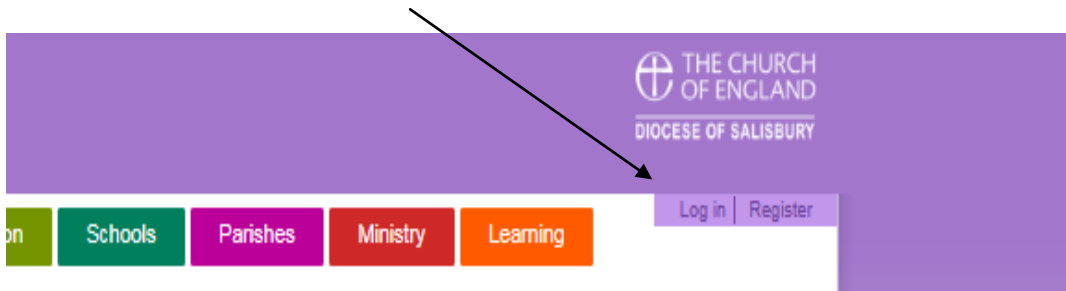


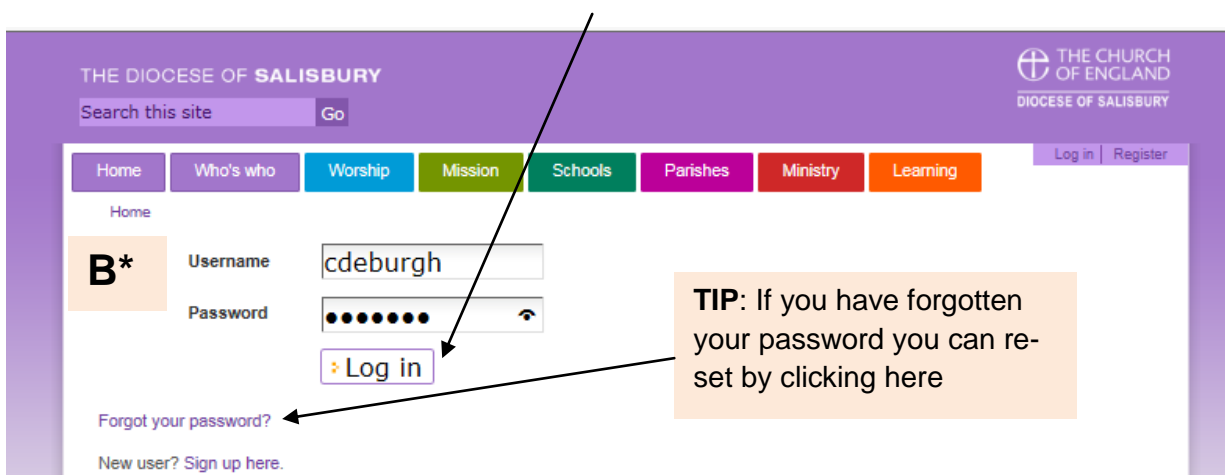
Online booking (Safeguarding) – Step by Step

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

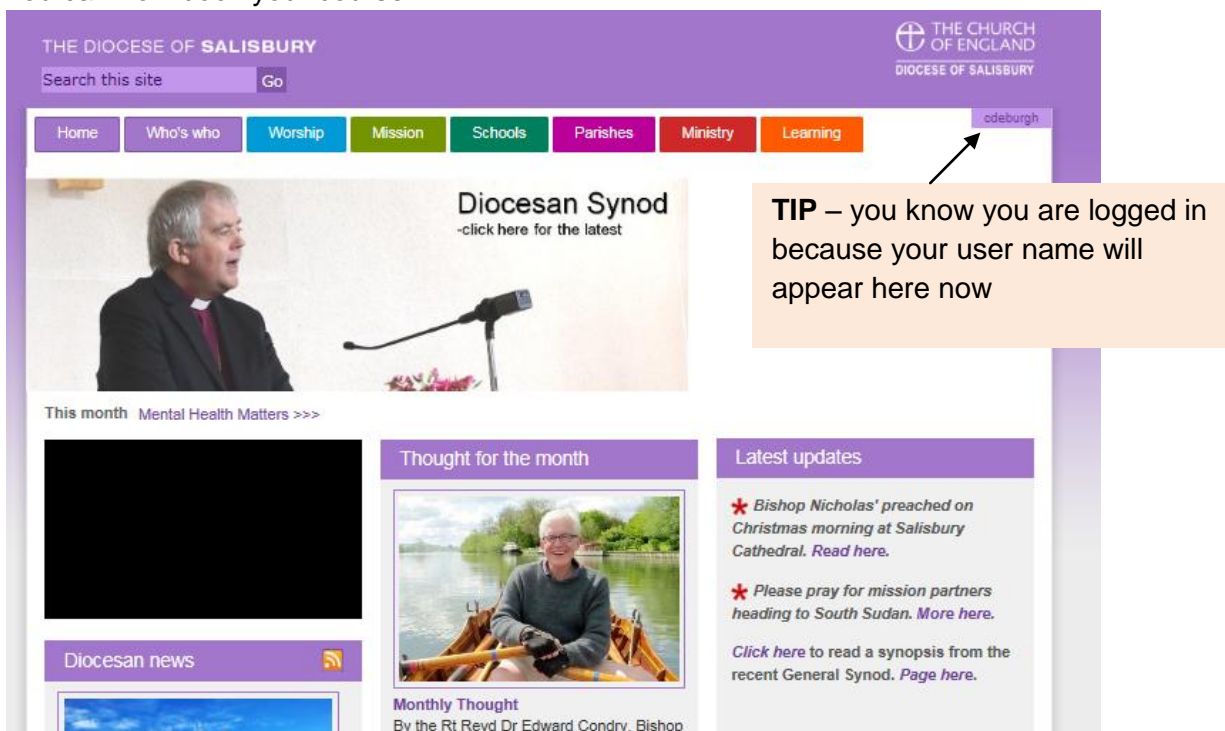
Step 1 –On the website click **Log in** - which loads the login screen (**B***)



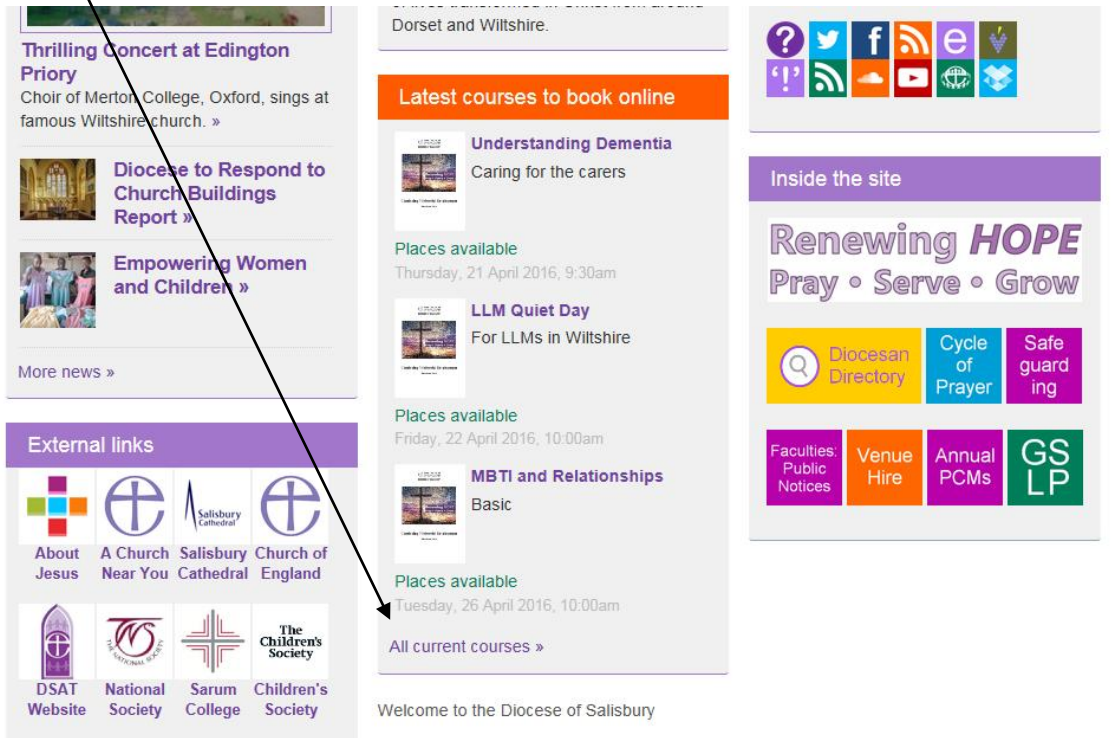
And enter your username and password –**CLICK Log in**



You can now book your course

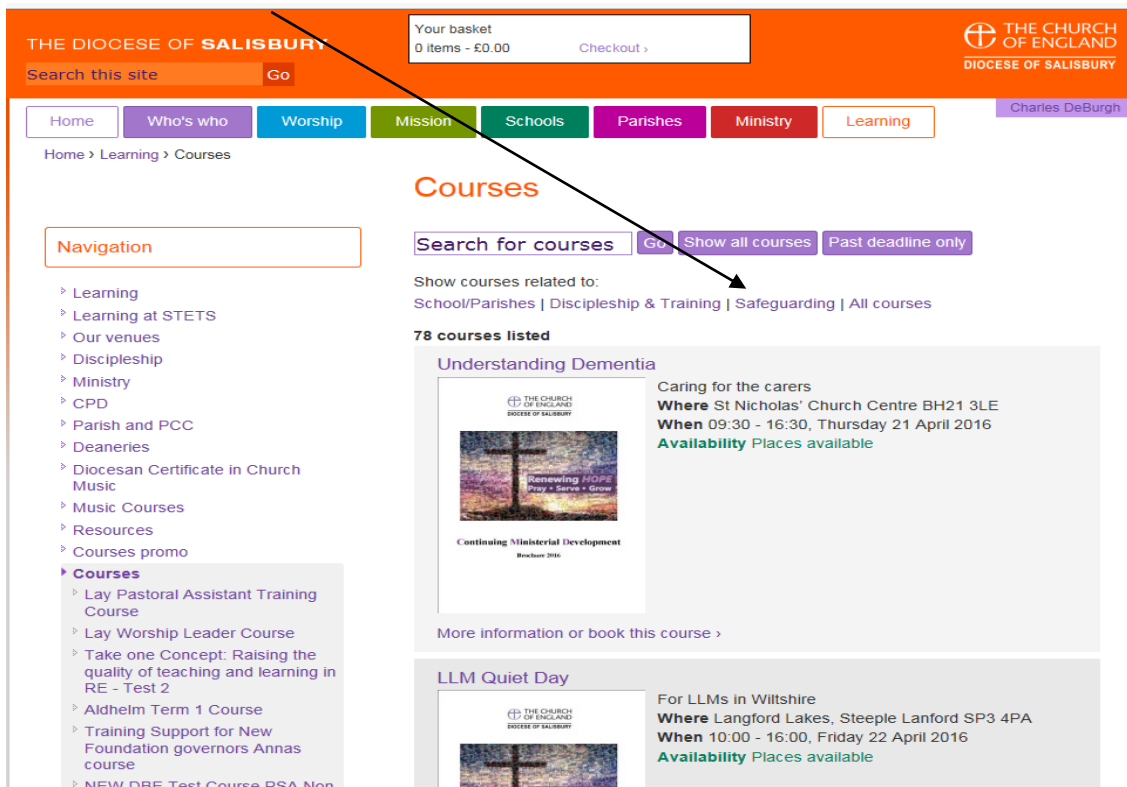


Step 2 - From the (home) front screen either select one of the courses here or click **All Current Courses**



The screenshot shows the home page of the Diocese of Salisbury website. On the left, there are news items such as 'Thrilling Concert at Edington Priory' and 'Diocese to Respond to Church Buildings Report'. Below these are 'External links' for various church-related organizations. The main content area features a section titled 'Latest courses to book online' with three course listings: 'Understanding Dementia' (Caring for the carers), 'LLM Quiet Day' (For LLMs in Wiltshire), and 'MBTI and Relationships' (Basic). A 'Search for courses' box is visible at the top right of this section. At the bottom of the page, it says 'Welcome to the Diocese of Salisbury'.

You will now see the 'Courses' screen as below. To see just **safeguarding** courses, simply **click/press** "Safeguarding".



The screenshot shows the 'Courses' page on the website. At the top, there is a search bar and a navigation menu with options like 'Home', 'Who's who', 'Worship', 'Mission', 'Schools', 'Parishes', 'Ministry', and 'Learning'. The 'Courses' section is highlighted. Below the navigation, there is a 'Search for courses' box with a 'Go' button and a 'Show all courses' button. A list of courses is displayed, including 'Understanding Dementia' (Caring for the carers) and 'LLM Quiet Day' (For LLMs in Wiltshire). The 'Understanding Dementia' course listing includes details such as 'Where St Nicholas' Church Centre BH21 3LE', 'When 09:30 - 16:30, Thursday 21 April 2016', and 'Availability Places available'. The 'LLM Quiet Day' listing includes 'Where Langford Lakes, Steeple Lanford SP3 4PA', 'When 10:00 - 16:00, Friday 22 April 2016', and 'Availability Places available'.

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.

The screenshot shows the website's header with 'THE DIOCESE OF SALISBURY' and 'THE CHURCH OF ENGLAND DIOCESE OF SALISBURY'. A search bar contains 'Pewsey safeguarding' and a 'Go' button. Below the header is a navigation menu with 'Home', 'Who's who', 'Worship', 'Mission', 'Schools', 'Parishes', 'Ministry', and 'Learning'. The 'Learning' menu is expanded, showing a list of categories including 'Learning', 'Learning at STETS', 'Our venues', 'Discipleship', 'Ministry', 'CPD', 'Parish and PCC', 'Deaneries', 'Diocesan Certificate in Church Music', 'Music Courses', 'Resources', 'Courses promo', and 'Courses'. The main content area is titled 'Courses' and shows a search bar with 'Pewsey safeguarding' and buttons for 'Go', 'Show all courses', and 'Past deadline only'. Below this, it says '1 course listed' and displays a card for 'Safeguarding Foundation Training' with a colorful paper figure icon. The card details: 'Where Pewsey Church', 'When 18:00 - 21:00, Tuesday 12 July 2016', and 'Availability Places available'. A link at the bottom of the card says 'More information or book this course >'. A 'Your basket' box at the top right shows '0 items - £0.00' and a 'Checkout >' button.

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

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'**

This is a close-up of the course card from the previous screenshot. It shows the search bar with 'Pewsey safeguarding' and the 'Go' button. Below the search bar, it says '1 course listed'. The course card is titled 'Safeguarding Foundation Training' and features a colorful paper figure icon. To the right of the icon, the details are: 'Where Pewsey Church', 'When 18:00 - 21:00, Tuesday 12 July 2016', and 'Availability Places available'. At the bottom of the card is a link that says 'More information or book this course >'. Arrows from the text above point to the course title and the link.

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

Search this site [Go](#)

Charles DeBurgh

Home

Who's who

Worship

Mission

Schools

Parishes

Ministry


Learning

Home > Learning > Courses > Safeguarding Foundation Training

Safeguarding Foundation Training

Navigation

- ▶ Learning
- ▶ Learning at STETS
- ▶ Our venues
- ▶ Discipleship
- ▶ Ministry
- ▶ CPD
- ▶ Parish and PCC
- ▶ Deaneries
- ▶ Diocesan Certificate in Church Music
- ▶ Music Courses
- ▶ Resources
- ▶ Courses promo
- ▶ Courses
 - ▶ Lay Pastoral Assistant Training Course
 - ▶ Lay Worship Leader Course
 - ▶ Take one Concept: Raising the quality of teaching and learning in RE - Test 2
 - ▶ Aldhelm Term 1 Course
 - ▶ Training Support for New Foundation governors Annas course
 - ▶ NEW DBE Test Course PSA Non PSA only
 - ▶ RE Assessment beyond levels: Simple, Meaningful, Secure - TEST
 - ▶ NEW Free CMD Course to test max & Reserve list function
 - ▶ Pray, Serve, Grow
 - ▶ Reconciled
 - ▶ Aldhelm Term 1 Course



Course details

Where	Pewsey Church
When	18:00 - 21:00, Tuesday 12 July 2016
Led by	Heather Bland
Course suitable for	All
Course category	Safeguarding
Department	Safeguarding
Availability	Places available
Cost per place	FREE
Booking deadline	Tuesday, 14 June 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 >](#)

Step 4 - click on this arrow to select your role

se

Worship Leader Course

one Concept: Raising the y of teaching and learning in Test 2

ilm Term 1 Course

ng Support for New dation governors Annas e

DBE Test Course PSA Non only

ssessment beyond levels: e, Meaningful, Secure -

Free CMD Course to test & Reserve list function

Serve, Grow

nciled

ilm Term 1 Course

rstanding Dementia

Course category	Safeguarding
Department	Safeguarding
Availability	Places available
Cost per place	FREE
Booking deadline	Tuesday, 14 June 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 >](#)

4

Displays.....the role options available – if none apply to you select **Other**

- Courses promo
- Courses
 - Lay Pastoral Assistant Training Course
 - Lay Worship Leader Course
 - Take one Concept: Raising the quality of teaching and learning in RE - Test 2
 - Aldhelm Term 1 Course
 - Training Support for New Foundation governors Annas course
 - NEW DBE Test Course PSA Non PSA only
 - RE Assessment beyond levels: Simple, Meaningful, Secure - TEST
 - NEW Free CMD Course to test max & Reserve list function
 - Pray, Serve, Grow
 - Reconciled
 - Aldhelm Term 1 Course

Led by	Heather Bland
Course suitable for	All
Course category	Safeguarding
Department	Safeguarding
Availability	Places available
Cost per place	FREE
Booking deadline	Tuesday, 14 June 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)

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.

- Aldhelm Term 1 Course
- Training Support for New Foundation governors Annas course
- NEW DBE Test Course PSA Non PSA only
- RE Assessment beyond levels: Simple, Meaningful, Secure - TEST
- NEW Free CMD Course to test max & Reserve list function
- Pray, Serve, Grow
- Reconciled
- Aldhelm Term 1 Course
- Understanding Dementia
- LLM Quiet Day
- MBTI and Relationships

Booking deadline	Tuesday, 14 June 2016, 12:00am
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In what role are you attending this course

Churchwarden

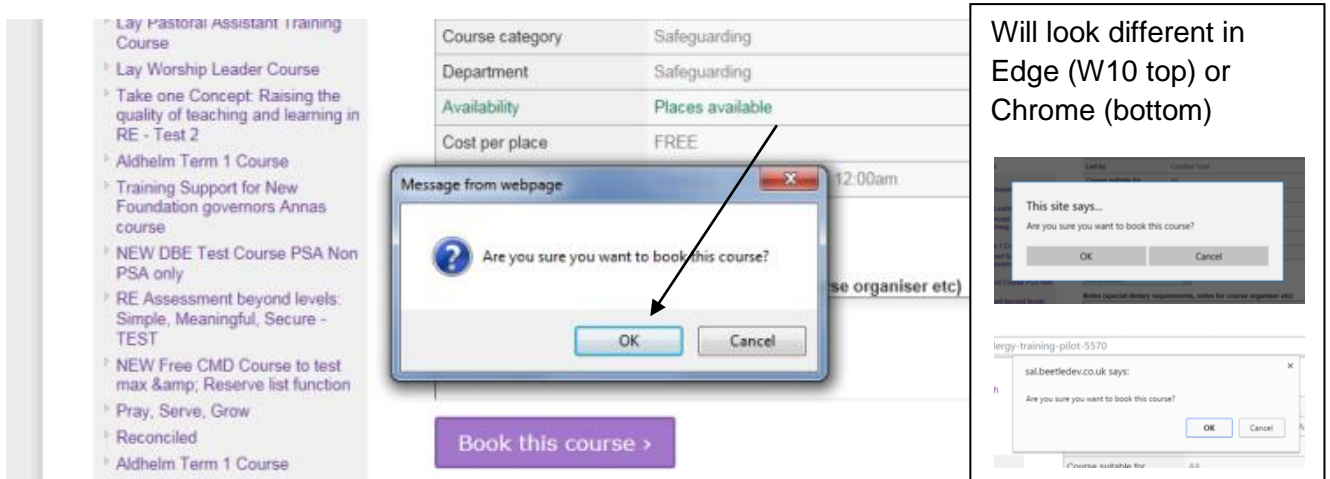
Notes (special dietary requirements, notes for course organiser etc)

A note can be typed into this box here

Book this course >

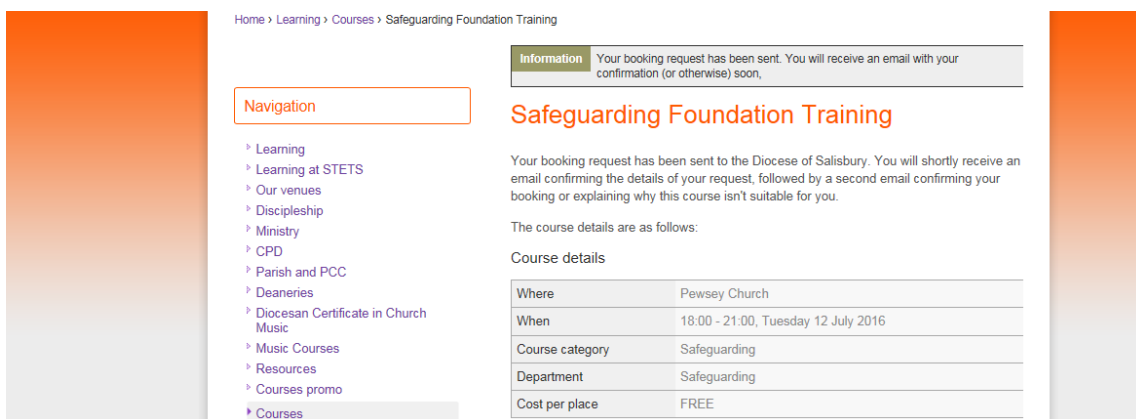
And then **CLICK** [Book this course](#)

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



The screenshot shows a list of courses on the left, including 'Lay Pastoral Assistant Training Course' and 'NEW DBE Test Course PSA Non PSA only'. A 'Book this course >' button is highlighted. A 'Message from webpage' dialog box asks 'Are you sure you want to book this course?' with 'OK' and 'Cancel' buttons. A callout box on the right notes that the dialog will look different in Edge (W10 top) or Chrome (bottom), showing alternative browser prompts.

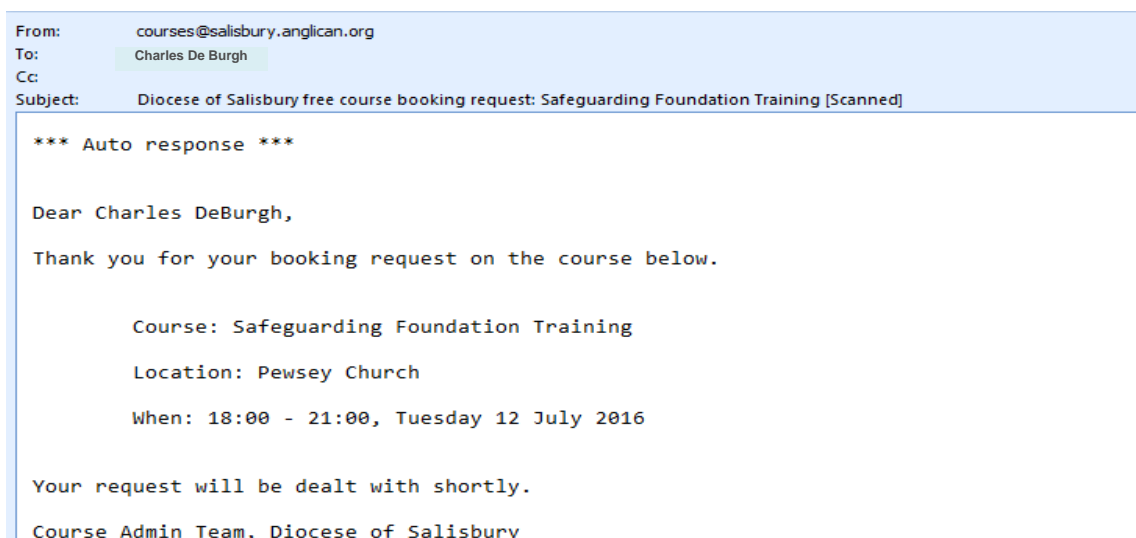
You have now completed booking on to the course. It will then say....your booking request has been accepted – confirmation should follow..... (You can now see what happens next together with further details on getting the most from this system below)



The screenshot shows the 'Safeguarding Foundation Training' confirmation page. It includes a navigation menu on the left, an information box stating 'Your booking request has been sent. You will receive an email with your confirmation (or otherwise) soon.', and a table of course details.

Course details	
Where	Pewsey Church
When	18:00 - 21:00, Tuesday 12 July 2016
Course category	Safeguarding
Department	Safeguarding
Cost per place	FREE

You will also receive an auto email response like



The screenshot shows an email header and body. The header includes 'From: courses@salisbury.anglican.org', 'To: Charles De Burgh', and 'Subject: Diocese of Salisbury free course booking request: Safeguarding Foundation Training [Scanned]'. The body contains an auto response message.

*** Auto response ***

Dear Charles DeBurgh,

Thank you for your booking request on the course below.

Course: Safeguarding Foundation Training

Location: Pewsey Church

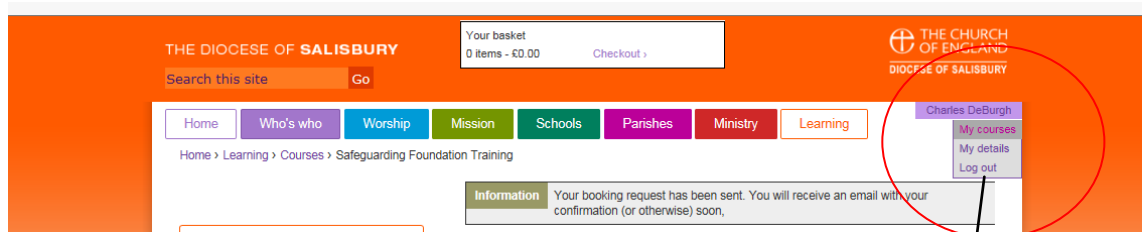
When: 18:00 - 21:00, Tuesday 12 July 2016

Your request will be dealt with shortly.

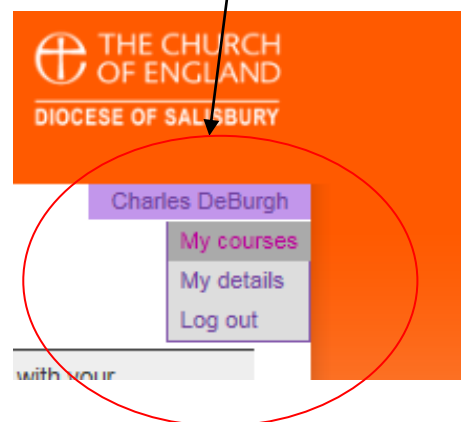
Course Admin Team, Diocese of Salisbury

Online booking (Safeguarding) –Step by Step

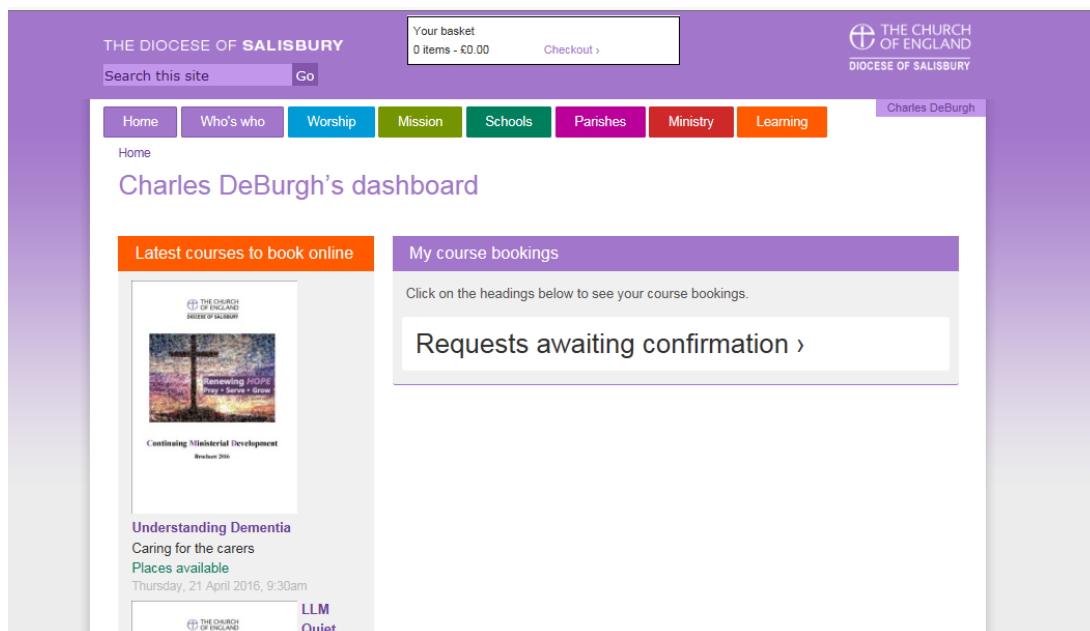
And if you go to the top right of the screen and click on your name –**Select My courses**



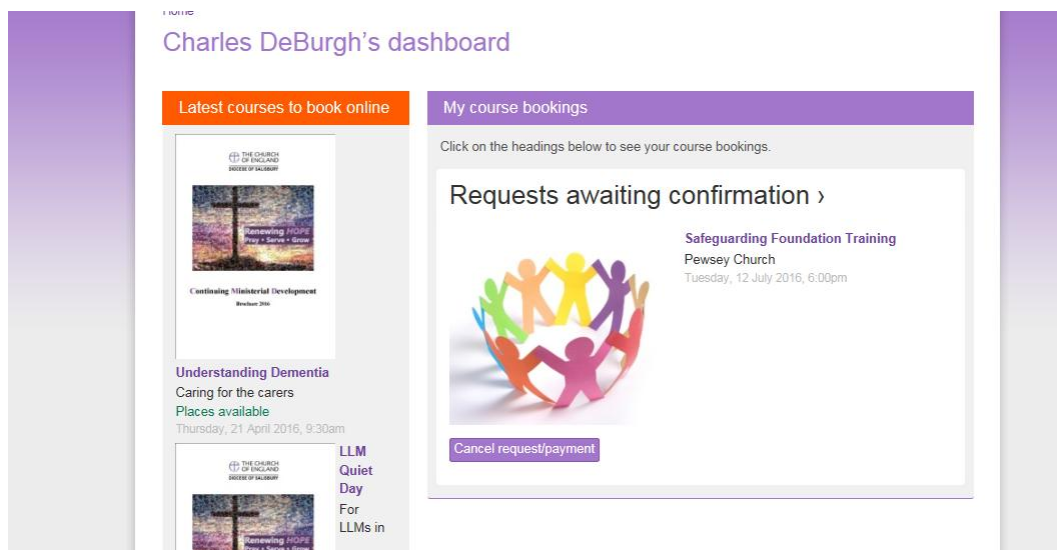
TIP: This is also the place (**My details**) where you can change say your email address /mobile number too, as well as **log out**



You can now see your booking request under **Requests waiting confirmation**

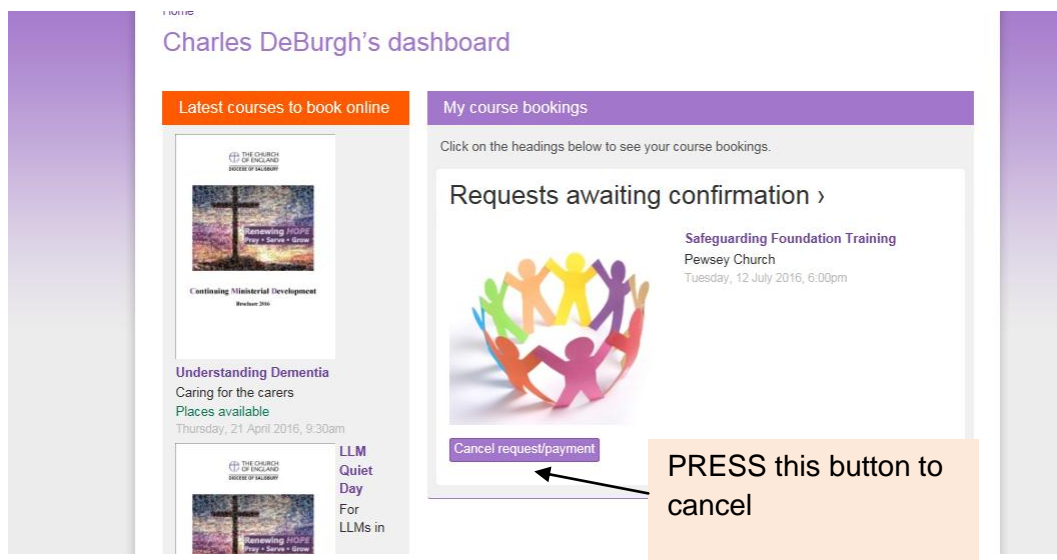


Clicking the title **Requests awaiting confirmation** opens the course booking you made ...



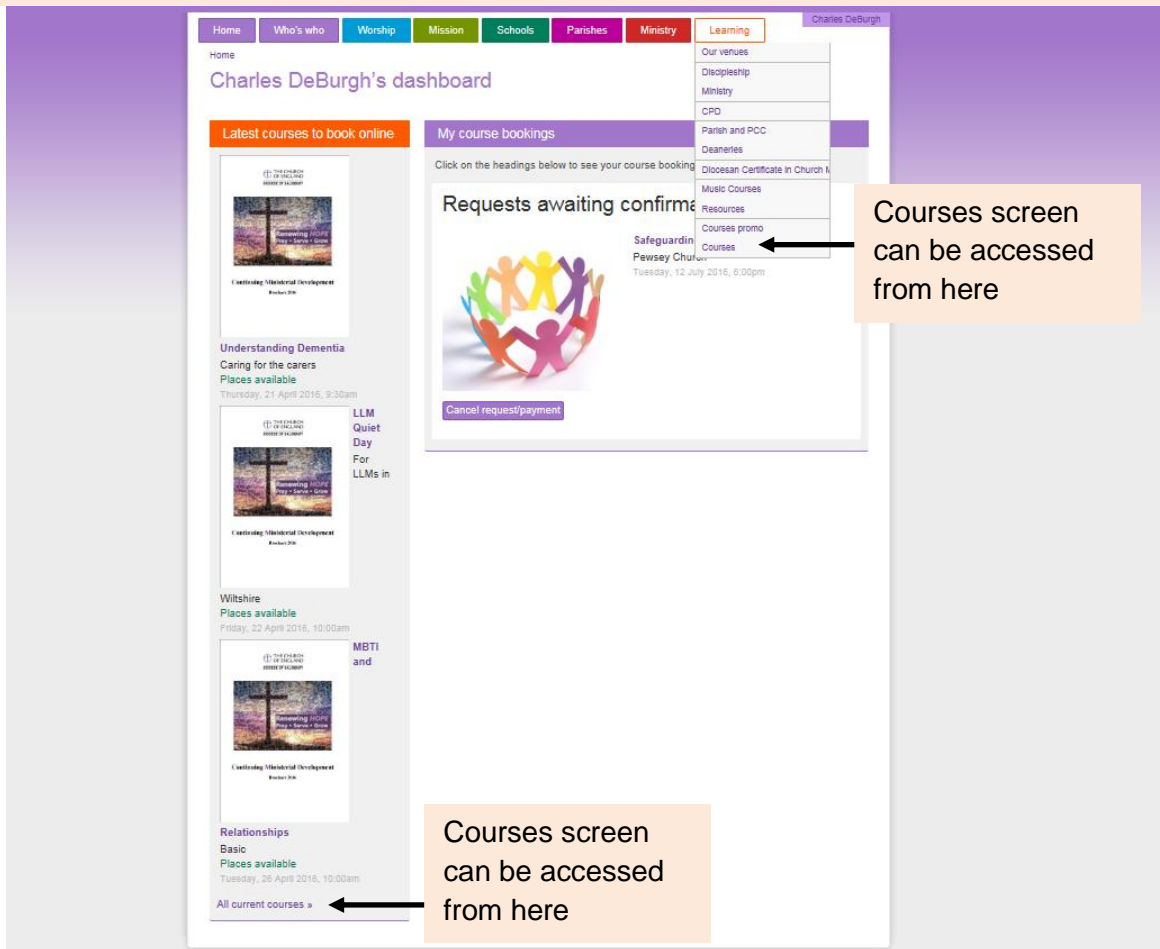
Once this course booking is confirmed you will receive a confirmation email and this will be updated in your **My Courses** section.

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



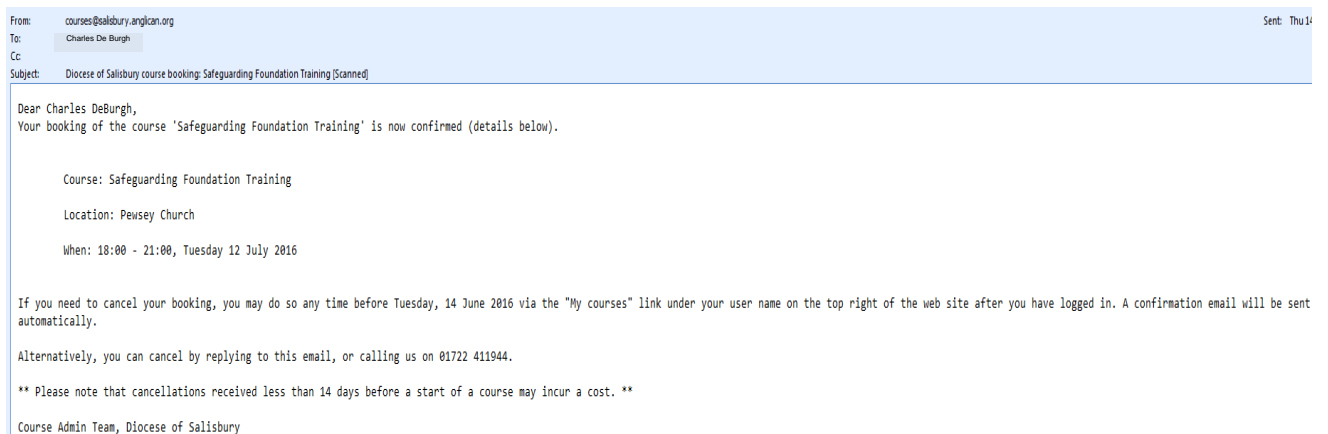
This area will keep a complete list of courses past and present and the ability to check details at any time, even courses you have cancelled or been unable to attend. This information is live so if any changes to the course do occur you can be confident that they will be updated here.

If you wish to book another course now you can go back to the course screen my two methods



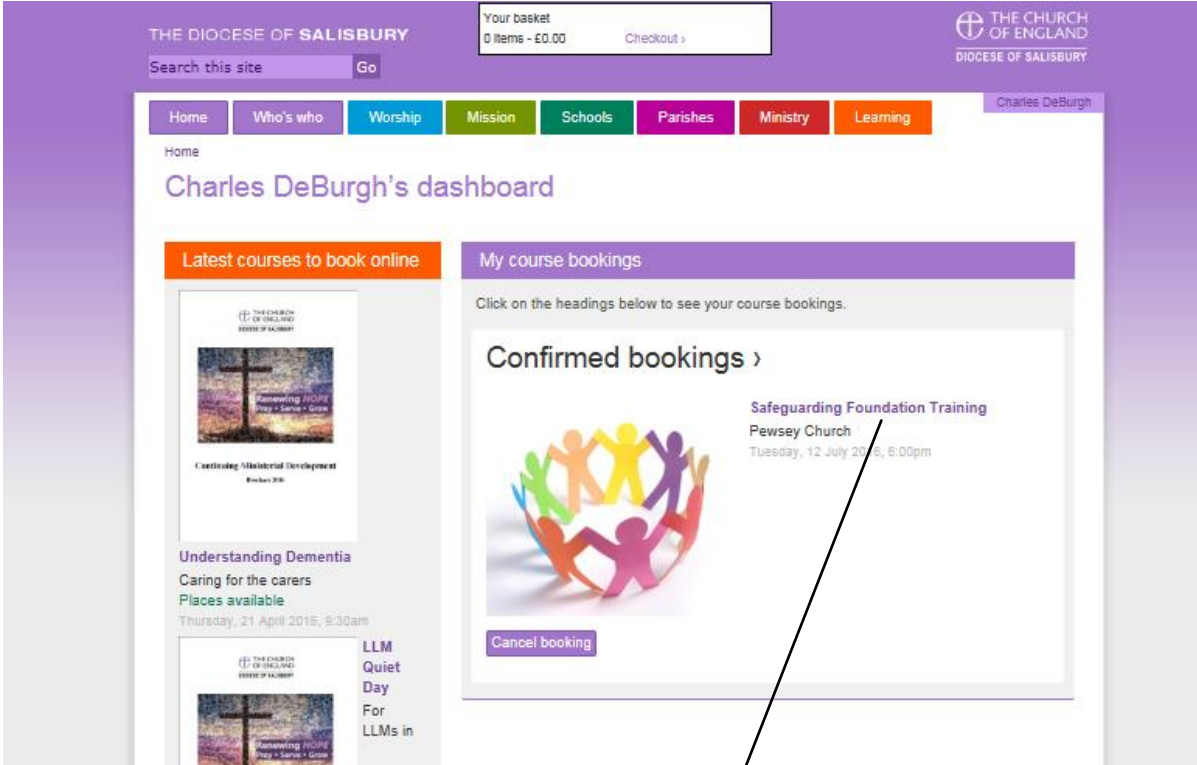
The screenshot shows a user dashboard for Charles DeBurgh. At the top, there are navigation tabs: Home, Who's who, Worship, Mission, Schools, Parishes, Ministry, and Learning. The 'Learning' tab is active. Below the navigation, the dashboard is divided into sections. On the left, there are 'Latest courses to book online' with cards for 'Understanding Dementia', 'LLM Quiet Day', 'Wiltshire', and 'Relationships'. On the right, there is a 'My course bookings' section titled 'Requests awaiting confirmation' for 'Safeguarding Courses' at 'Pewsey Church' on 'Tuesday, 12 July 2016, 6:00pm'. A callout box points to the 'Safeguarding Courses' link in the top right menu. Another callout box points to the 'All current courses' link at the bottom of the course list.

Otherwise once your booking is received and processed you will receive a confirmation email like this



The email header shows it is from 'courses@salisbury.anglican.org' to 'Charles De Burgh' with the subject 'Diocese of Salisbury course booking: Safeguarding Foundation Training [Scanned]'. The body of the email reads: 'Dear Charles DeBurgh, Your booking of the course 'Safeguarding Foundation Training' is now confirmed (details below). Course: Safeguarding Foundation Training Location: Pewsey Church When: 18:00 - 21:00, Tuesday 12 July 2016'. It also includes instructions on how to cancel the booking and a note that cancellations less than 14 days before a start may incur a cost.

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*)




THE DIOCESE OF SALISBURY
 Your basket: 0 Items - £0.00
 Search this site: Go
 Home | Who's who | **Worship** | Mission | Schools | Parishes | Ministry | Learning
 Charles DeBurgh


Home

Charles DeBurgh's dashboard

Latest courses to book online



Understanding Dementia
Caring for the carers
Places available
Thursday, 21 April 2016, 9:30am




LLM Quiet Day
For LLMs in

My course bookings

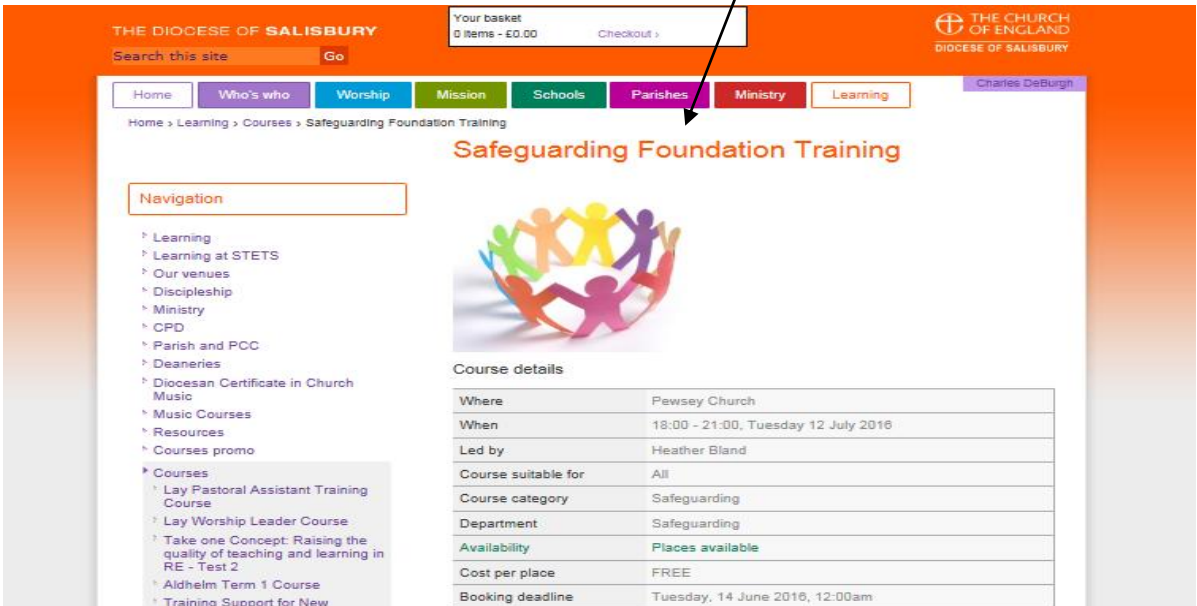
Click on the headings below to see your course bookings.

Confirmed bookings >



Safeguarding Foundation Training
Pewsey Church
Tuesday, 12 July 2016, 6:00pm

[Cancel booking](#)



THE DIOCESE OF SALISBURY
 Your basket: 0 Items - £0.00
 Search this site: Go
 Home | Who's who | Worship | Mission | Schools | **Parishes** | Ministry | Learning
 Charles DeBurgh

Home > Learning > Courses > Safeguarding Foundation Training

Safeguarding Foundation Training

Navigation

- > Learning
- > Learning at STETS
- > Our venues
- > Discipleship
- > Ministry
- > CPD
- > Parish and PCC
- > Deaneries
- > Diocesan Certificate in Church Music
- > Music Courses
- > Resources
- > Courses promo
- > Courses
 - > Lay Pastoral Assistant Training Course
 - > Lay Worship Leader Course
 - > Take one Concept: Raising the quality of teaching and learning in RE - Test 2
 - > Aldhelm Term 1 Course
 - > Training Support for New

Course details

Where	Pewsey Church
When	18:00 - 21:00, Tuesday 12 July 2016
Led by	Heather Bland
Course suitable for	All
Course category	Safeguarding
Department	Safeguarding
Availability	Places available
Cost per place	FREE
Booking deadline	Tuesday, 14 June 2016, 12:00am

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