THE SALISBURY DIOCESAN BOARD OF EDUCATION

'Working for children, young people, schools and parishes'

School Administrators/Clerk to Governors

Booking Courses for Staff and Governors

Step by Step guide

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Telephone general enquiries: 01722 744538

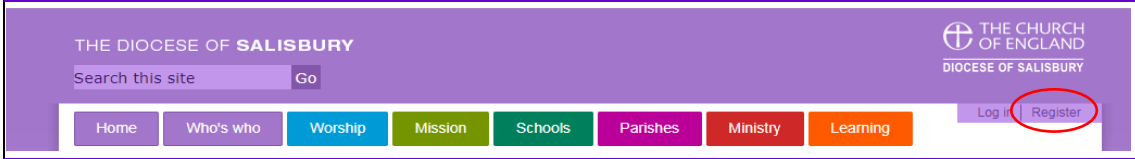
Diocesan Education Centre, The Avenue, Wilton. SP2 0FG

www.salisbury.anglican.org

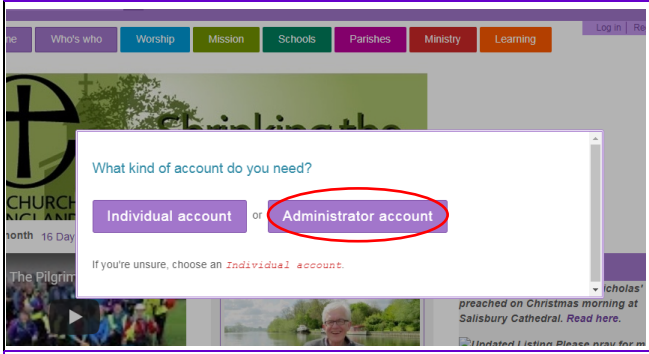
THE CHURCH OF ENGLAND
DIOCESE OF SALISBURY

Registration as an Administrator

Step 1—click on ***Register***

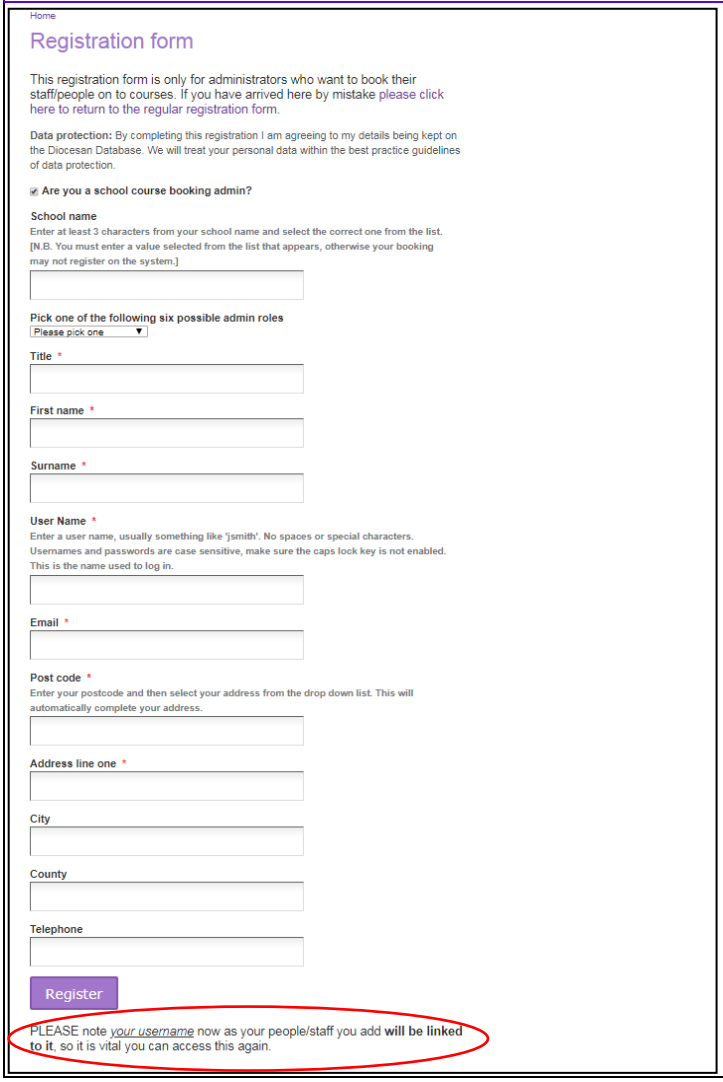


Step 2—select ***Administrator Account***



For the purpose of registering as an administrator, do not select individual account, as you will not be able to link any other accounts to yours.

Step 3—Complete the ***Registration Form***



The options for admin roles are as follows;

School Administration

Finance Manager

Clerk to Governors

Headteacher

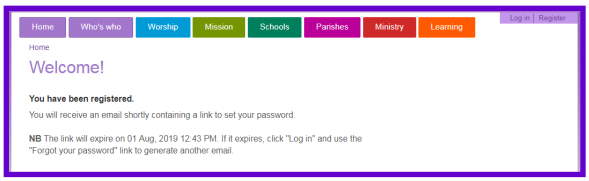
Deputy Headteacher

Chair of Governors

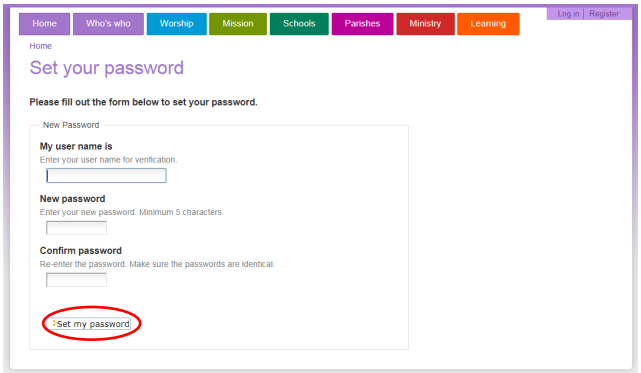
You will need to select one.

When you have completed the form please select the ***Register*** button

When you have, you will see this screen and an email will be sent to the one you registered with;



Step 4—Set Password

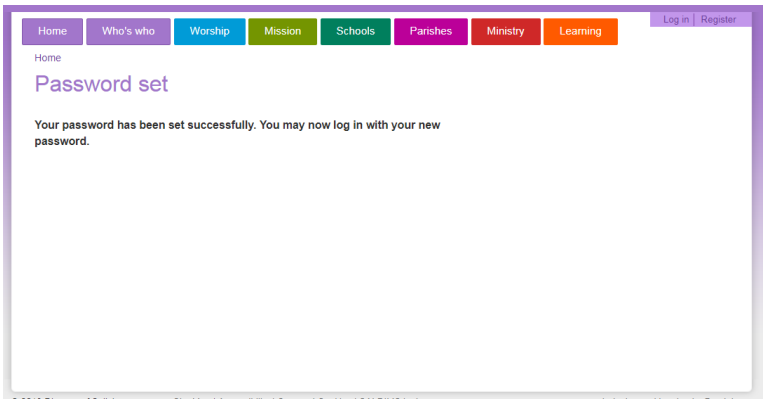


When you have clicked the link, this page will open in your web browser.

Use the username that you registered with and make careful note of the password you enter.

When the form is complete please click set my password

Confirmation of Password



When your password is set you will receive confirmation.

If you lose your password you can easily reset this through the website. If you lose your username please contact the Diocesan Education Centre on 01722 746943

Please do not re-register.

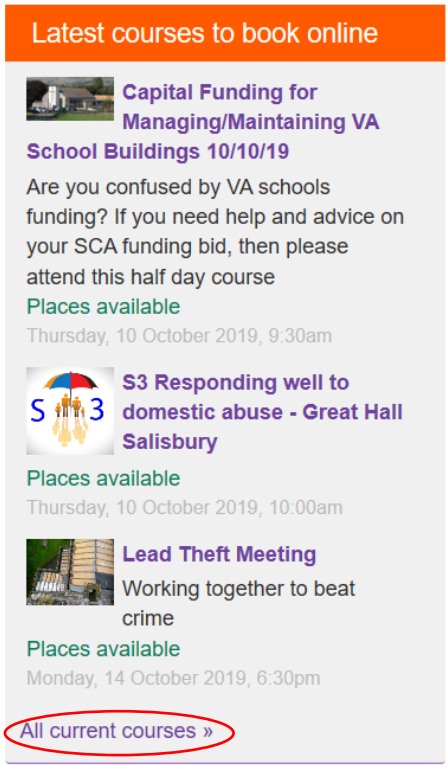
Making a course booking for one delegate

Step 1—click on *Login and go to the* Courses *page*

Please login using your registered username and password.

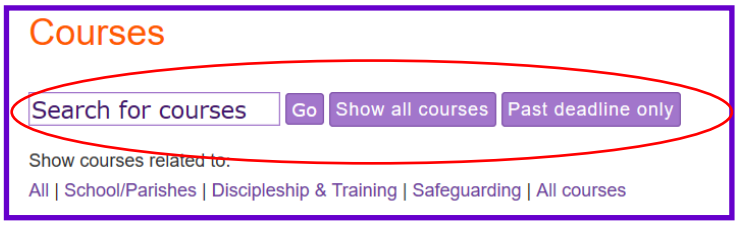
This will take you to the main diocesan website;

(https://www.salisbury.anglican.org/)



Scroll down the page until you can see this screen (as shown to the left)

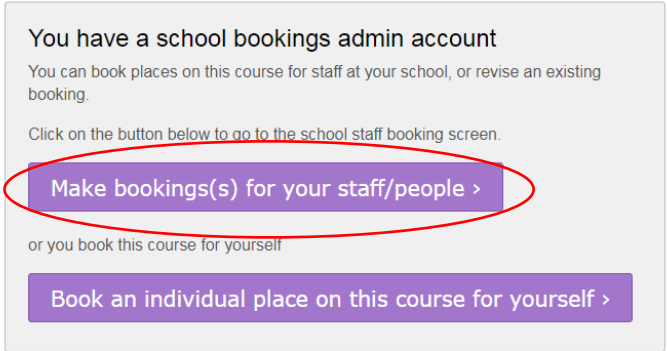
Select ***All current courses >>***



For school's course bookings please click on the **School/Parishes** link under the search box.

Either scroll through the courses or use the search functions as circled.

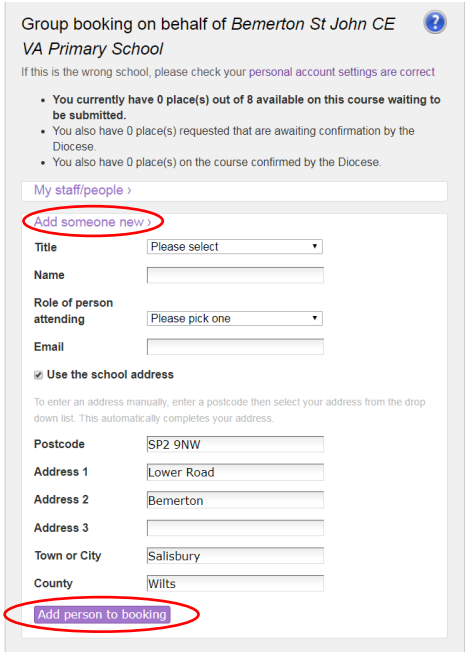
Step 2—select your course and click ***Make booking(s) for your staff/people***



When booking for other please only select **Make booking (s) for your staff/people.**

If you select the button below (*Book an individual place on this course for yourself*) you will only be able to make a booking for yourself as it will not link to the school and will not link to the other profiles or people you load.

Step 3—Scroll past the course details to the group booking form and select ***Add someone new***

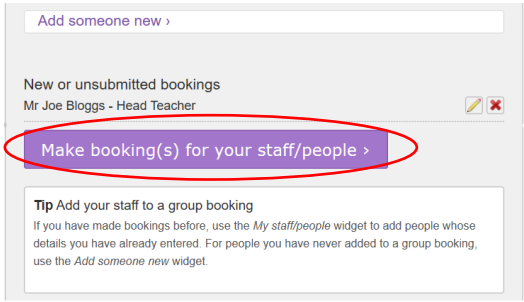


Please make sure that the correct school name is displayed, if this is incorrect it can be changed on your personal account settings page.

Carefully input the information and contact details for the delegate, **including their full name, please do not use initials**. Be specifically careful when selecting their role as there are 20 to choose from. You can input either the school's or the delegate's personal address by selecting the tick box next to ***Use school address***.

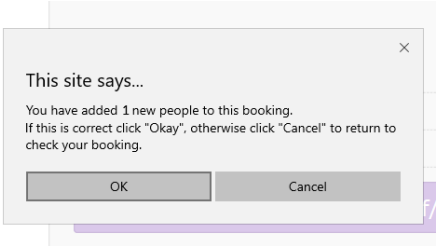
When all the information is inputted, please click the ***Add person to booking*** button.

Step 4—Once you have added the staff/people you wish to add to the course then Click ***Make booking(s) for your staff/people***

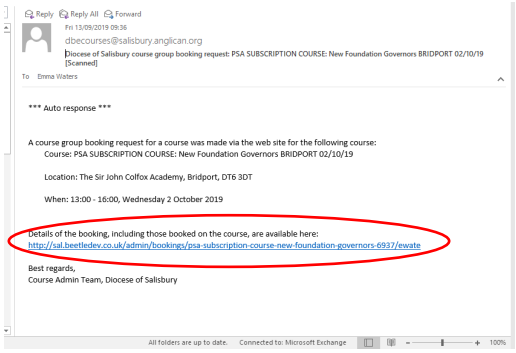


To edit the contact information select the **pencil icon**, which will then display the persons name and contact details.

Each delegate will be included in your My staff/people list, this means that you will be able to book them on multiple courses without re-adding them each time.



When you have clicked the '***Make booking(s) for your staff/people***' button a dialogue box will appear on the screen, please press **ok** to confirm booking.



This will automatically generate a confirmation of booking email to your inbox.

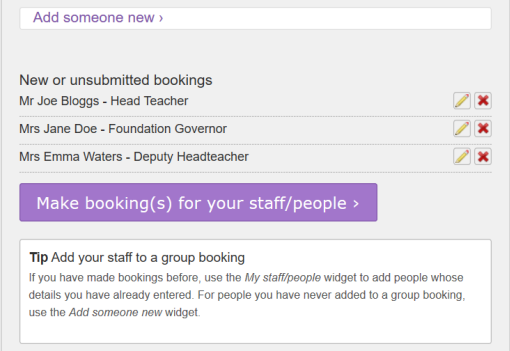
All individuals on the course will receive an email when the course is confirmed by the DBE, all other correspondence re-garding the course will be sent directly to each delegate, so there is no further work you as the administrator needs to do.

Clicking on the link will show you who you have booked onto the course.

Making a course booking for multiple delegates

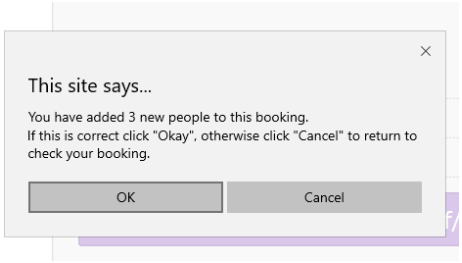
Step 1—Repeat previous steps on **page 4** until you have added all the staff/people you wish to add to the course

Step 2—Select ***Make booking(s) for your staff/people***

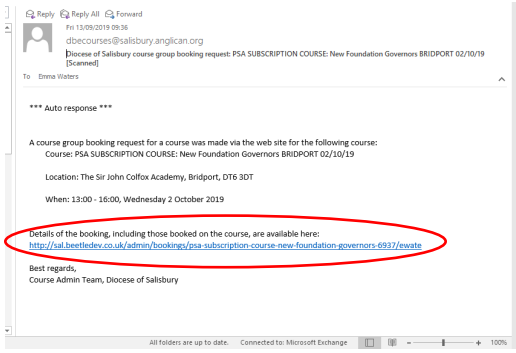


If you need to remove someone from the booking, simply select the **X,** to edit the contact information select the **pencil icon**, which will then display the persons name and contact details.

Each delegate will be included in your My staff/people list, this means that you will be able to book them on multiple courses without re-adding them each time.



When you have clicked the '**Make booking(s) for your staff/people**' button a dialogue box will appear on the screen, please press **ok** to confirm booking.

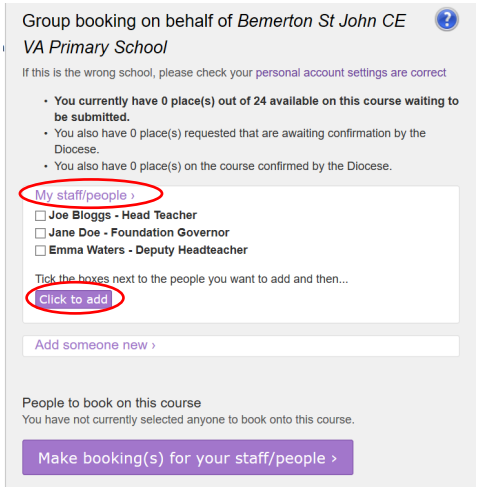


This will automatically generate a confirmation of booking email to your inbox.

All individuals on the course will receive an email when the course is confirmed at the DBE, all other correspondence regarding the course will be sent directly to each delegate, so there is no further work you as the administrator needs to do.

Clicking on the link will show you who you have booked onto the course.

Step 3—for subsequent bookings you do not need to re-add delegates

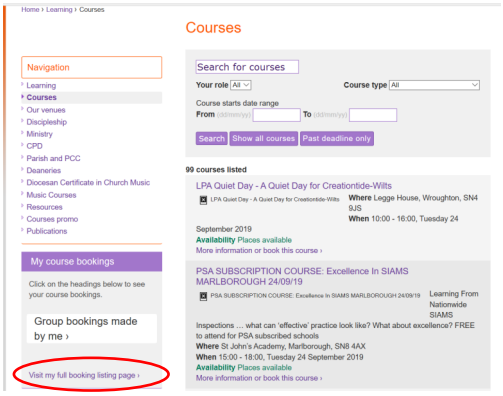


To book a course for delegates already added on your staff/people, simply select '***My staff/people***' when on the courses front page. This will drop down and list all the staff you have added. Select the tick box next to the staff members name.

When you have selected all the delegates you wish to click the ***Click to add*** button click ***Make booking(s) for your staff people***

Viewing and changing course bookings

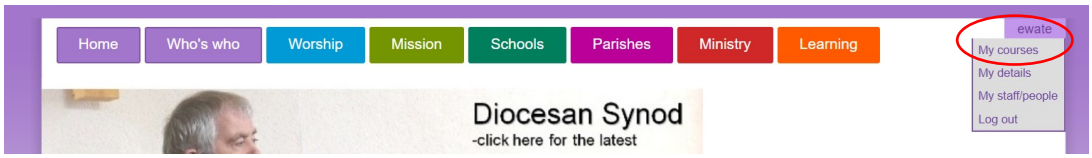
Step 1—navigate to the main courses page (**https://www.salisbury.anglican.org/learning/courses**)



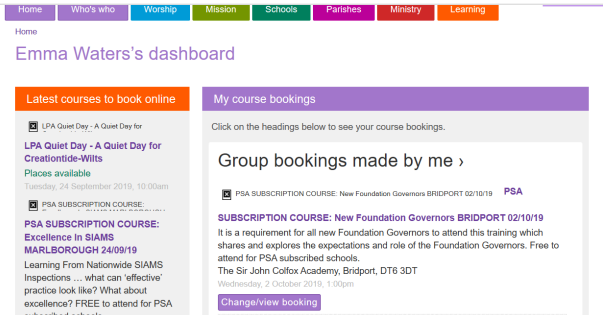
On the left hand side of the screen there is a '***My course bookings***' Tile.

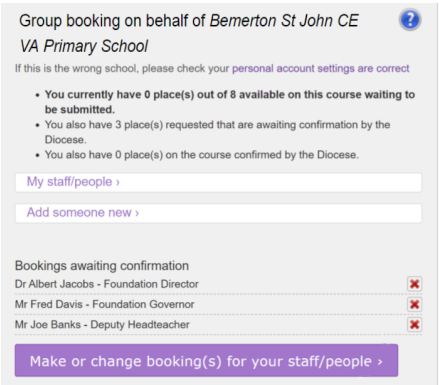
Select the '***Visit my full booking list***' link.

Or; click the purple button in the top right hand corner, which will show your name (please see example below). This will generate a drop down menu of options. Please select ***'My Courses'***



Step 2—From this page you can edit your course bookings.



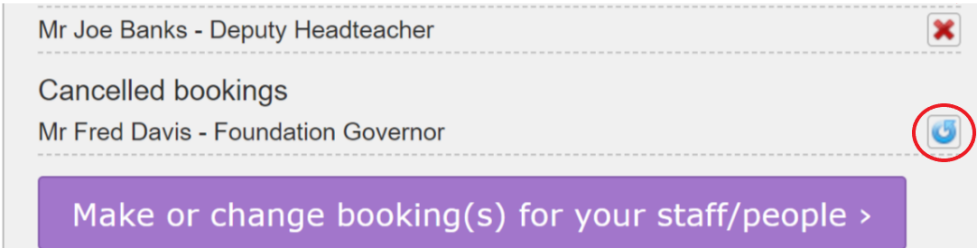


From this page you can scroll through all the courses that you have staff booked on. Please note that from this page you can add or cancel bookings and update contact details for each delegate.

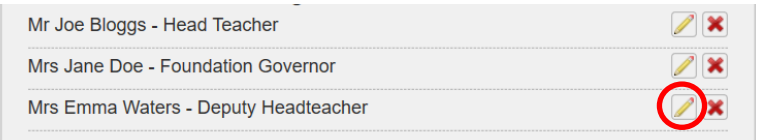
To start you need to select the '***Change/view booking***' button.

You will then have a full view of the course, and as you scroll down you will be able to see all the names of the delegates you have booked on the course. To cancel a booking, select the **X** next to the delegates name. To add someone who is already on your staff/people list tick the box next to their name. to add someone completely new, select the '***Add someone new***' button and follow the same steps as before. (**Making a booking for a course for one delegate** pages 4 - 5)

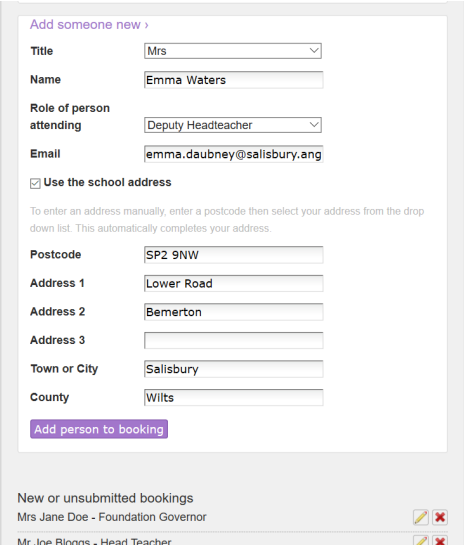
Step 3— if you select the wrong delegate, you can re-book them by clicking the ***refresh icon***



Step 4—changing contact details for delegates



To edit a delegates details, select the ***pencil icon***.



This box will appear above the delegates names, which will display the contact information that was added previously.

Please remember to select '***Add person to booking***' as the information added will not save otherwise.

N.B. you can only edit a person's details when you are booking them onto a course.

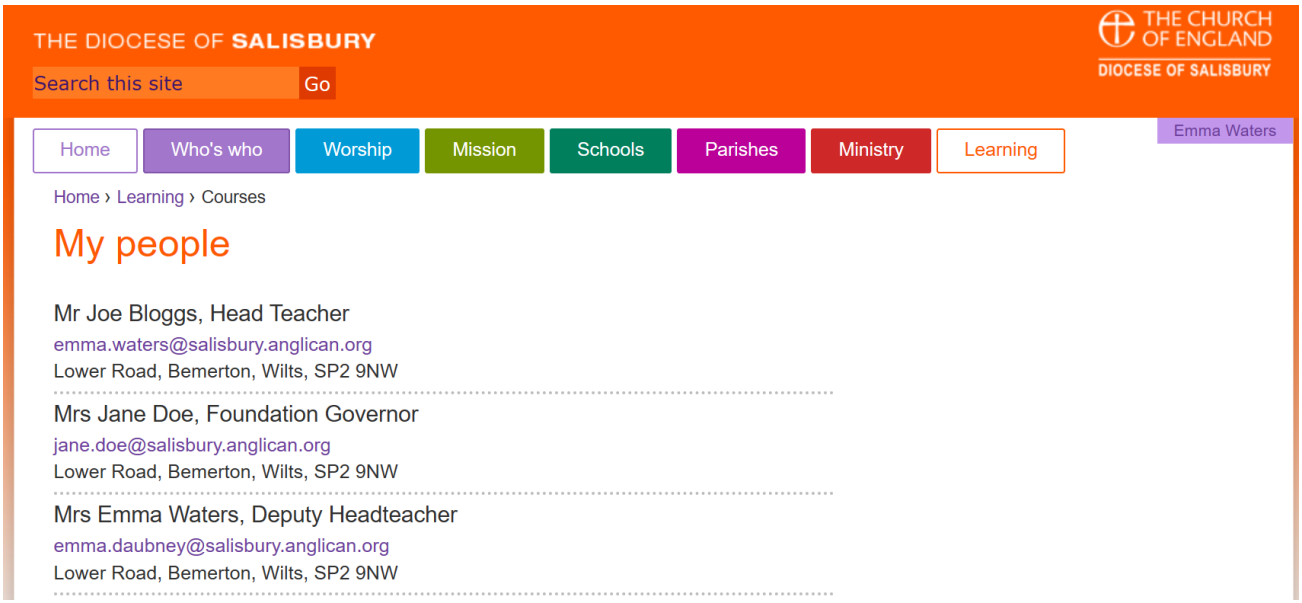
Viewing delegates (Staff/People)

Step 1— you can navigate to your '***My Staff/people***' page at any time through the webpage

At the top of each page you can select your name which will give you a drop down menu, select the '***My staff/people***' option.

Please note that this drop down menu is also where you can view your details, for instance if you need to change your email or phone number, and your courses, which is an alternative route to look at previous course bookings.

Step 2



Please note, this is merely a view of those you have added, to change contact information you will need to do this when booking delegates onto courses.

Useful hints and tips—your notes