

VIEWING YOUR EVENTS

As you begin to use the Gateway more you will want to keep track of events you are booked on and events you have attended. This is very useful for PDR or supervision discussions with your manager or just for

keeping your Continuing Professional Development (CPD) records up to date. The Gateway makes finding out this information easy.

Try This Yourself:

Before trying this ensure that you have logged into the Gateway

- 1** To view your events click on **My Learning**
- 2** To see what events you have got coming up click **events due to attend and booking status**
- 3** Your list of upcoming events will now appear along with the **Booking status (Please Note:** You will only be able to attend an event when the Booking status is **Confirmed**. If the Booking status is **Unconfirmed** and you attend the event, you will be refused entry).
Alternatively
- 4** To see what events you have attended click **events attended**
- 5** Your list of attended events will now appear

The screenshot shows the Gateway interface with a navigation bar at the top containing links like Home, My Learning, Advanced Search, Admin, Event Admin, Documents, My CPD, Contact Us, Online Learning, and Log Out. Below this is a 'My Learning - Events' section with four buttons: 'events due to attend and booking status', 'cancel a booking', 'events attended', and 'saved events'. A red circle '1' points to the 'My Learning' link in the top bar, and a red circle '2' points to the 'events due to attend and booking status' button. The next screenshot shows the 'Events due to attend' page with one event listed: 'Introduction to SharePoint' on Thursday 15 October 2015, 09:30 - 13:00, with a booking status of 'Unconfirmed'. A red circle '3' points to the 'Booking status: Unconfirmed' text. The third screenshot shows the 'My Learning - Events' menu again, with a red circle '4' pointing to the 'events attended' button. The final screenshot shows the 'Events attended' page with two events listed: 'Substance Misuse Awareness' (27 September 2011) and 'Risk Assessment' (17 July 2012), both with a booking status of 'Confirmed'. A red circle '5' points to the 'events attended' button in the previous screenshot.

For Your Reference...

1. All events you attend will stay in your events attended area for the lifetime of the Gateway
2. All events attended before the Gateway was launched will be added too

Handy to Know...

- You can now save your events to your calendar by clicking **Save to calendar** (Outlook only)
- If you have completed the evaluation form for the event you attended you will be able to download your **Attendance Certificate** from the events attended area