**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>

1. **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:

Icon

Description automatically generated

Basic Awareness, face-to-face course.

Text, icon

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Foundation, face-to-face course.

Icon

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Leadership, face-to-face course.

Icon

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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.

Graphical user interface, application

Description automatically generatedOnce 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.

1. **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.

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

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

Graphical user interface, application

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**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.

**D.** Once you have selected your tickets, click the ‘Register’ button.

1. **Enter your details to book your ticket**

**A.** Fill in your own contact details.

Graphical user interface, application

Description automatically generated

**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.

Graphical user interface, application, website

Description automatically generated

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

**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.

**D.** Once the form is complete, click the “Register” button.

1. **Completed**

Graphical user interface, application, Teams

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

**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.

1. **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.