

SAVING EVENTS

As you begin to use the Gateway more, you may come across courses of interest that you didn't know were available in

West Sussex. You can save these courses to your **My Learning** area to explore in more depth at a later date.

Try This Yourself:

Before trying this ensure that you have logged into the Gateway

- 1** Start by finding an event you are interested in
- 2** Click on the **Save event** icon
*A message box will now appear confirming your event has been saved. Click **OK***
- 3** To view your saved events click on **My Learning**
- 4** Click on the **saved events** icon
- 5** You will now see a complete list of all your saved events
- 6** To delete a saved event click **Remove from saved events**
*A message box will now appear asking for confirmation of removal. Click **OK***
- 7** Your saved event will now be removed

Assertiveness

This one day course is for all staff members. It identifies assertive behaviour and introduces a range of assertive techniques.

Course Code: CO 15/1037

Session	Session Date	Session Time	Session Venue	Room Name	Map
Session 1	Friday 25 September 2015	09:30 - 16:30	Worthing - Centenary House	Festival	Map

Buttons: Request a place, Full Details, Print Event, Save Event (2), 2 attached documents

Message from webpage: The event has been saved. To view your saved events click on My Learning. [OK]

Navigation: Home, My Learning (3), Advanced Search, Admin, Event Admin, Documents, My CPD, Contact Us, Online Learning, Log Out

My Learning - Events

events due to attend and booking status, cancel a booking, events attended, saved events (4)

Saved events

You have saved the following events | [Back to My Learning](#)

3 events found

First Aid at Work
Date and time: Monday 27 July 2015 09:30 - 16:30
Horsham - County Hall North, ChartWay, RH12 1XA | [Map](#) | [Show details](#) | [Request a place](#) | [Remove from saved events](#) Code: AD 15/1795

Introduction To Framework1 - Follow Up Workshop
Date and time: Monday 24 August 2015 09:30 - 12:30
Worthing - Centenary House, Durrington Lane, BN13 2QB . | [Map](#) | [Show details](#) | [Request a place](#) | [Remove from saved events](#) Code: CO 15/1687

Assertiveness
Date and time: Friday 25 September 2015 09:30 - 16:30
Worthing - Centenary House, Durrington Lane, BN13 2QB . | [Map](#) | [Show details](#) | [Request a place](#) | [Remove from saved events](#) (6) Code: CO 15/1037

Message from webpage: Are you sure you want to remove this event from your saved events [OK] [Cancel]

For Your Reference...

1. All saved events will remain in your saved events area until you remove them

Handy to Know...

- If the event is not full or closed you can request a place from your saved events area