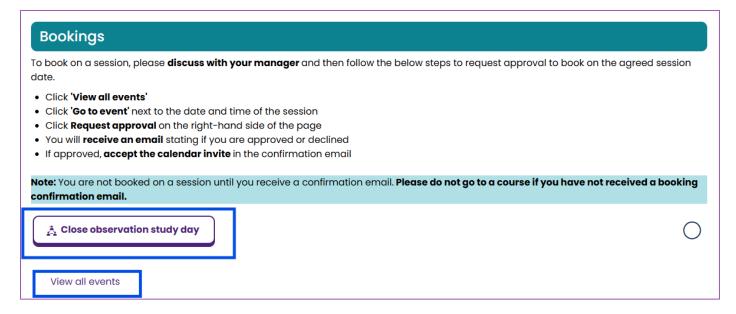
Learner instructions for booking on a face-to-face session

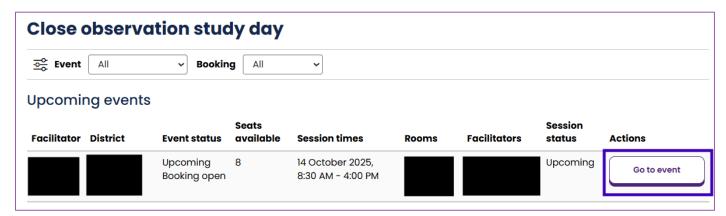
To book a session on a course you want to attend follow the below instructions. All sessions require manager approval before you are confirmed on a session. Your usual process to request leave for a study day still applies, please discuss with your manager or educator before booking on a session. Emails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



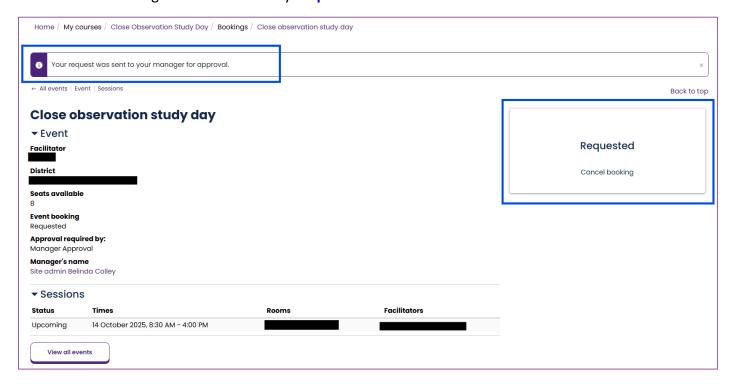
Click on Go to event for the date that you want to book



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

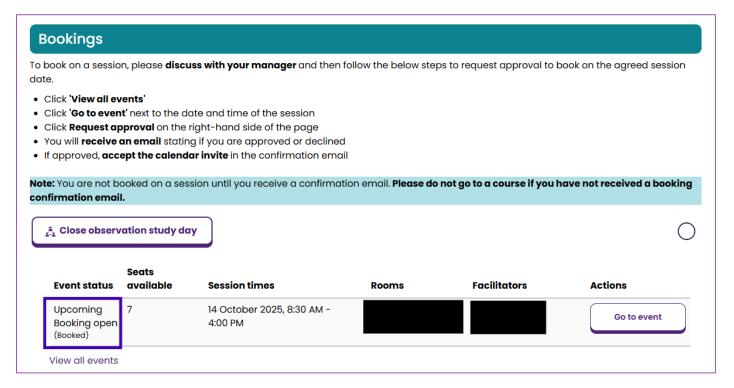


- The top of the screen will confirm that 'Your request was sent to your manager for approval'
- The box on the right-hand side will say Requested



- 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.

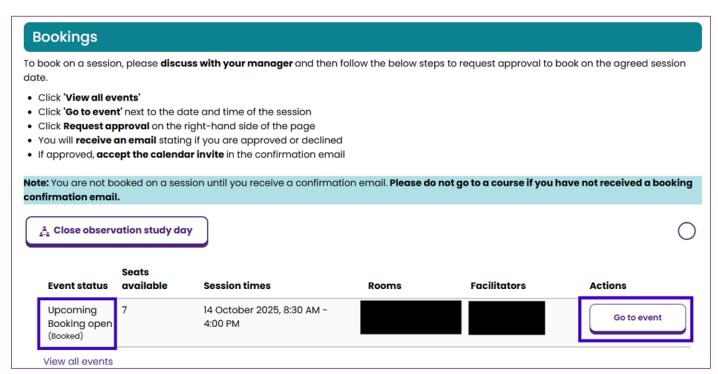
- Once approved by your manager you will receive a booking confirmation email
- If your request is declined you will receive an email advising this
- Below is how the course page will look once your booking has been approved by your manager



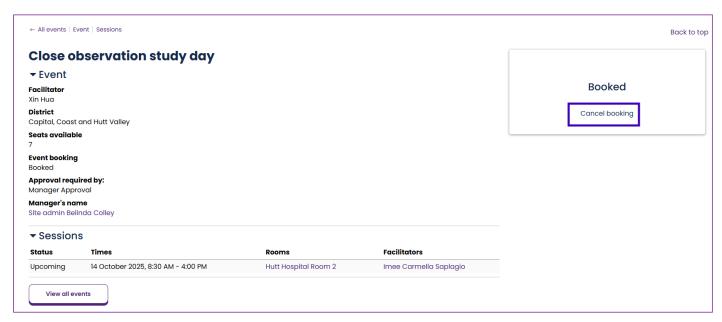
Cancel a booking

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



Click on Cancel booking



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



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