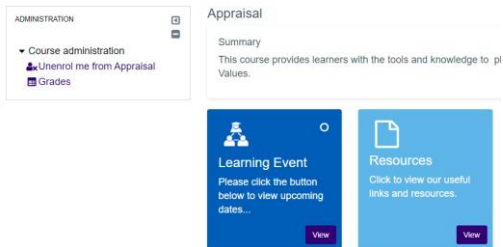


In this Quick Reference Guide

Learn how to book and cancel Learning Events (face to face / virtual), and how to book on to a waitlist.

1. Book a Learning Event (also known as a Seminar)

1. First locate the course using the instructions from 'Login, Navigate, Find Learning' guide
2. Click on the desired course tile
3. Click **Go to course** to enrol and view course description and objectives → Enrolment options page displays with short course description
5. Click **Enrol me** → course page displays

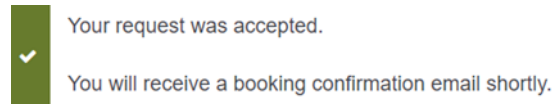


Note! If you just wanted to see what the course details are, make sure you click **Unenrol me from** link from the left!

2. Click **View** on the Learning Event Tile → list of available event dates displays

3. Click **Sign-up** -->
 - Note!** If no dates are available a 'Declare interest' button displays. You can use this to indicate that you need this course.
4. Add any necessary requests for the trainer
5. Select any Disability access needs
6. Click **Receive confirmation by*** if you do not want an email / calendar appointment
7. Click **Sign-up**

Booking confirmation displays, and an email will be sent



2. Book a Learning Event with Manager Approval

1. Click **View** on the Learning Event Tile → list of available sessions displays
2. Click **Request approval** on the event you would like to attend
3. Add any necessary requests for the trainer
4. Select any Disability access needs
5. Select job assignment if empty
6. Click **Request approval** →

Note! Your request was sent to your manager for approval.

3. Book onto a Waitlist

1. Locate the course that would like to book
2. Click **View** on the Learning Event Tile → list of available sessions displays
3. Click **Join waitlist** → Waitlist page displays
4. Add any necessary requests for the trainer
5. Select any Disability access needs
6. Click **Join waitlist**

Waitlist confirmation message displays


Note! You have been placed on the waitlist for this event.

Note! When a place becomes available you will receive an email confirmation about the booking.


If you cannot attend, please log into Learn+ and **cancel** your booking – see next topic.


4. Cancel a Learning Event Booking

1. Click **My Learning Dashboard** from the Home page or click **My Learning Record** tab
2. Click the **BOOKINGS** tab → Both your future and previous bookings are listed
3. Click **Previous** to only show future bookings


4. Click **Manage booking**  to the right of the course you wish to cancel
5. Click **Cancel booking**
6. Click and select a cancellation reason from the list
7. Click **Yes** to confirm cancellation


Cancellation confirmation will appear on the screen and an email will be sent.

 Your booking has been cancelled.

 You and your manager should immediately receive a cancellation email.

5. Cancel a Waitlist Booking

1. Click **My Learning Dashboard** from the Home page or click **My Learning Record** tab
2. Click the **BOOKINGS** tab → Both your future and previous bookings are listed
3. Click **Manage booking**  to the right of the course you wish to cancel
5. Click **Cancel waitlist**
6. Enter reason for cancellation into the Cancellation note field
7. Click **Yes** to confirm cancellation →

 Your place on the waitlist has been cancelled.