

## Learner instructions for booking on a face-to-face session

To book a session on a course you want to attend follow the below instructions. All sessions require manager approval before you are confirmed on a session. Your usual process to request leave for a study day still applies, please discuss with your manager or educator before booking on a session. Emails are sent to you and your manager about each step in in the booking process.

### Booking a face-to-face session

- Go to the course page for the session you want to attend, search for the course name or look at the upcoming sessions report
- Go to the **Bookings** section on the course page
- Click on either the **name of the session**, e.g. Close observation study day or **View all events**

Bookings

To book on a session, please **discuss with your manager** and then follow the below steps to request approval to book on the agreed session date.

- Click '**View all events**'
- Click '**Go to event**' next to the date and time of the session
- Click **Request approval** on the right-hand side of the page
- You will **receive an email** stating if you are approved or declined
- If approved, **accept the calendar invite** in the confirmation email

**Note:** You are not booked on a session until you receive a confirmation email. **Please do not go to a course if you have not received a booking confirmation email.**

View all events

- Click on **Go to event** for the date that you want to book

Close observation study day

Event

All

Booking

All

Upcoming events

Facilitator	District	Event status	Seats available	Session times	Rooms	Facilitators	Session status	Actions
		Upcoming Booking open	8	14 October 2025, 8:30 AM – 4:00 PM			Upcoming	Go to event

- In the **Additional information** box enter any information you think the course owner needs to know
- Click **Request approval**

### Close observation study day

▼ Event

**Facilitator**  
[Redacted]

**District**  
[Redacted]

**Seats available**  
8

**Event booking**  
Booking open

**Approval required by:**  
Manager Approval

▼ Sessions

Status	Times	Rooms	Facilitators
Upcoming	14 October 2025, 8:30 AM - 4:00 PM	[Redacted]	[Redacted]

[View all events](#)

#### Request approval

**Manager's name** ⓘ  
Site admin Belinda Colley

**Additional information**  
[Text input field]

[Request approval](#)

- The top of the screen will confirm that 'Your request was sent to your manager for approval'
- The box on the right-hand side will say **Requested**

[Home](#) / [My courses](#) / [Close Observation Study Day](#) / [Bookings](#) / [Close observation study day](#)

ⓘ Your request was sent to your manager for approval. ×

← All events | Event | Sessions Back to top

### Close observation study day

▼ Event

**Facilitator**  
[Redacted]

**District**  
[Redacted]

**Seats available**  
8

**Event booking**  
Requested

**Approval required by:**  
Manager Approval

**Manager's name**  
Site admin Belinda Colley

▼ Sessions

Status	Times	Rooms	Facilitators
Upcoming	14 October 2025, 8:30 AM - 4:00 PM	[Redacted]	[Redacted]

[View all events](#)

**Requested**

[Cancel booking](#)

- When you request a booking, an email is sent to both you and your manager.
- Your email will say that your booking request has gone to your manager for approval.
- Your manager will receive an email with the details of the course session you are requesting to go on and a link to the course page where they will either approve or decline your request.
- **Until you receive a booking confirmation email your place on the course is not confirmed.**

- Once approved by your manager you will receive a booking confirmation email
- If your request is declined you will receive an email advising this
- Below is how the course page will look once your booking has been approved by your manager

## Bookings

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**Note:** You are not booked on a session until you receive a confirmation email. **Please do not go to a course if you have not received a booking confirmation email.**

 Close observation study day



Event status	Seats available	Session times	Rooms	Facilitators	Actions
Upcoming Booking open (Booked)	7	14 October 2025, 8:30 AM - 4:00 PM			<a href="#">Go to event</a>

[View all events](#)

## Cancel a booking

If you are unable to attend a course you are booked on, it is your responsibility to cancel your booking.

- Go to the course page for the course you're booked on
- Click on [Go to event](#)

## Bookings

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 Close observation study day



Event status	Seats available	Session times	Rooms	Facilitators	Actions
Upcoming Booking open (Booked)	7	14 October 2025, 8:30 AM - 4:00 PM			<a href="#">Go to event</a>

[View all events](#)

- Click on **Cancel booking**

[← All events](#) | [Event](#) | [Sessions](#)

Back to top

## Close observation study day

▼ Event

**Facilitator**  
Xin Hua

**District**  
Capital, Coast and Hutt Valley

**Seats available**  
7

**Event booking**  
Booked

**Approval required by:**  
Manager Approval

**Manager's name**  
Site admin Belinda Colley

▼ Sessions

Status	Times	Rooms	Facilitators
Upcoming	14 October 2025, 8:30 AM - 4:00 PM	Hutt Hospital Room 2	Imee Carmella Saplagio

View all events

Booked

Cancel booking

- In **Cancellation note**, enter the reason you are cancelling, e.g. Sick
- Click **Cancel booking**

[← All events](#) | [Event](#) | [Sessions](#)

Back to top

## Close observation study day

▼ Event

**Facilitator**

**District**

**Seats available**  
7

**Event booking**  
Booked

**Approval required by:**  
Manager Approval

**Manager's name**  
Site admin Belinda Colley

▼ Sessions

Status	Times	Rooms	Facilitators
Upcoming	14 October 2025, 8:30 AM - 4:00 PM		

View all events

Cancel booking

Are you sure you want to cancel your booking to this event?

Cancellation note

Sick

Cancel booking

Both you and your manager will receive an email confirming that your booking has been cancelled.