



THE SALISBURY DIOCESAN  
BOARD OF EDUCATION

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

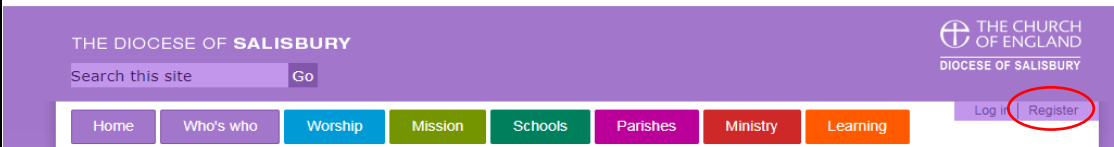
# School Administrators/Clerk to Governors Booking Courses for Staff and Governors Step by Step guide

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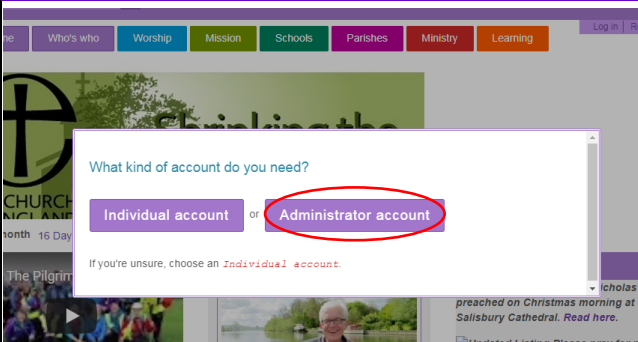
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## Registration as an Administrator

### 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*

Home

#### Registration form

This registration form is only for administrators who want to book their staff/people on to courses. If you have arrived here by mistake please click [here](#) to return to the regular registration form.

Data protection: By completing this registration I am agreeing to my details being kept on the Diocesan Database. We will treat your personal data within the best practice guidelines of data protection.

Are you a school course booking admin?

**School name**  
Enter at least 3 characters from your school name and select the correct one from the list. [N.B. You must enter a value selected from the list that appears, otherwise your booking may not register on the system.]

Pick one of the following six possible admin roles  
[Please pick one ▼]

**Title \***

**First name \***

**Surname \***

**User Name \***  
Enter a user name, usually something like 'jsmith'. No spaces or special characters. Usernames and passwords are case sensitive, make sure the caps lock key is not enabled. This is the name used to log in.

**Email \***

**Post code \***  
Enter your postcode and then select your address from the drop down list. This will automatically complete your address.

**Address line one \***

**City**

**County**

**Telephone**

**PLEASE note your *username* now as your people/staff you add will be linked to it, so it is vital you can access this again.**

The options for admin roles are as follows;

School Administration

Finance Manager

Clerk to Governors

Headteacher

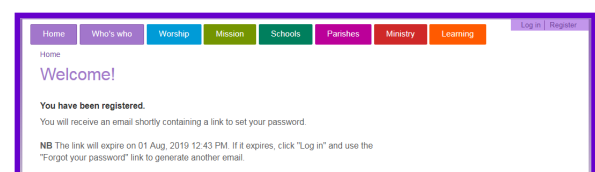
Deputy Headteacher

Chair of Governors

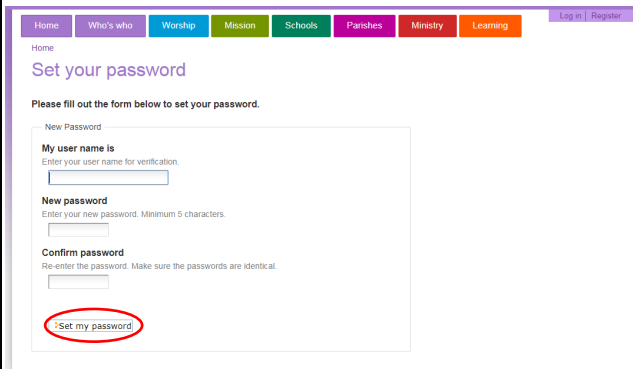
You will need to select one.

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



The screenshot shows a web browser window with a navigation menu at the top containing links for Home, Who's who, Worship, Mission, Schools, Parishes, Ministry, and Learning. The main content area is titled 'Set your password' and includes the following fields and instructions:

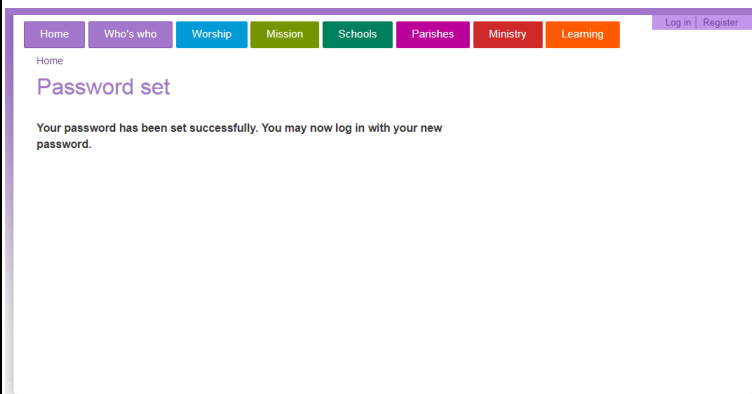
- New Password**: A heading for the password setting section.
- My user name is**: A label for a text input field with the instruction 'Enter your user name for verification.'
- New password**: A label for a text input field with the instruction 'Enter your new password. Minimum 5 characters.'
- Confirm password**: A label for a text input field with the instruction 'Re-enter the password. Make sure the passwords are identical.'
- Set my password**: A button at the bottom of the form, which is circled in red in the image.

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



The screenshot shows a web browser window with the same navigation menu as the previous page. The main content area is titled 'Password set' and contains the following text:

Your password has been set successfully. You may now log in with your new 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

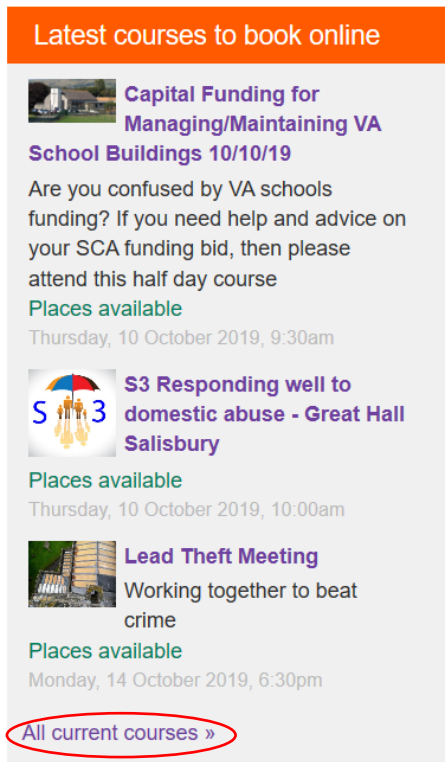
**Step 1**—click on *Login* and go to the Courses page



Please login using your registered username and password.

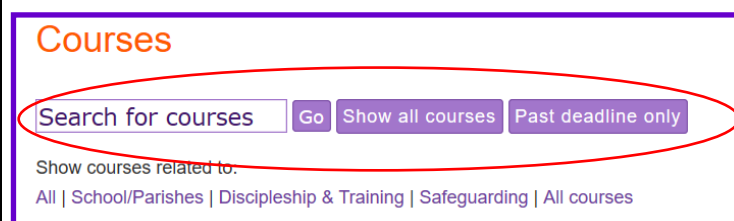
This will take you to the main diocesan website;

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



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

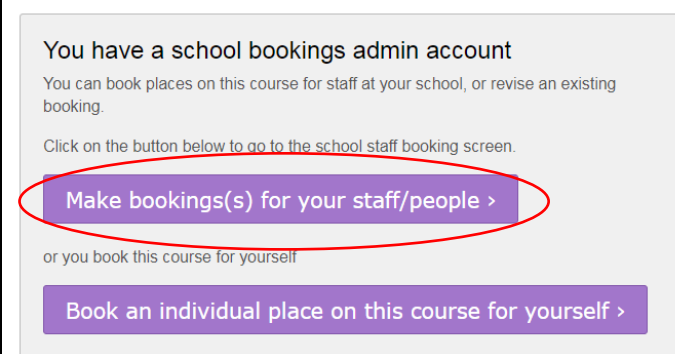
Select **All current courses >>**



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*

Group booking on behalf of *Bemerton St John CE VA Primary School*

If this is the wrong school, please check your personal account settings are correct

- You currently have 0 place(s) out of 8 available on this course waiting to be submitted.
- You also have 0 place(s) requested that are awaiting confirmation by the Diocese.
- You also have 0 place(s) on the course confirmed by the Diocese.

My staff/people >

**Add someone new >**

Title

Name

Role of person attending

Email

Use the school address

To enter an address manually, enter a postcode then select your address from the drop down list. This automatically completes your address.

Postcode

Address 1

Address 2

Address 3

Town or City

County

**Add person to booking**

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*

Add someone new >

New or unsubmitted bookings

Mr Joe Bloggs - Head Teacher  

**Make booking(s) for your staff/people >**

**Tip** Add your staff to a group booking  
If you have made bookings before, use the *My staff/people* widget to add people whose details you have already entered. For people you have never added to a group booking, use the *Add someone new* widget.

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.

This site says...

You have added 1 new people to this booking.  
If this is correct click "Okay", otherwise click "Cancel" to return to check your booking.

OK Cancel

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.

Diocese of Salisbury course group booking request: PSA SUBSCRIPTION COURSE: New Foundation Governors BRIDPORT 02/10/19 [Scanned]

\*\*\* Auto response \*\*\*

A course group booking request for a course was made via the web site for the following course:  
Course: PSA SUBSCRIPTION COURSE: New Foundation Governors BRIDPORT 02/10/19

Location: The Sir John Colfox Academy, Bridport, DT6 3DT

When: 13:00 - 16:00, Wednesday 2 October 2019

Details of the booking, including those booked on the course, are available here:  
<http://sal.beetledev.co.uk/admin/bookings/psa-subscription-course-new-foundation-governors-6937/ewate>

Best regards,  
Course Admin Team, Diocese of Salisbury

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 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.

## 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*

Add someone new >

New or unsubmitted bookings

Mr Joe Bloggs - Head Teacher		
Mrs Jane Doe - Foundation Governor		
Mrs Emma Waters - Deputy Headteacher		

**Make booking(s) for your staff/people >**

**Tip** Add your staff to a group booking  
If you have made bookings before, use the *My staff/people* widget to add people whose details you have already entered. For people you have never added to a group booking, use the *Add someone new* widget.

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.

This site says...

You have added 3 new people to this booking.  
If this is correct click "Okay", otherwise click "Cancel" to return to check your booking.

**OK** **Cancel**

---

\*\*\* Auto response \*\*\*

A course group booking request for a course was made via the web site for the following course:  
Course: PSA SUBSCRIPTION COURSE: New Foundation Governors BRIDPORT 02/10/19  
diocesecourses@salisbury.anglican.org  
[Diocese of Salisbury course group booking request: PSA SUBSCRIPTION COURSE: New Foundation Governors BRIDPORT 02/10/19 [Scanned]]

To: Emma Waters

\*\*\* Auto response \*\*\*

A course group booking request for a course was made via the web site for the following course:  
Course: PSA SUBSCRIPTION COURSE: New Foundation Governors BRIDPORT 02/10/19  
Location: The Sir John Colfox Academy, Bridport, DT6 3DT  
When: 13:00 - 16:00, Wednesday 2 October 2019

Details of the booking, including those booked on the course, are available here:  
<http://sal.beeftedev.co.uk/admin/bookings/psa-subscription-course-new-foundation-governors-6937/ewate>

Best regards,  
Course Admin Team, Diocese of Salisbury

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

Group booking on behalf of *Bemerton St John CE VA Primary School*

If this is the wrong school, please check your personal account settings are correct

- You currently have 0 place(s) out of 24 available on this course waiting to be submitted.
- You also have 0 place(s) requested that are awaiting confirmation by the Diocese.
- You also have 0 place(s) on the course confirmed by the Diocese.

**My staff/people >**

<input type="checkbox"/> Joe Bloggs - Head Teacher
<input type="checkbox"/> Jane Doe - Foundation Governor
<input type="checkbox"/> Emma Waters - Deputy Headteacher

Tick the boxes next to the people you want to add and then...

**Click to add**

Add someone new >

People to book on this course  
You have not currently selected anyone to book onto this course.

**Make booking(s) for your staff/people >**

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**

# LIVING OUT GOD'S TRANSFORMING PRESENCE

## Step 4—changing contact details for delegates

Mr Joe Bloggs - Head Teacher	 
Mrs Jane Doe - Foundation Governor	 
Mrs Emma Waters - Deputy Headteacher	 

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

Add someone new >

Title

Name

Role of person attending

Email

Use the school address

To enter an address manually, enter a postcode then select your address from the drop down list. This automatically completes your address.

Postcode

Address 1

Address 2





Address 3

Town or City

County

[Add person to booking](#)

New or unsubmitted bookings

Mrs Jane Doe - Foundation Governor	 
Mr. Joe Bloggs - Head Teacher	 

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

The screenshot shows a navigation bar with buttons for Home, Who's who, Worship, Mission, Schools, Parishes, Ministry, and Learning. The Learning button is highlighted. Below the navigation bar is a breadcrumb trail: Home > Learning > Courses. To the right, a user profile dropdown menu is open, showing the name Emma Waters and options for My courses, My details, My staff/people, and Log out.

### Courses

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**

The screenshot shows the 'My people' page. At the top, there is a search bar with the text 'Search this site' and a 'Go' button. The navigation bar is the same as in Step 1, with the Learning button highlighted. The breadcrumb trail is Home > Learning > Courses. The main heading is 'My people'. Below this, there are three entries, each separated by a dotted line:

- Mr Joe Bloggs, Head Teacher  
emma.waters@salisbury.anglican.org  
Lower Road, Bemerton, Wilts, SP2 9NW
- Mrs Jane Doe, Foundation Governor  
jane.doe@salisbury.anglican.org  
Lower Road, Bemerton, Wilts, SP2 9NW
- Mrs Emma Waters, Deputy Headteacher  
emma.daubney@salisbury.anglican.org  
Lower Road, Bemerton, Wilts, SP2 9NW

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.

