

DOWNLOADING AN ATTENDANCE CERTIFICATE

After you have attended an event you will be able to download an attendance certificate. This certificate is in a .pdf

format and can be printed out or saved to your online PDR form.

Try This Yourself:

Before trying this ensure that you have logged into the Gateway

- 1** To see events you have attended click on **My Learning**

- 2** Click on **events attended**

A list of all the events that you have attended will now appear

- 3** Click **Download Certificate** for your event

The certificate will now appear

The screenshot shows the following interface elements:

- Top Navigation Bar:** Home, My Learning (1), Advanced Search, Admin, Event Admin, Reports, Documents, Contact Us, Log Out.
- My Learning - Events Section:** events due to attend and booking status, cancel a booking, events attended (2), saved events.
- Events attended List:**
 - Substance Misuse Awareness (Code: CH 11/129) - Tuesday 27 September 2011 09:30 - 16:30. Location: Field Place, The Boulevard, BN13 1NP. Booking status: Confirmed. Includes links for Show details, View Evaluations, and Download Certificate.
 - Risk Assessment (Code: CO 12/877) - Tuesday 17 July 2012 09:30 - 12:30. Location: Chichester - The Tannery, Westgate, PO19 3RJ. Booking status: Confirmed. Includes links for Show details, View Evaluations, and Download Certificate.
 - Excel 2010 - A Good Place to Start (Code: CO 12/1430) - Monday 6 August 2012 09:30 - 13:00. Location: Worthing - Centenary House, Durrington Lane, BN13 2QB. Booking status: Confirmed. Includes links for Show details, Download documents, and Download Certificate.
 - Political Management (Code: OT 14/083) - Wednesday 26 February 2014 09:30 - 16:30. Location: Horsham - County Hall North, ChartWay, RH12 1XA. Booking status: Confirmed. Includes links for Show details, View Evaluations, and Download Certificate.
 - Social Media Overview: Making Sense Of Social Media (Code: CO 14/1422) - Wednesday 12 November 2014 12:30 - 14:00. Location: Horsham - County Hall North, ChartWay, RH12 1XA. Booking status: Confirmed. Includes links for Show details, Download documents, View Evaluations, and Download Certificate.
 - Using Facebook Effectively at WSSC (Code: CO 14/1425) - Wednesday 26 November 2014 12:30 - 14:00. Location: Horsham - County Hall North, ChartWay, RH12 1XA. Booking status: Confirmed. Includes links for Show details, Download documents, and Enter Evaluation.

For Your Reference...

1. You can download your certificate as many times as you like

Handy to Know...

- You will not be able to download your certificate until you have completed your evaluation form