

MAKING A BOOKING

The Gateway makes booking on a training event quick and simple. Before, when you booked on a training event, you had to fill in an application form for each event. Now

the Gateway will use the information you enter in the **My Learning** area to populate the form for you (see the topic **Managing your account**).

Try This Yourself:

Although you can start this process before being logged into the Gateway it is easier to log in first

- 1 Start by finding the event you want to book onto
- 2 Click on the **Request a place** icon
*The **Request a Place** form will now appear pre-populated with the information from your **Managing your account** area*
- 3 Add any further requirements or notes into the **Booking Requirements** box
- 4 Read the **Terms and Conditions** by clicking the link (this will open the terms and conditions in a new window)
- 5 Once you have read the terms and conditions click the agreement box
- 6 Click the **Submit** button
- 7 Your request has now been sent. **Please** note: You won't be booked on an event until your manager authorises your request

View Details

Cost Audience Trainers Venue

1 attached document

Introduction to SharePoint

Event Code: CO 15/916
Event Type(s): Course
Event Description: This is a half day course for anyone working for WSCC who wants to find out more about the basic functions of SharePoint. You will learn how to use the ribbon, where to save files and discover the many useful features of SharePoint which will help you with your everyday tasks.

Request a Place

Home Request a place

Request a place Full Details Print Event Save Event Event List

1 attached document

Complete the form below to request a place on the event

Event Title	Introduction to SharePoint (CO 15/916)
Venue	Bognor Regis - Durban House, Durban Road, PO22 9RE Map
Start time and date	09:30 - 13:00 Thursday 15 October 2015
Your name	Andy Blake
Your email address	andy.blake@westsussex.gov.uk
Your Establishment	Learning & Development Delivery - L&D Operations Team
Cost	£0

Booking Requirements

Dietary and other requirements can be updated through My Learning. If you have any requirements or notes to add specific to this booking please complete the 'Booking Requirements' field below.
(Please leave blank if not applicable)

I have read and agree to the terms and conditions | Terms and Conditions |

Submit Cancel

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Your request reference number is: BRCPD/104245
Thank you for booking your training with West Sussex Learning and Development Gateway. A confirmation email will be sent to you if a place is available and your request is approved.

IMPORTANT - Please note: you will not be allocated a place on this course, or the reserve list, without your Line Manager's authorisation.

Please note that spaces on this event are limited dependent on sector group, your booking may be declined if the maximum number of bookings for your sector group has already been reached.

Request another place on Introduction to SharePoint
Back to event list

For Your Reference...

1. You will only receive a confirmation email if a place is available and your manager has approved your request
2. The confirmation email will have an ical attachment that you means you can save your event to your outlook calendar.

Handy to Know...

- If there are no places available on the event you are requesting you will be placed on the reserve list
- Once your manager has approved your request you will receive an email
- You are not booked on an event until you receive an email confirming a place