

<section-header><section-header><section-header><section-header><section-header><image/><image/><image/><image/><image/><image/><image/><image/><image/></section-header></section-header></section-header></section-header></section-header>	atest updates ab vacancy for an admin assistant: clock ordinations: latest lat added here adgevarding: The Docese took pain in adgevarding: The Docese took pain in adgevarding: The Docese took pain in is installed for If Excellence: Report here is in touch value is in touch value	Learning Learning	ISBURY
THE DIOCESE OF SALISBURY Search this site Go Home Who's who Wonship Masion Schol Home First name * Surname *	ō	LY OF ENGLAND DOCESE OF SAUSSUMY	
User Name * Enter a user name, usually something like "jemith". Ho spaces or spec Usernames and passwords are case sensitive, make sure the caps for This is the name used to log in.		The	
Email •		Registration	
Role Post code *		-	
Enter your postcode and then select your address from the drop down automatically complete your address.	n list. This will	Screen	
Address line one *			
Address line two			
Address line three			
Telephone			
Mobile			
Contraction of the second seco			
2016 Diocese of Salisbury Site Map Accessibility Contact Cookies S	SALDIMS login web design a	nd hosting by Beetlebrow	

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



p 2 Complete the registration – (with	explanation) Little red dots means – you must complete these lines
Home	
Registration form	
itle *	Add your title, first name and last name
irst name *	Username – as it suggests here I would use your initial followed by your surname – using lower case letters and no spaces
lear Name t	
ser Name * nter a user name, usually something like 'jsmith'. No	spaces or special characters.
sernames and passwords are case sensitive, make s	
his is the name used to log in.	
mail *	Carefully add your email address as (copy & paste possibly) as you will receive an email into this in box to
•	
Role	link back and confirm your password
	Type in your POSTCODE without spaces HERE
Post code *	Type in your POSTCODE without spaces HERE
Post code * Enter your postcode and then select your address fro	Type in your POSTCODE without spaces HERE This box will open - use the scroll ba
Post code * Enter your postcode and then select your address fre automatically complete your address.	Type in your POSTCODE without spaces HERE This box will open - use the scroll be to select your correct house number
Post code * Enter your postcode and then select your address fro	Type in your POSTCODE without
Post code * Enter your postcode and then select your address fre automatically complete your address.	Type in your POSTCODE without spaces HERE This box will open - use the scroll ba to select your correct house number
Post code * Enter your postcode and then select your address fre automatically complete your address. SP29PF X	Type in your POSTCODE without spaces HERE This box will open - use the scroll be to select your correct house number from the list
Post code * Enter your postcode and then select your address fre automatically complete your address. SP29PF X	Type in your POSTCODE without spaces HERE This box will open - use the scroll ba to select your correct house number from the list Post code * Enter your postcode and then select your address from the drop down list. This wi automatically complete your address.
Post code * Enter your postcode and then select your address fro automatically complete your address. SP29PF × Change Country	Type in your POSTCODE without spaces HERE This box will open - use the scroll ba to select your correct house number from the list Post code * Enter your postcode and then select your address from the drop down list. This with automatically complete your address.
Post code * Enter your postcode and then select your address fre automatically complete your address. SP29PF X	Type in your POSTCODE without spaces HERE This box will open - use the scroll bat to select your correct house number from the list Post code * Enter your postcode and then select your address from the drop down list. This with automatically complete your address. SP2 9PF, 1, Ayrshire Close, Salisbury
Post code * Enter your postcode and then select your address fro automatically complete your address. SP29PF × Change Country	Type in your POSTCODE without spaces HERE This box will open - use the scroll bat to select your correct house number from the list Post code * Enter your postcode and then select your address from the drop down list. This with automatically complete your address. SP2 9PF, 1, Ayrshire Close, Salisbury SP2 9PF, 2, Ayrshire Close, Salisbury
Post code * Enter your postcode and then select your address fre automatically complete your address. SP29PF × Change Country	Type in your POSTCODE without spaces HERE This box will open - use the scroll bat to select your correct house number from the list Post code * Enter your postcode and then select your address from the drop down list. This with automatically complete your address. SP2 0PFF, 1, Ayrshire Close, Salisbury SP2 0PFF, 2, Ayrshire Close, Salisbury SP2 0PFF, 3, Ayrshire Close, Salisbury SP2 0PFF, 3, Ayrshire Close, Salisbury
Post code * Enter your postcode and then select your address fro automatically complete your address. SP29PF × Change Country	Type in your POSTCODE without spaces HERE This box will open - use the scroll bat to select your correct house number from the list Post code * Enter your postcode and then select your address from the drop down list. This with automatically complete your address. SP2 0PF, 1, Ayrshire Close, Salisbury SP2 0PF, 2, Ayrshire Close, Salisbury SP2 0PF, 3, Ayrshire Close, Salisbury SP2 0PF, 4, Ayrshire Close, Salisbury SP2 0PF, 4, Ayrshire Close, Salisbury
Post code * Enter your postcode and then select your address fre automatically complete your address. SP29PF × Change Country	Type in your POSTCODE without spaces HERE This box will open - use the scroll bat to select your correct house number from the list Post code * Enter your postcode and then select your address from the drop down list. This with automatically complete your address. SP2 9FF, 1, Ayrshire Close, Salisbury SP2 9FF, 2, Ayrshire Close, Salisbury SP2 9FF, 3, Ayrshire Close, Salisbury SP2 9FF, 6, Ayrshire Close, Salisbury SP2 9FF, 5, Ayrshire Close, Salisbury
Post code * Enter your postcode and then select your address fre automatically complete your address. SP29PF × Change Country	Type in your POSTCODE without spaces HERE This box will open - use the scroll be to select your correct house number from the list Pest code * Enter your postode and then select your address from the drop down list. This wi automatically complete your address. SP2 0PF, 1, Ayrshire Close, Salisbury SP2 0PF, 2, Ayrshire Close, Salisbury SP2 0PF, 3, Ayrshire Close, Salisbury SP2 0PF, 4, Ayrshire Close, Salisbury SP2 0PF, 6, Ayrshire Close, Salisbury
Post code * Enter your postcode and then select your address fre automatically complete your address. SP29PF × Change Country	Type in your POSTCODE without spaces HERE This box will open - use the scroll bat to select your correct house number from the list Post code * Enter your postcode and then select your address from the drop down list. This with automatically complete your address. SP2 9FF, 1, Ayrshire Close, Salisbury SP2 9FF, 2, Ayrshire Close, Salisbury SP2 9FF, 3, Ayrshire Close, Salisbury SP2 9FF, 6, Ayrshire Close, Salisbury SP2 9FF, 5, Ayrshire Close, Salisbury

2

Online booking Registration-Step by Step



DIOCESE OF SALISBURY

Post code * Enter your postcode and then select your address fr	rom the drop down list. This will
automatically complete your address.	This will automatically put your
SP2 9PF	address in the boxes below like this.
Address line one *	
7 Ayrshire Close	
Address line two Salisbury	
Address line three Wiltshire	
Telephone	Now add your telephone number(s)
01722 324846	
07946 128204	Where there is a course cost this now allows us to reclaim the tax if you are
GiftAid All Payments	a UK taxpayer at no cost to you.
(Only if you are a UK taxpayer)	
Register	
© 2016 Diocese of Salisbury Site Map Accessibility 0	Click or PRESS the REGISTER
	button to confirm your registration
THE DIOCESE OF SALISBURY 0 terms - 60.00 Cm Search this site Go	RESOLT , DIFE CHURCH BOOST , BOOSTER OF SALIBBURY
Home Who's who Worship Mission Schools	Parishes Ministry Learning Login Register
Registration form	
Title • Mr	
First name *	Example of a completed
suname *	Registration screen
User Name * Enfer surer name, suxuity something like tjennth*. No spaces or special charr Usernames and passevorts are case sensitive, make sure the caps lock key is This is the name used to log in.	
adrian.smale@salisi ×	
Post code •	
Enter your postcode and then exisc! your address from the drop down list. Th automatically complete your address.	his will
Address line one * 7 Avrshire Close	
Address line two Salisbury	Den't forget to BRESS/CLICK
Address line three	Don't forget to PRESS/CLICK this button
Telephone 01722 324846	
07946 128204	1D If you have all a second at a second by the second se
07946 128204	TP – if you haven't completed everything marked with a
07946 128204	ED* you will get an error message –please re-check



DIOCESE OF SALISBURY

You will then see message on screen (a)

Home	Who's who	Worship	Mission	Schools	Parishes	Ministry
Home						
Weld	ome!					
You have	e been registered	I.				
You will n	eceive an email sl	hortly containing	a link to set yo	our password.		
NB The li	nk will expire on 1	7 Feb, 2016 03 to generate an		pires, click "Log	in" and use the	
	our password link					
	our password inv					

	Diocese of Salisbury [fiona.torrance@salisbury.anglican.org] Sent: Wed 10/02/2016 15:39 To: Adrian Smale
	Welcome ,
	Your user account has been created. Your username is cdeburgh. Please activate it by visiting
	<pre>http://sal.beetledev.co.uk/passwordreset/911bd3e0b712d6bdc5d7c4980203122f? userid=cdeburgh</pre>
	Please activate your account before 17 Feb, 2016 03:39 PM
	With kind regards,
	Diocese of Salisbury
Ş	Step 3- CLICK the link in this email

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





DIOCESE OF SALISBURY

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

	ome Who's who	Worship	Mission	Schools	Parishes	Ministry	Learning	Log in Register
	Home							
S	Set your pas	ssword						
PI	ease fill out the form	below to set you	ir password.					
	New Password							
	My user name is							
	Enter your user name fo	r verification.			-			
								ber to write thi
	New password Exter your new passwor	rd. Minimum 5 chars	oters.		i	nformat	ion down	n somewhere s
								_
	Confirm password Re-inter the password.	Male are the second	unde en identia	-				
	Re-enter the password.	make sure the pass	words are identic	01.				
	Set my password	1						

Welcome ,	
Weicome ,	TIP – Your user name is in the
Your user account has been cre Your username is cdeburgh. Please activate it by visiti	email you were sent
Please accivate it by visiti	ng
<pre>http://sal.beetledev.co.uk/pas userid=cdeburgh</pre>	swordreset/911bd3e0b712
Please activate your account b	efore 17 Eeb 2016 03.3
Flease accivate your account b	2010 05.1
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.	
cdeburgh	
New password	
Enter your new password. Minimum 5 characters.	
******	TIP – REMEMBER these are case
Confirm password	sensitive so Test123 is not the
Re-enter the password. Make sure the passwords are identical.	same as test123
••••••	
Set my password	



Search this site Go Home Who's who Worship Mission Schools Parishes Home Home Password set Vour password has been set successfully. You may now log in with your new password.	THE DIOC	DESE OF SALI	ISBURY			
Home Password set Your password has been set successfully. You may now log in with your new	Search this	s site	Go			
Password set Your password has been set successfully. You may now log in with your new	Home	Who's who	Worship	Mission	Schools	Parishes
Your password has been set successfully. You may now log in with your new	Home					
	Pass	word set				
	-		set successfu	lly. You may r	now log in with	i your new

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!)

Any questions or if you need any help please contact the office T: 01722 411944

.....