

SUBSTITUTING STAFF MEMBERS ON EVENTS

Occasionally you may need to change the staff member you have added to an event. Once more the Gateway makes this a simple and easy process.

Try This Yourself:

Before trying this ensure that you have logged into the Gateway

To access the **Line Manager Tools** click **My Learning** on the shortcut bar

1 Click **events I have booked for staff**

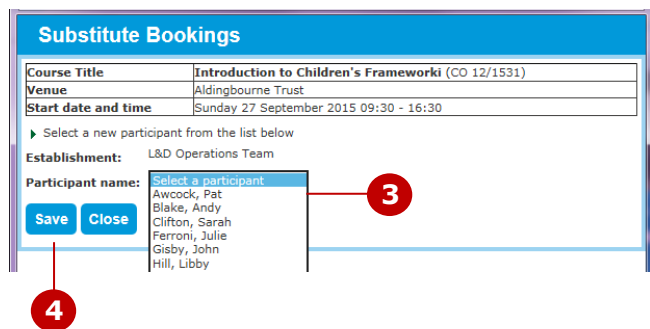
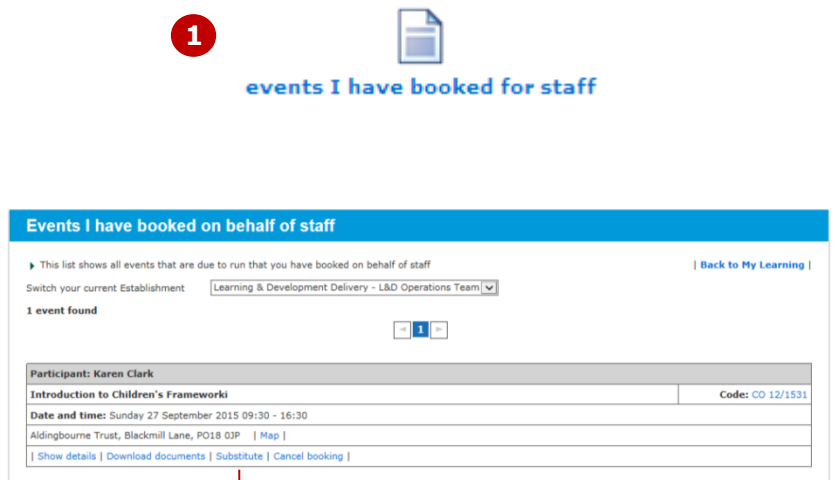
A list of events with staff members names will now appear

2 Click **Substitute** under the event for the staff member you wish to change

3 In the pop up window that appears click the drop down arrow on the **Participant name** list Choose a staff member

6 Click the **Save** button

7 The staff member has now been changed



For Your Reference...

1. The new staff member will receive an email informing them that they have been substituted for a place

Handy to Know...

- It is much better to substitute a person rather than not having someone turn up to an event. There may be costs involved in non-attendance