

Step by Step DBE Courses for Parish partners/attendees

These instructions are intended for those that access DBE courses like open the book from parishes or as parish partners.

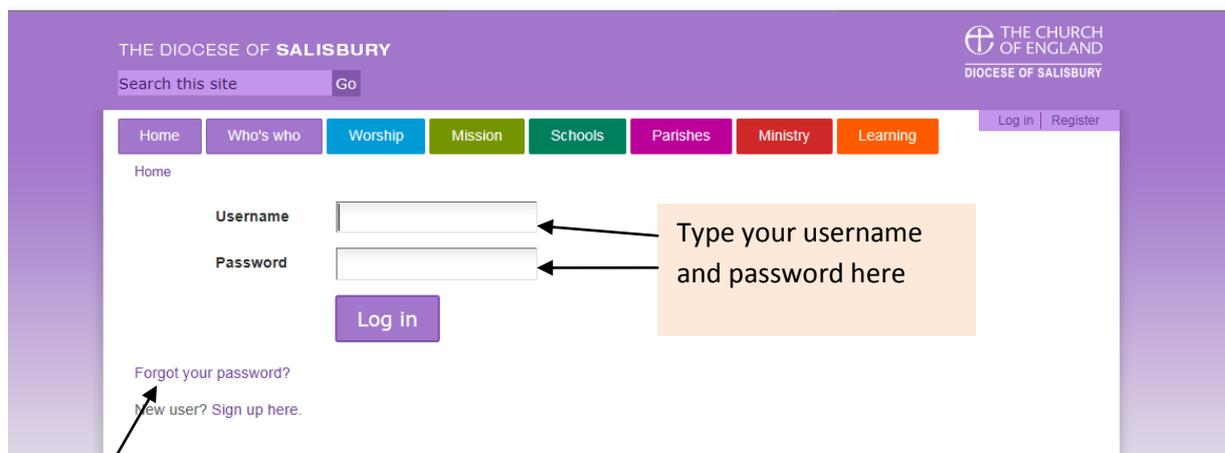
As someone from a parish you will be seeing two types of courses, one which like open the book which only shows a parish cost of course to attend and the other which also has PSA/Non PSA options for people accessing these courses from schools.

Please see our **Step by step to register** on the website (which is something you only do once) so that you are ready to log in and start booking a course as described below.

Step 1 – Login in - Click or press the **Log in** tab



Displays the Login screen



Should you have mislaid or forgotten your password you can re-set it here

TIP: Your username will be on the email that was sent to you when you originally registered

THE DIOCESE OF SALISBURY

Search this site

THE CHURCH OF ENGLAND
DIOCESE OF SALISBURY

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

Home

Username

Password

Forgot your password?
New user? Sign up here.

If you get this wrong-wrong password /username (remember CASE sensitive) you will get an error. Otherwise you will see your name/ username here.

THE CHURCH OF ENGLAND
DIOCESE OF SALISBURY

Schools Parishes Ministry Learning **bsmith**



Step 2 - Finding a course – from the home screen **click-all courses**

Diocesan news

Thrilling Concert at Edington Priory
Choir of Merton College, Oxford, sings at famous Wiltshire church. »

Diocese to Respond to Church Buildings Report »

Empowering Women and Children »

More news »

External links

About Jesus A Church Near You Salisbury Cathedral Church of England

DSAT National Sarum Children's

Monthly Thought
By the Rt Revd Dr Edward Condry, Bishop of Ramsbury »

Grapevine
The Diocese's newsletter, sharing stories of lives transformed in Christ from around Dorset and Wiltshire.

Latest courses to book online

Home Course
How do I live with myself? Part 2

Places available
Thursday, 28 April 2016, 6:30pm

LPA Quiet Day
For Dorset Archdeaconry
Places available
Tuesday, 3 May 2016, 10:00am

Singing the Faith
The power and potential of hymns
Places available
Friday, 6 May 2016, 9:30am

All current courses »

Jobs Events Photos

Keep in touch via...

Inside the site

Renewing HOPE
Pray • Serve • Grow

Diocesan Directory Cycle of Prayer Safe guarding

Facilities Public Notices Venue Hire Annual PCMs GS LP

Info Welcome! You are now logged in.

Welcome to the Diocese of Salisbury

To find your course you can **filter the list to just show school/parish courses**

THE DIOCESE OF SALISBURY

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DIOCESE OF SALISBURY

Search this site

Home Who's who Worship Mission Schools Parishes Ministry Learning

Home > Learning > Courses

Courses

Navigation

Search for courses

Show courses related to:
School/Parishes | Discipleship & Training | Safeguarding | All courses

75 courses listed

Home Course

How do I live with myself? Part 2
Where Sarum College SP1 2EE
When 18:30 - 14:00, Thursday 28 April 2016
Last session Friday 29 April 2016
Availability Places available

Click/Press here

Displays.... (Notice course number has reduced from 77 to 6)

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Search this site

Home Who's who Worship Mission Schools Parishes Ministry Learning

Home > Learning > Courses

Courses

Navigation

Search for courses

Show courses related to:
School/Parishes | Discipleship & Training | Safeguarding | All courses

6 courses listed

Open the Book (Beginners)

Where St. James School, Alderholt
When 09:00 - 12:00, Tuesday 10 May 2016
Availability Places available

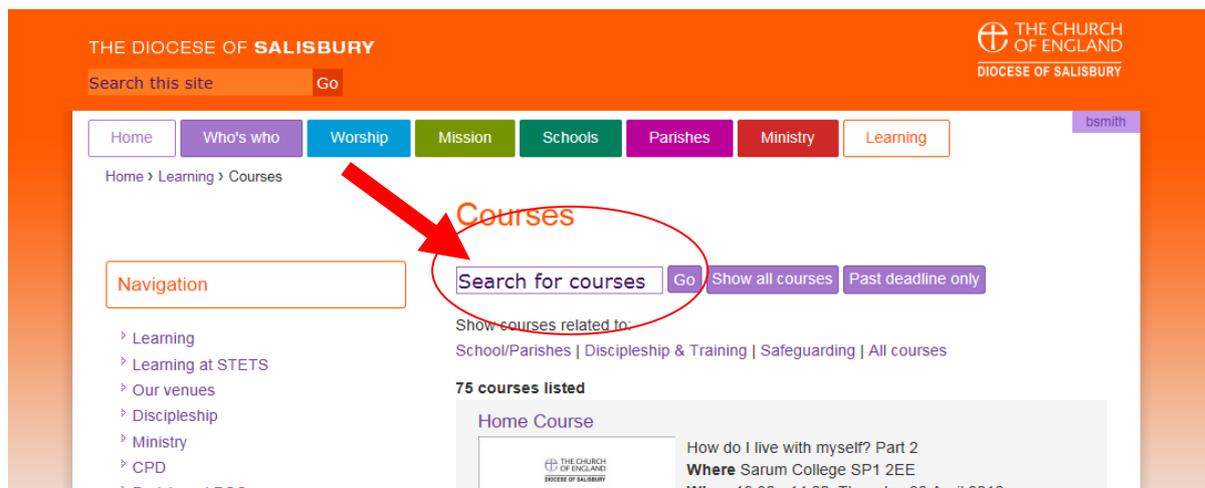
British Values and Combating Extremism in your School

Where Devizes, The Trinity CE Academy
When 16:30 - 18:30, Tuesday 17 May 2016
Last session Tuesday 14 June 2016
Availability Places available

Embedding Spiritual Development in your School

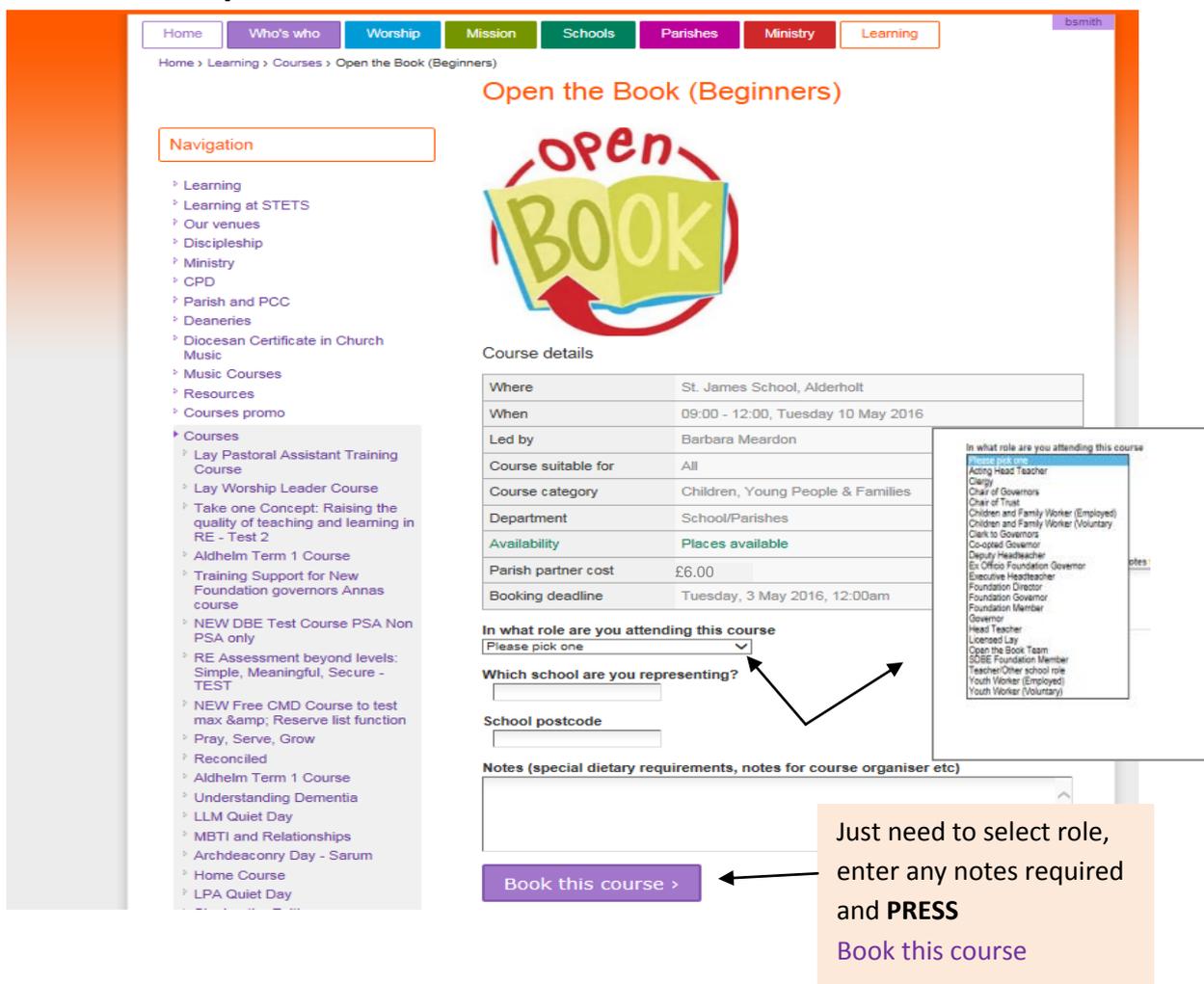
To enable Leaders to develop a shared definition with

Or if you know the name of a course you are looking for **type it in the search box, and press go**



Step 3 - Booking your course. Having found the course(s) you wish- there are two different types of courses you will see

a) Parish cost only courses



b) Parish cost with PSA/Non PSA options

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Search this site

THE CHURCH OF ENGLAND
DIOCESE OF SALISBURY

Home Who's who Worship Mission Schools Parishes Ministry Learning

Home > Learning > Courses > British Values and Combating Extremism in your School

British Values and Combating Extremism in your School

This 2016 Twilight Training is being offered as 2 sessions on: Wednesday, 10th February 2016: 1830 - 1830 hrs Monday, 26th April 2016: 1630 - 1830 hrs Venue: Devizes, The Trinity CE Academy, Quakers Road, Devizes, Wilts, SN10 2FH

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 - 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
 - Understanding Dementia
 - LLM Quiet Day
 - MBTI and Relationships
 - Archdeaconry Day - Sarum
 - Home Course
 - LPA Quiet Day
 - Singing the Faith
 - Understanding Autism
 - Promises and Problems
 - Open the Book (Beginners)
 - Safety Online
 - The Gift of Years
 - Church Planting
 - GraveTalk
 - British Values and Combating

Course details

Where	Devizes, The Trinity CE Academy
When	18:30 - 18:30, Tuesday 17 May 2016
Last session	Tuesday 14 June 2016
Led by	Mandy Christopher, Assistant Director of Education
Course suitable for	Headteachers, Senior Leadership Teams of Church & Community Schools
Course category	Leadership - Headteachers & Governors
Department	School/Parishes
Availability	Places available
Parish partner cost	£6.00
PSA cost	PSA: 1 credit for each attendee, for BOTH twilight sessions - Plus 2 FREE Places NON PSA: £120 + VAT for each attendee, for BOTH twilight sessions
Booking deadline	Tuesday, 26 April 2016, 12:00am

Please select a payment type

Online - Parish partner cost(£6.00)

Offline - PSA (PSA: 1 credit for each attendee, for BOTH twilight sessions - Plus 2 FREE Places NON PSA: £120 + VAT for each attendee, for BOTH twilight sessions)

In what role are you attending this course

Which school are you representing?

School postcode

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

Only difference is you need to tick "Online-Parish partner cost"

As before you must select a role, and any (optional) notes and **PRESS Book this course**

Step 4 – Pay for your course (using PayPal gateway)

Booking the first course brings up the payment screen

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Search this site

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Home Who's who Worship Mission Schools Parishes Ministry Learning bsmith

Home > Learning > Courses > Open the Book (Beginners)

Information Please confirm your booking details before clicking "Pay with Paypal".

Navigation

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- > 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

Open the Book (Beginners)

Please click the button below to confirm your booking. You will be taken to Paypal to make your payment. Alternatively, add this course to the basket if you want to book several paid courses and pay at the end of the booking process for all courses.

Course details

Where	St. James School, Alderholt
When	09:00 - 12:00, Tuesday 10 May 2016
Course category	Children, Young People & Families
Department	School/Parishes
Parish partner cost	£6.00

OR

And continue booking

If you booking just one course, you can just select “Pay for course”. However, if you are booking more than one course or wish to purchase a book from our Publications store selecting ‘Add to Basket’

THE DIOCESE OF SALISBURY

Your basket
1 item -£6.00

Search this site

THE CHURCH OF ENGLAND
DIOCESE OF SALISBURY

Home Who's who Worship Mission Schools Parishes Ministry Learning bsmith

Home > Learning > Courses > Open the Book (Beginners)

Information Please confirm your booking details before clicking "Pay with Paypal".

Open the Book (Beginners)

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Course details

Where	St. James School, Alderholt
When	09:00 - 12:00, Tuesday 10 May 2016
Course category	Children, Young People & Families
Department	School/Parishes
Parish partner cost	£6.00

OR

And continue booking

Added to basket
You have added 1 of the Open the Book (Beginners) to your basket.

Just close this box to continue shopping – clicking Checkout now will take you to the basket

Your basket at the top of the screen reminds you to go back and complete but you can now continue to book another course.... in this case the other type of course where we have to select 'Online- Parish Partner cost'

THE DIOCESE OF SALISBURY | Your basket: 1 items - £6.00 | [Checkout](#) | **THE CHURCH OF ENGLAND** | DIOCESE OF SALISBURY

Search this site [Go](#)

Home | Who's who | Worship | Mission | Schools | Parishes | Ministry | Learning

Home > Learning > Courses > British Values and Combating Extremism in your School

British Values and Combating Extremism in your School

This 2016 Twilight Training is being offered as 2 sessions on: Wednesday, 10th February 2016: 1630 - 1830 hrs Monday, 25th April 2016: 1630 - 1830 hrs Venue: Devizes, The Trinity CE Academy, Quakers Road, Devizes, Wilts, SN10 2FH

Course details	
Where	Devizes, The Trinity CE Academy
When	16:30 - 18:30, Tuesday 17 May 2016
Last session	Tuesday 14 June 2016
Led by	Mandy Christopher, Assistant Director of Education
Course suitable for	Headteachers, Senior Leadership Teams of Church & Community Schools
Course category	Leadership - Headteachers & Governors
Department	School/Parishes
Availability	Places available
Parish partner cost	£6.00
PSA cost	PSA: 1 credit for each attendee, for BOTH twilight sessions - Plus 2 FREE Places NON PSA: £120 + VAT for each attendee, for BOTH twilight sessions
Booking deadline	Thursday, 12 May 2016, 12:00am

Please select a payment type

Online - Parish partner cost (£6.00) ← **TIP: Remember to select Online-Parish Partner cost**
 Offline - PSA (PSA: 1 credit for each attendee, for BOTH twilight sessions - Plus 2 FREE Places NON PSA: £120 + VAT for each attendee, for BOTH twilight sessions)

In what role are you attending this course

Which school are you representing?

School postcode

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

[Book this course](#)

Having added your role and any notes as before press/click Book this course- And again you will see a box asking you to confirm you wish to book (similar to the next screen shot below)

- 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
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- › Home Course
- › LPA Quiet Day
- › Singing the Faith
- › Understanding Autism
- › Promises and Problems
- › Open the Book (Beginners)
- › Safety Online
- › The Gift of Years
- › Church Planting
- › GraveTalk

Last session	Tuesday 14 June 2016
Led by	Mandy Christopher, Assistant Director of Education
Course suitable for	Headteachers, Senior Leadership Teams of Church & Community Schools
Course category	Leadership - Headteachers & Governors
Department	School/Parishes
Availability	Places available
Parish partner cost	£0.50
PSA cost	PSA: 1 credit for each attendee, for BOTH twilight sessions - Plus 2 FREE Places NON PSA: £120 + VAT for each attendee, for BOTH twilight sessions
Booking deadline	Thursday, 12 May 2016, 12:00am

Please select a payment type

- Online – Parish partner cost (£0.50)

Message from webpage

? Are you sure you want to book this course?

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

[Book this course >](#)

If you have now finished we can now select – **Checkout now**

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Your basket

2 items - £12.00 [Checkout >](#)

Search this site [Go](#)

Navigation

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Home
Who's who
Worship
Mission
Schools
Parishes
Ministry
Learning

Home > Learning > Courses > British Values and Combating Extremism in your School

Information Please confirm your booking details before clicking "Pay with Paypal".

British Values and Combating Extremism in your School

Please click the button below to confirm your booking. You will be taken to Paypal to make your payment. Alternatively, add this course to the basket if you want to book several paid courses and pay at the end of the booking process for all courses.

Course details

Where	Devizes, The Trinity CE Academy
When	16:30 - 18:30, Tuesday 17 May 2016
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Course category	Leadership - Headteachers & Governors
Department	School/Parishes
Parish partner cost	£0.50
PSA cost	PSA: 1 credit for each attendee, for BOTH twilight sessions - Plus 2 FREE Places NON PSA: £120 + VAT for each attendee, for BOTH twilight sessions

OR

And continue booking

Added to basket

You have added 1 of the British Values and Combating Extremism in your School to your basket.

Checkout now >

You will now see a the screen below which will list all the items requiring payment

THE DIOCESE OF SALISBURY

Your basket
2 items - £12.00
Checkout >

Search this site Go

Home Who's who Worship Mission Schools Parishes Ministry Learning bsmith

Home

Your basket Your basket > Billing address > Check and confirm > Pay with

Remove	Item	Price	Quantity	Subtotal
<input type="checkbox"/>	Open the Book (Beginners)	£6.00	1	£6.00
<input type="checkbox"/>	British Values and Combating Extremism in your School	£6.00	1	£6.00
				Total: £12.00

Continue shopping >

TIP: You can remove your booking/resource purchase here too

NB. You can only book ONE place per course. If you are bringing a friend they need to book a place themselves

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PRESS **Proceed to checkout** and you will see your details to confirm –press **Proceed** again

THE DIOCESE OF SALISBURY

Your basket
2 items - £12.00
Checkout >

Search this site Go

Home Who's who Worship Mission Schools Parishes Ministry Learning bsmith

Home

Billing address Your basket > Billing address > Check and confirm > Pay with

Name *

Address Line One *

Address Line Two

Address Line Three

City

County / State / Region

Postcode / ZIP *

Country *

Telephone

Email *

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Finally you have your invoice confirming your details, and the items you wish to pay for

Select **Pay with PayPal** to complete the booking request. Please note you **DO NOT NEED** a PayPal account to use this service – just a **credit or debit card** although you can obviously use your PayPal account if you have one.

THE DIOCESE OF SALISBURY

Your basket
2 items £12.00 [Checkout >](#)

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DIOCESE OF SALISBURY

Search this site [Go](#)

Home Who's who **Worship** Mission Schools Parishes Ministry Learning bsmith

Check details and confirm

Your basket > Billing address > Check and confirm > Pay with

Billing address
Bill Smith
3 Ayrshire Close
Wiltshire
Wiltshire
SP2 9PF
GB

Other details
Telephone 01722 332233
Email billsmith@live.co.uk

Purchase details

Quantity	Item	Price per item	Subtotal
1	Open the Book (Beginners)	£6.00	£6.00
1	British Values and Combating Extremism in your School	£6.00	£6.00

Subtotal	£12.00
Discount	-
Shipping	£
Total	£12.00

[Back](#)

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You will then receive an email confirming your booking request and payment, and the website will advise

Home Who's who **Worship** Mission Schools Parishes Ministry Learning bsmith

Your payment details

Your payment was successful. You will shortly receive an email receipt for your payment.

Your details will now be checked by the Diocese of Salisbury to ensure that the course(s) is/are relevant to you in the role(s) you selected. Your booking request will then be accepted or rejected and a second email will let you know.

You have paid for the following courses

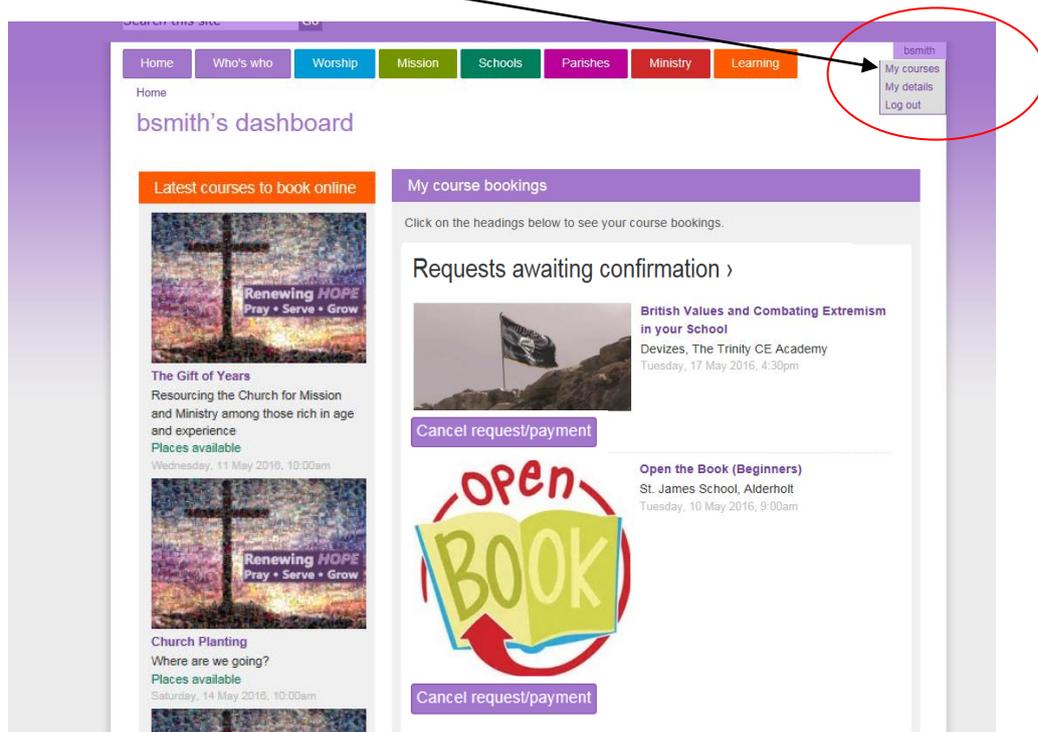
- [Open the Book \(Beginners\)](#)
- [British Values and Combating Extremism in your School](#)

You have bought the following publications

The total you paid was **£12.00**

NB If you purchased any resources/books they would be listed here

If you look under My Courses will show you all your bookings too.



Once DBE admin have processed you booking request you should receive a confirmation and this will be confirmed in your my courses page too. Notice you can also cancel your booking here too and subject to when this is done a refund may be issued.

Over time this area will build into a useful record of courses attended, and clicking on any of the active courses will bring up the full course page with up-to-date information you can trust as it is update/refreshed every two hours from our database.

If you have any questions or problems using the site please email

Adrian.smale@salisbury.anglican.org or if urgent call DBE on (01722) 744538