

How To Book onto Safeguarding Training

All face-to-face Safeguarding training is now available to book online via Eventbrite. You can book a place for yourself, or for someone else.

Booking a place for yourself or someone else:

1. Go to:

<https://www.eventbrite.co.uk/o/diocese-of-st-edmundsbury-and-ipswich-11874263047>

2. Choose your course

Scroll down the page until you find the course you would like to attend.

The courses are shown by the following symbols:



Basic Awareness, face-to-face course.



Foundation, face-to-face course.



Leadership, face-to-face course.



Leadership, Zoom (online) course.

On this initial page in Eventbrite, each course has the symbol to represent what level it is, plus details of date, time and location.

Once you have found the desired course, click on it, and a new window should open on your computer.

Once you have confirmed this is the correct course by reading the details displayed on screen, click the "Reserve a spot" button that appears in red.

Free

Reserve a spot

3. Choose your ticket

You now have a choice of tickets. If the training you have chosen is in your own deanery, you have priority booking. If you would like to attend training within our diocese, but outside of your own deanery, you are most welcome but please wait until the date shown on this page to book your ticket.

The screenshot shows a ticket selection page for an event titled 'Awareness, Face-to-Face' on 13 Jan 2023 from 18:30 - 21:00 GMT. It features two ticket options: 'Ipswich Deanery' (free, sales end 25 Jan 2023) and 'Diocese members from outside Ipswich Deanery' (sales start 13 Jan 2023). A 'Register' button is at the bottom. Callouts provide instructions: A points to the Ipswich Deanery ticket; B points to the date for the second ticket; C points to the quantity selector; D points to the Register button.

A. Tickets for people in the host deanery. Choose these if you are a member of this deanery

B. Tickets for people from outside the host deanery. If these are not available yet, look at the date when they go 'on sale' and return to the site then.

C. Use the + and – buttons to select how many tickets you want.

D. Once you have selected your tickets, click the 'Register' button.

4. Enter your details to book your ticket

The screenshot shows the checkout page with a 'Contact information' section containing fields for first name, surname, email address, and confirm email. There are checkboxes for updates and emails. A 'Delivery' section shows 'Box office collect' with a note: 'Your tickets will be waiting for you at the venue's pick-up location on the day of the event. Please bring photo ID and the card used for purchase.' An order summary on the right shows '1 x Ipswich Deanery' for £0.00 and '1 x Box office collect' for £0.00, with a total of £0.00. A 'Register' button is at the bottom. Callouts provide instructions: A points to the contact details; B points to the box office collect note.

A. Fill in your own contact details.

B. Please ignore this statement. This is a standard note added by Eventbrite. You do not have to pay for a place or collect a ticket.

A. Fill in the contact details for the person attending the course. This maybe you, or it may be someone else that you are booking a ticket for.

If the person you are booking for does not have an email address, please put in your own.

C. Continue to use the scroll bar to move the form down and answer the remaining questions. Remember, you are filling in the details of the person who is attending the course.

B. Use the scroll bar to move the form down to see the rest of the questions.

D. Once the form is complete, click the "Register" button.

5. Completed

You have now booked a place on the course. The screen will show you a confirmation message:

The screenshot shows a confirmation message from Eventbrite. At the top, it says "Thanks for your order! #5501242149". Below that, it says "YOU'RE GOING TO" and "Safeguarding Basic Awareness, Face-to-Face". Underneath, it says "1 TICKET AT WILL CALL" and "Your ticket will be waiting for you at the venue's pick-up location on the day of the event. Please bring photo ID and the card used for purchase." There is an "ORGANISER MESSAGE" section that says "Thank you for registering to attend your Safeguarding Basic Awareness Training at Saint Matthews Church, Ipswich on Thursday 26 January at 6.30pm. Please be aware that the session lasts for 2.5 hours." At the bottom, there is a table with "CONFIRMATION SENT TO" and "DATE". The table shows the email address "lisa.hicks@cofesuffolk.org" and the date "Thu, 26 Jan 2023 18:30 - 21:00 GMT". There is a "Send to another email address" link. On the right side, there is a profile for "Diocese of St Edmundsbury and Ipswich" with 368 followers and a "Follow" button. Social media icons for Facebook, Messenger, Twitter, and Email are at the bottom.

A. As before, this part is an automated statement from Eventbrite. You do not need a physical ticket and there is no charge for this course.

B. Please make a note of the course date and time. We will look forward to seeing you on the day.

6. Confirmation Email

You will also receive an email confirming the details. As with the confirmation screens on Eventbrite, this contains information from us as well as standard notes from Eventbrite. Please make a note of the time, date and location of your training, but as before, there is no physical ticket or payment needed for this course.

In the 'Additional Information' section of the email there is contact information that you may find useful if you need to cancel your place or have any specific questions.