A guide to Booking on a School Governance Course

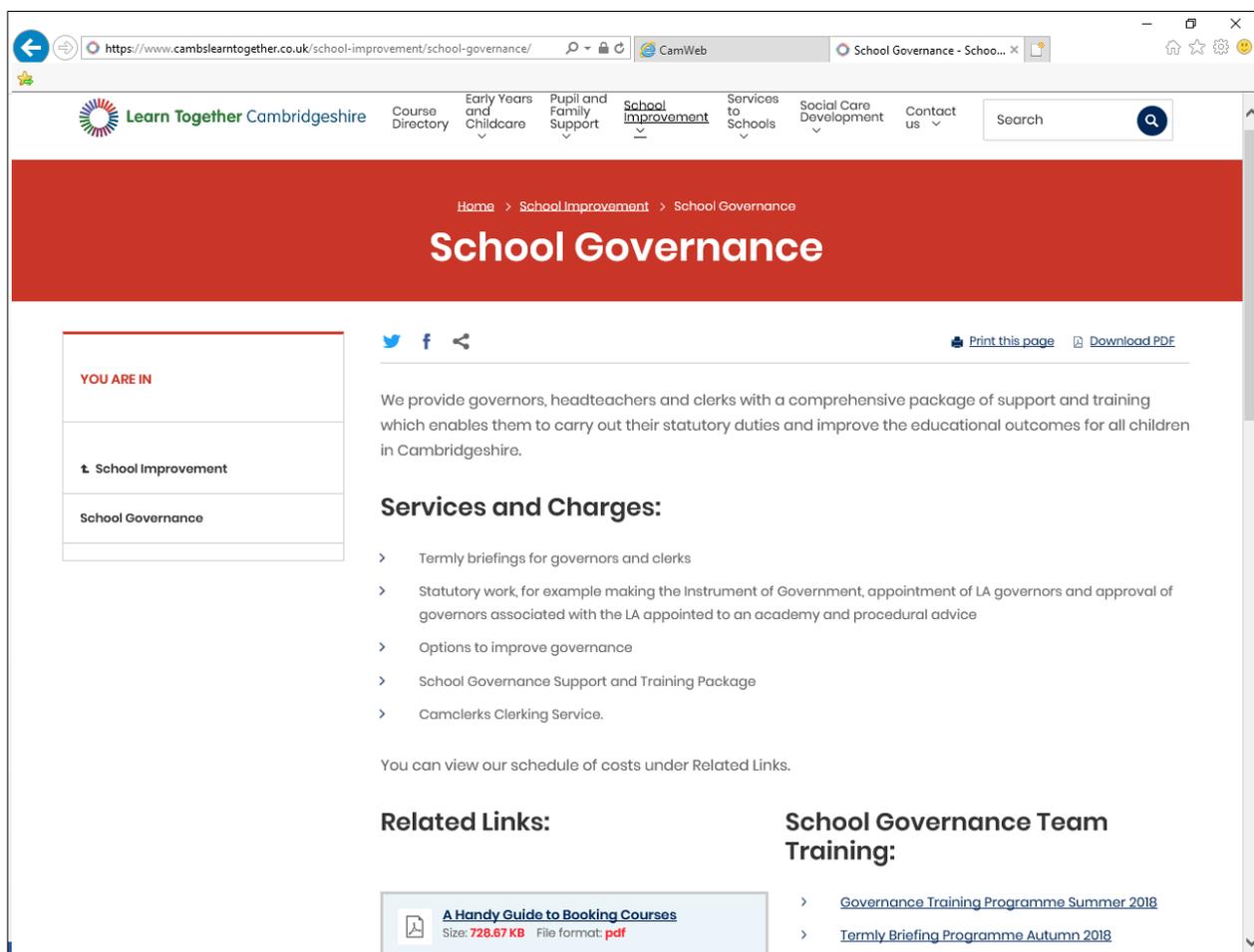## How to book a course

There are three possible ways for a Governor to book a course:

- a.   Book it themselves
- b.   Via a clerk
- c.   Via the School

This guide will just concentrate on an individual booking themselves onto a course.
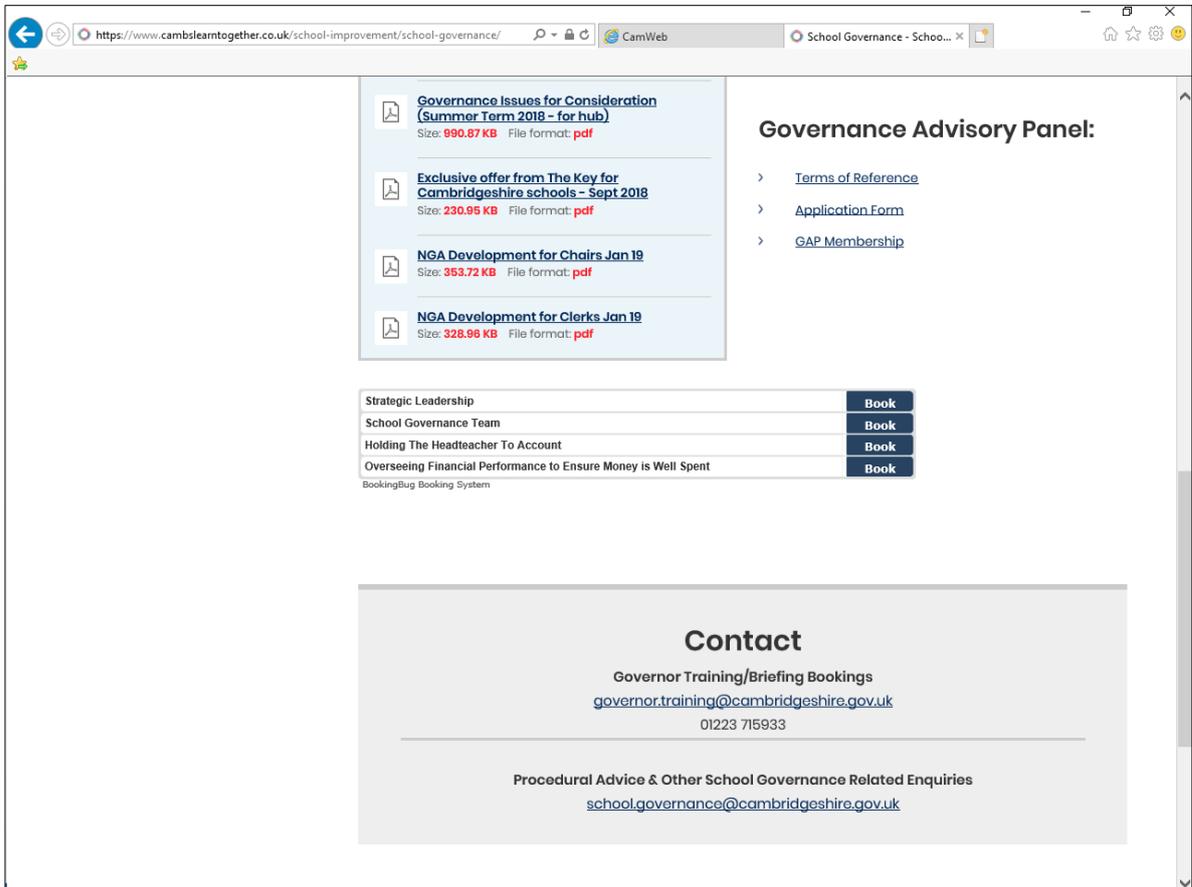
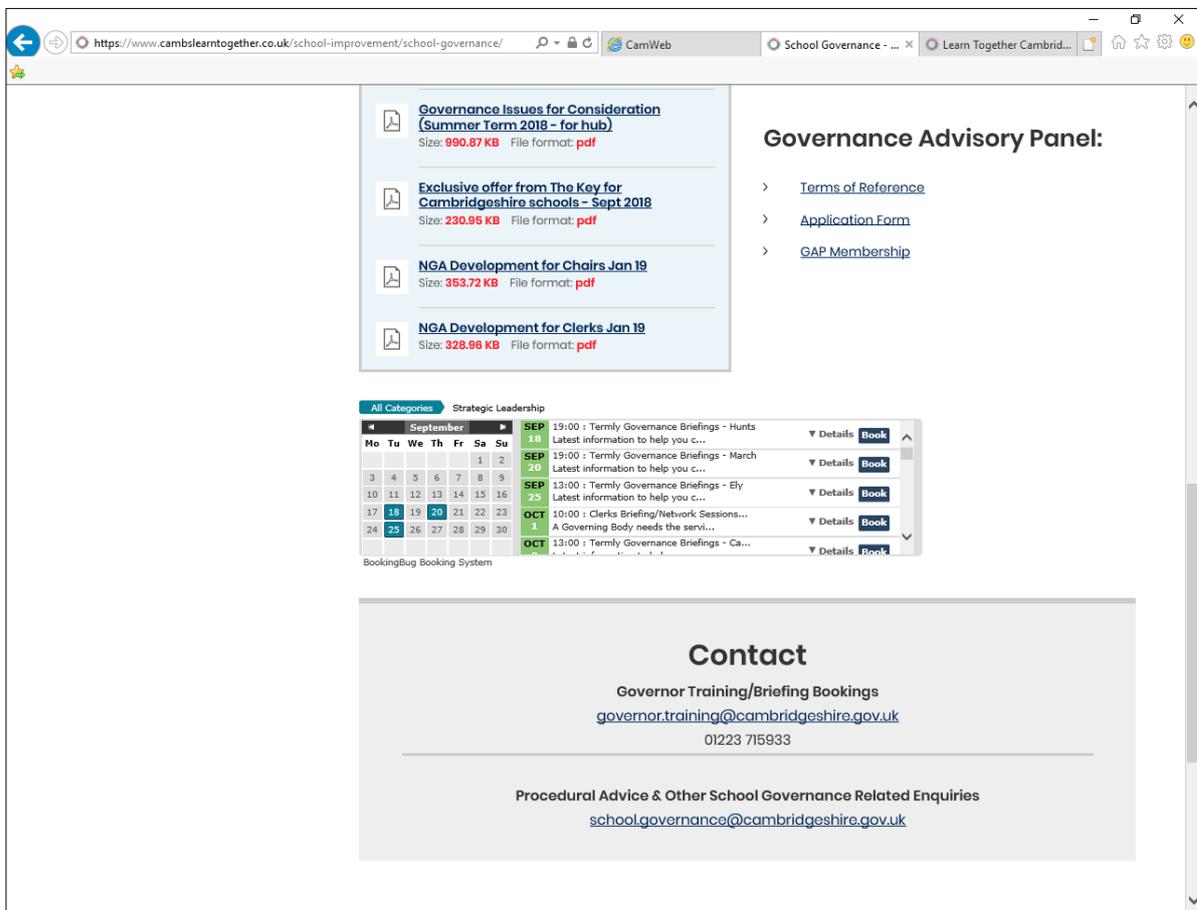You will find all our courses on the Learn Together Cambridgeshire website:

https://www.cambslearntogether.co.uk/school-improvement/school-governance/

You will need to scroll down to get to the courses calendar.

Next, select the appropriate heading, and click "Book". This will bring up all the events under this title, use the calendar arrows to navigate to the date you require.

Choose the course you want, and press "Book". This will bring up the following screen:

Once you are sure this is the right course, press "Book" again, and you will get the page below:

This next bit is important:

a. If you are an existing member, in other words you have already created a password etc, then click on the "Existing Members" Tab;

b. If this is your first time, then stay on the "Please enter your details" Tab and complete all the information, including the password.

Once you have entered your details, or logged in, you will see the following. You then answer all the questions and press confirm.
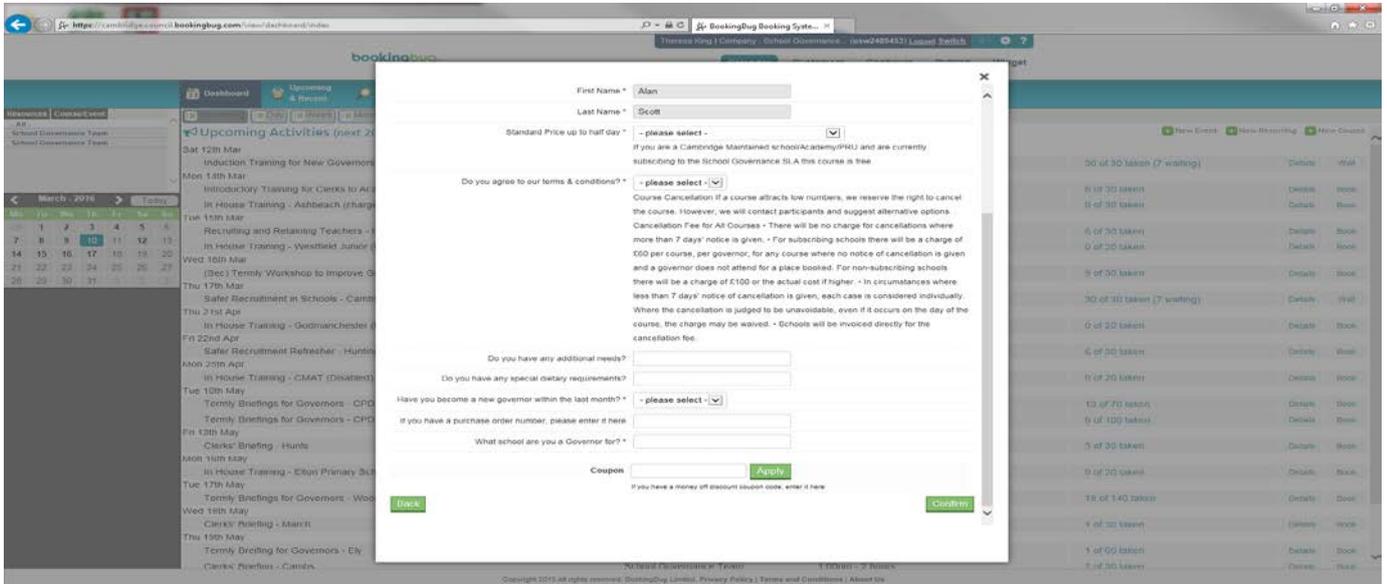
If it's a free course you will then see the following:
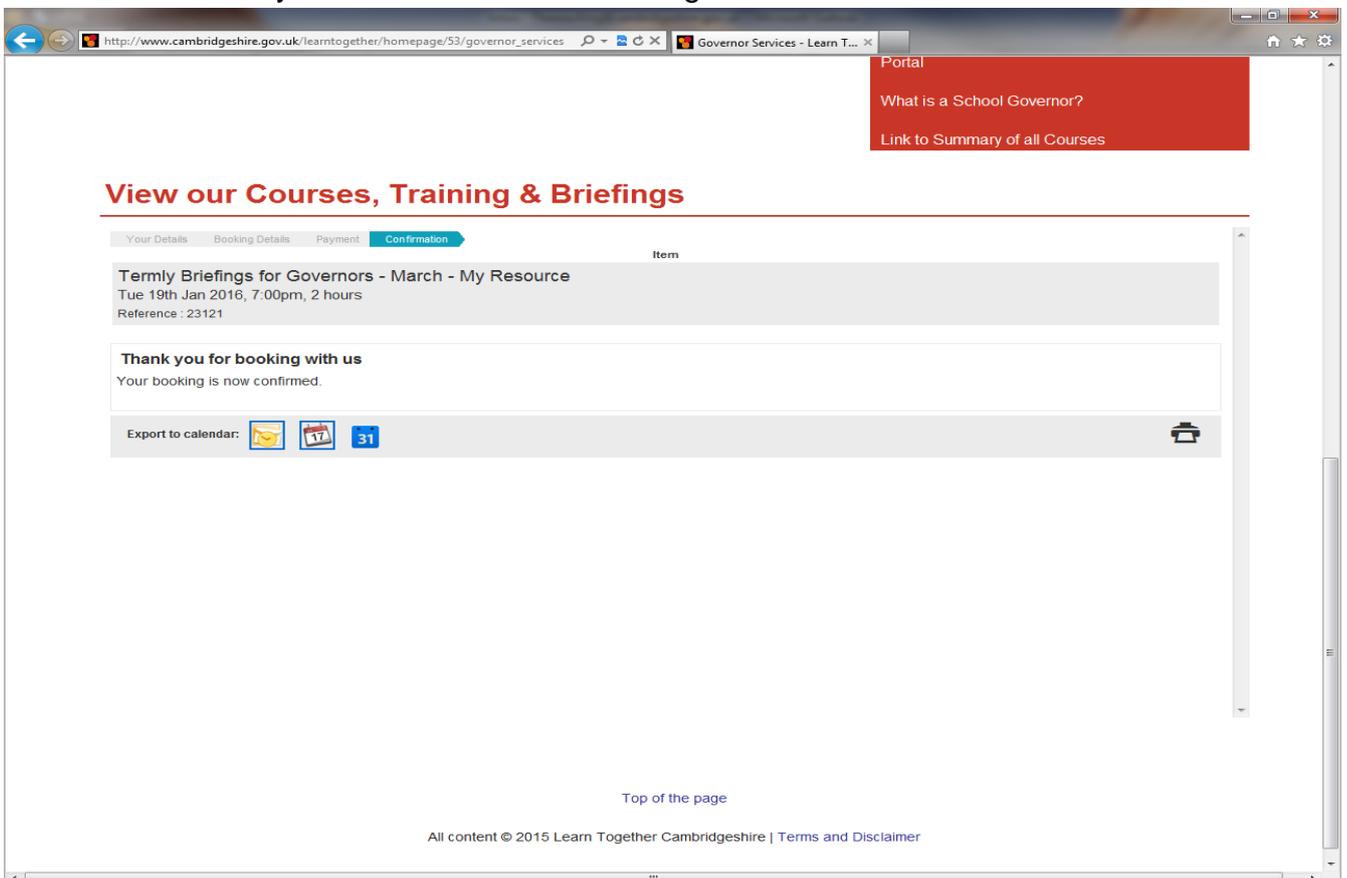
You should receive an email confirming the booking.

Please note, if a course is due to take place within the next 2 days, you will not be able to see the course and you should book on by sending an email with your request to governor.training@cambridgeshire.gov.uk.

If a course is full and you are being booked onto a waiting list, as soon as a space becomes available an email is sent to <u>all</u> the people on the waiting list, and the place can be booked on a first come, first served basis.

The option to cancel your place is available until 7 days before the course is due to take place, after this you will need to notify the School Governance Team at governor.training@cambridgeshire.gov.uk.