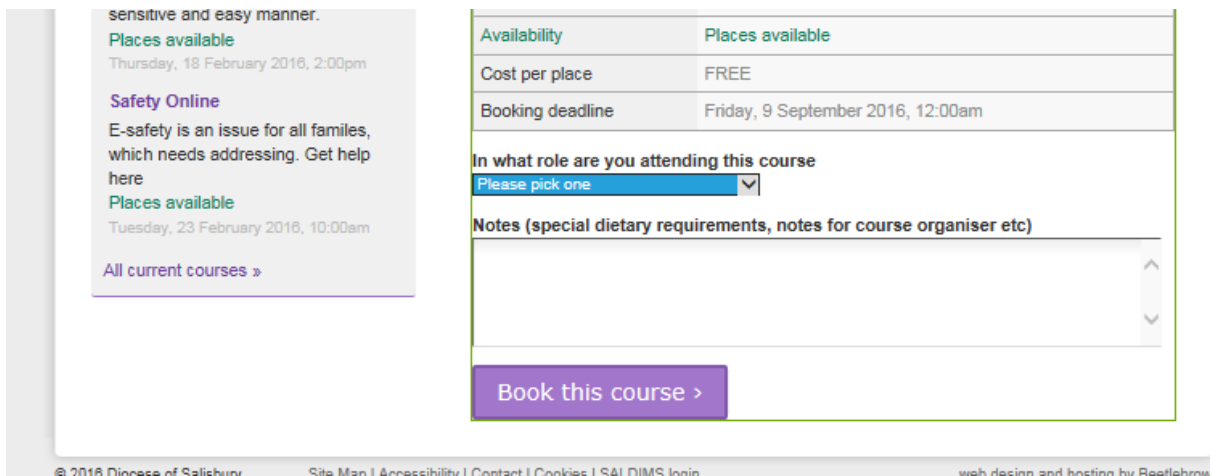
Notes (special dietary requirements, notes for course organiser etc)

[Book this course >](#)

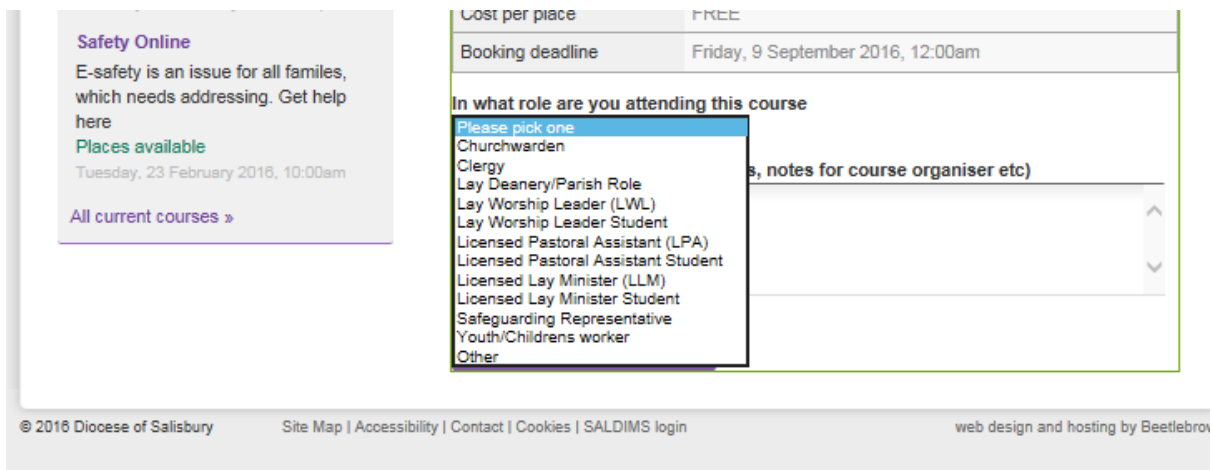
© 2016 Diocese of Salisbury Site Map | Accessibility | Contact | Cookies | SALDIMS login web design and hosting by Beetlebrow

Online booking –Step by Step

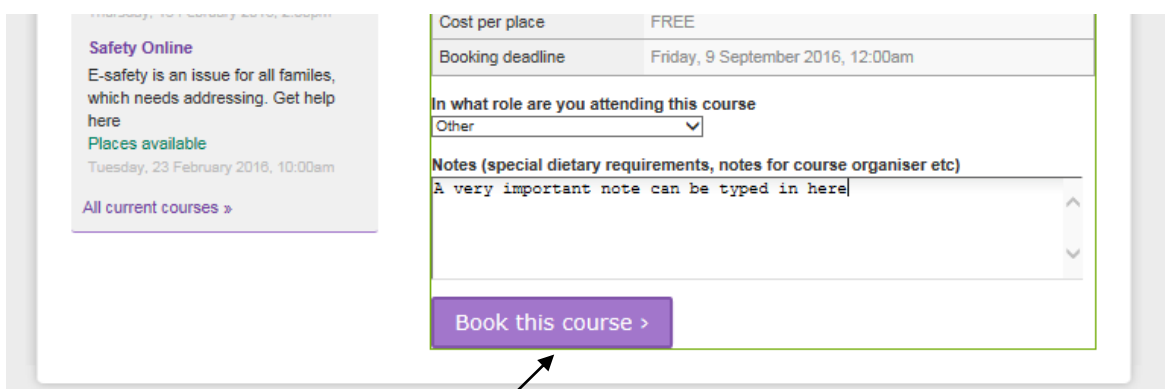
Now click on this arrow to select your role or other



Displays.....

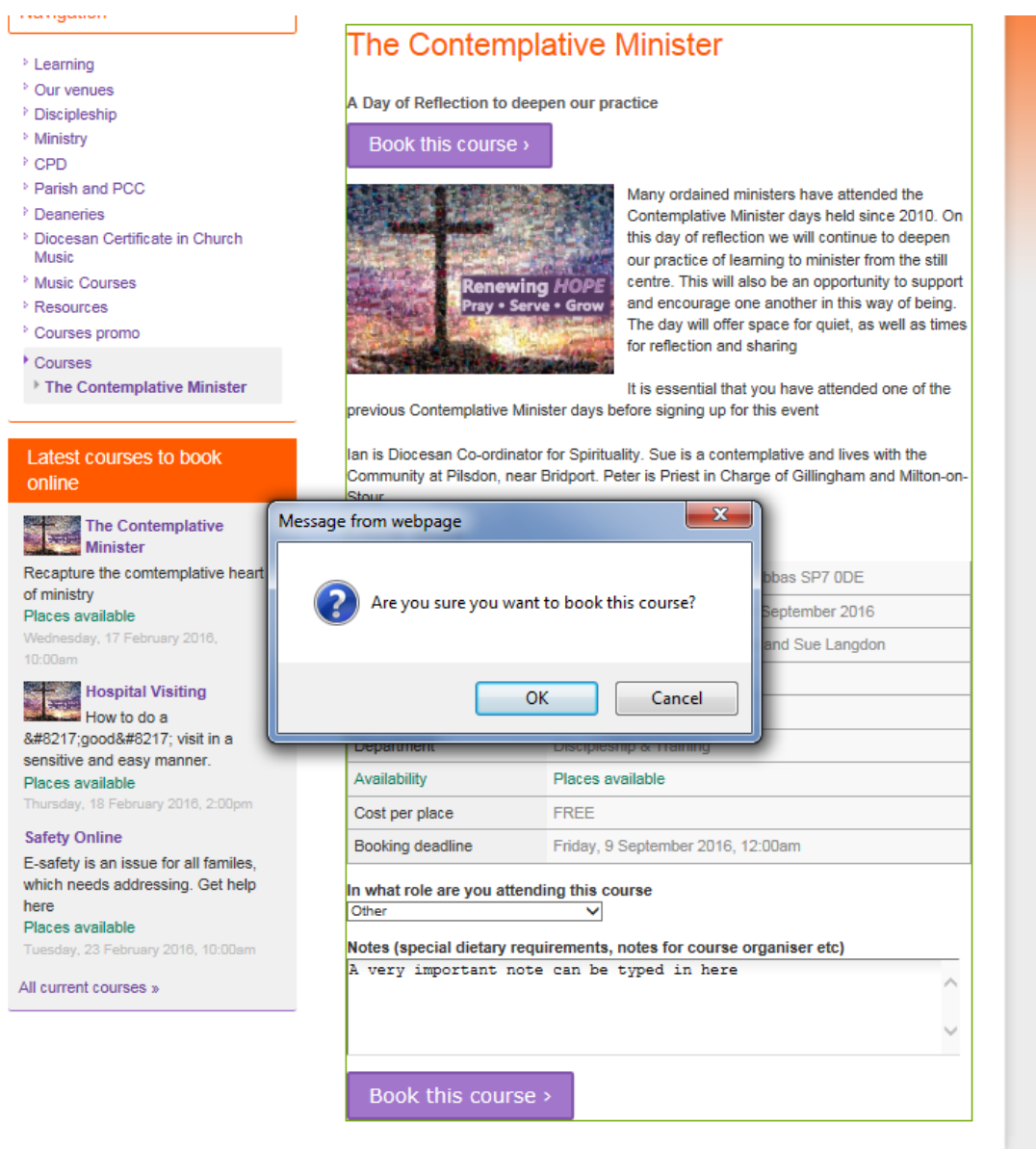


Select....and if needed type in any notes you wish to pass on to the course organiser in the box below. Note that courses are sometimes restricted so it may be that the course is unsuitable for you (***In this case limited to Ordained Ministers***)



And then CLICK [Book this course](#)

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

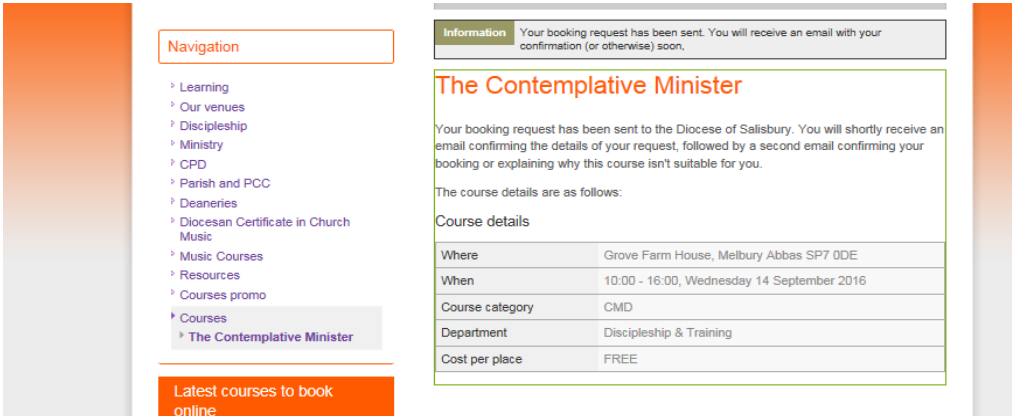


The screenshot shows a website interface for booking a course. On the left is a navigation menu with categories like Learning, Our venues, Discipleship, Ministry, CPD, Parish and PCC, Deaneries, Diocesan Certificate in Church Music, Music Courses, Resources, Courses promo, and Courses. The 'Courses' section is expanded to show 'The Contemplative Minister'. Below this is a 'Latest courses to book online' section with three course cards: 'The Contemplative Minister', 'Hospital Visiting', and 'Safety Online'. The main content area displays the details for 'The Contemplative Minister', including a description, a 'Book this course >' button, a 'Renewing HOPE' image, and a confirmation message: 'Are you sure you want to book this course?' with 'OK' and 'Cancel' buttons. Below the dialog, a table lists course details: Department (Discipleship & Training), Availability (Places available), Cost per place (FREE), and Booking deadline (Friday, 9 September 2016, 12:00am). A dropdown menu for 'In what role are you attending this course' is set to 'Other'. A text area for 'Notes (special dietary requirements, notes for course organiser etc)' contains the text 'A very important note can be typed in here'. A final 'Book this course >' button is at the bottom.

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)

Online booking –Step by Step



Information	
Your booking request has been sent. You will receive an email with your confirmation (or otherwise) soon.	

The Contemplative Minister

Your booking request has been sent to the Diocese of Salisbury. You will shortly receive an email confirming the details of your request, followed by a second email confirming your booking or explaining why this course isn't suitable for you.

The course details are as follows:

Course details	
Where	Grove Farm House, Melbury Abbas SP7 0DE
When	10:00 - 16:00, Wednesday 14 September 2016
Course category	CMD
Department	Discipleship & Training
Cost per place	FREE

You will also receive an auto email response like



Diocese of Salisbury free course booking request: The Contemplative Minister [Scanned]
fiona.torrance@salisbury.anglican.org
Sent: Thu 11/02/2016 13:10
To: Adrian Smale

*** Auto response ***

Dear Adrian Smale,

Thank you for your booking request on the course below.

Course: The Contemplative Minister

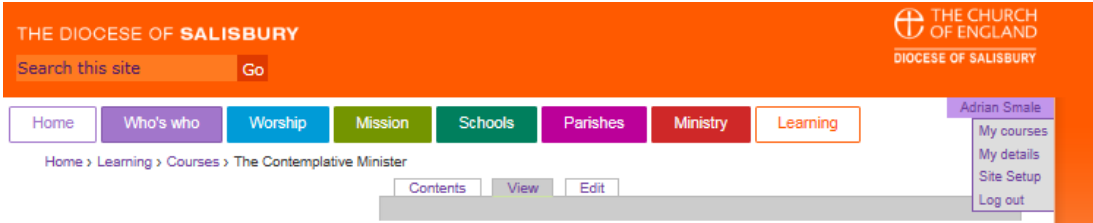
Location: Grove Farm House, Melbury Abbas SP7 0DE

When: 10:00 - 16:00, Wednesday 14 September 2016

Your request will be dealt with shortly.


Course Admin Team, Diocese of Salisbury

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



THE DIOCESE OF SALISBURY

Search this site

 THE CHURCH OF ENGLAND
DIOCESE OF SALISBURY

Home Who's who Worship Mission Schools Parishes Ministry Learning

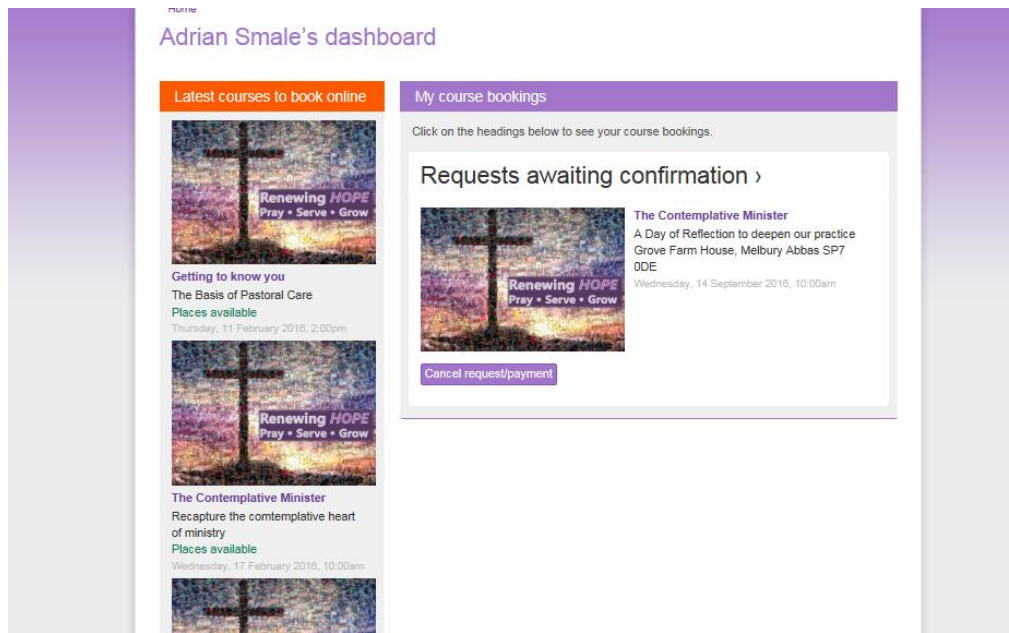
Home > Learning > Courses > The Contemplative Minister

Contents View Edit

Adrian Smale
My courses
My details
Site Setup
Log out

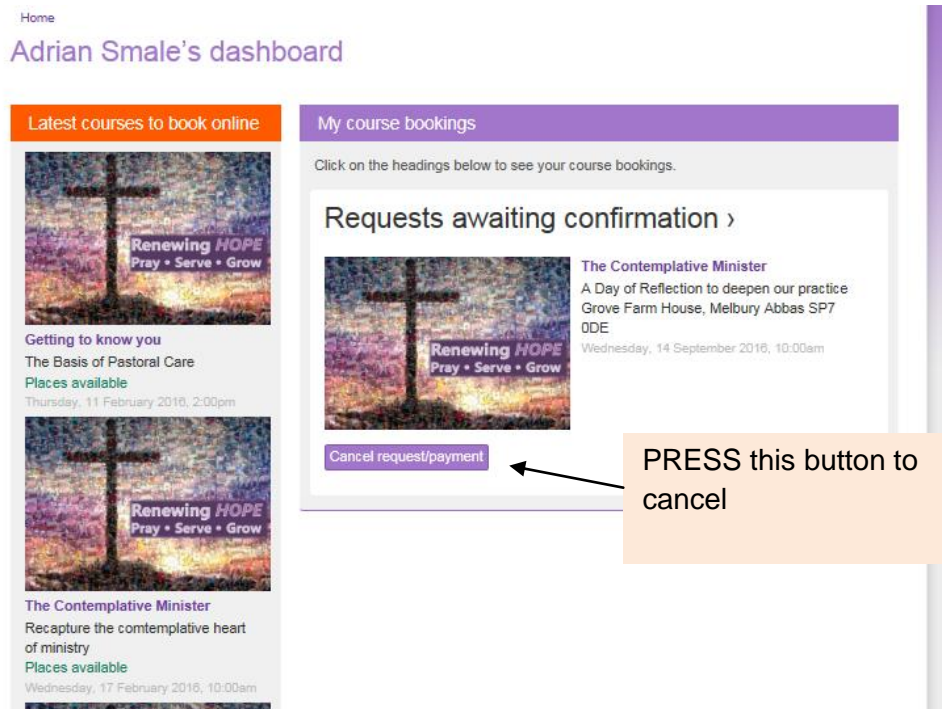
To see under requests waiting confirmation – click title to display the course

Online booking –Step by Step



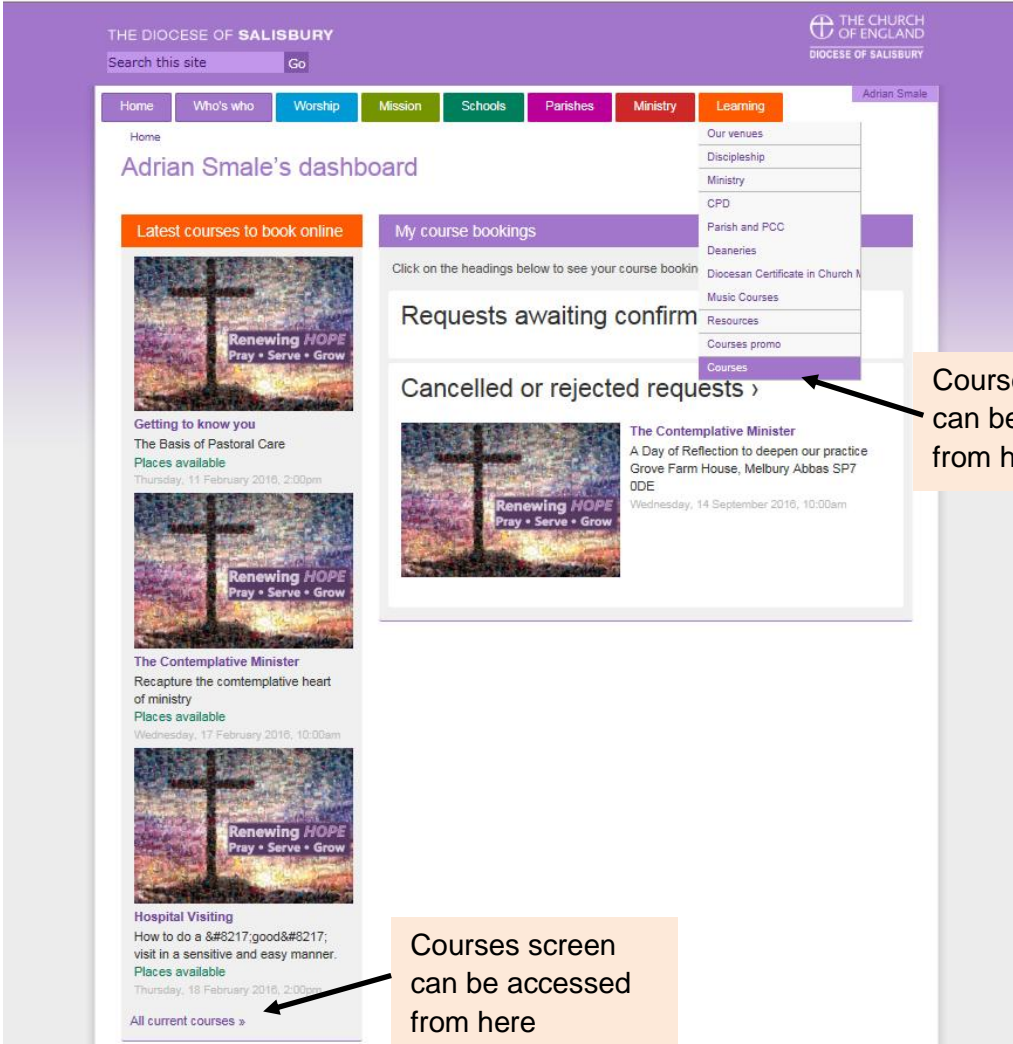
Once this course booking is confirmed you will receive a confirmation email and this will be updated in your My Courses section.

Need to cancel the booking? – Simply press/click button below



Online booking –Step by Step

To continue booking courses please go back to the courses screen



The screenshot shows the 'Adrian Smale's dashboard' on the Diocese of Salisbury website. The navigation menu at the top includes 'Home', 'Who's who', 'Worship', 'Mission', 'Schools', 'Parishes', 'Ministry', and 'Learning'. The 'Learning' menu is open, showing options like 'Our venues', 'Discipleship', 'Ministry', 'CPD', 'Parish and PCC', 'Deaneries', 'Diocesan Certificate in Church Ministry', 'Music Courses', 'Resources', 'Courses promo', and 'Courses'. The dashboard features a 'Latest courses to book online' section with three course cards: 'Getting to know you', 'The Contemplative Minister', and 'Hospital Visiting'. A 'My course bookings' section shows 'Requests awaiting confirm' and 'Cancelled or rejected requests'. Two callout boxes with arrows point to the 'Courses' menu item and the 'All current courses' link, both stating '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 do please contact Church House -*we are happy to help*