



How to use the online Dartford STLS Training Booking site

to book a place on a course

1. Click on the link or scan the QR code below

https://outlook.office365.com/owa/calendar/DartfordSTLS@rowhill.k ent.sch.uk/bookings/



2. Click on the course you wish to attend. If you cannot see the course, use the scroll bar to find the course.



 Scroll down the page to find the date of the course (all courses will have the date at the beginning of the course title, the course code also indicates the date, e.g. KW0710 is the 7th October).



4. Select the date of the course and a time will appear. This is the start time of the course.

<	> Oct	ober 20	21					
Мо	Tu	We	Th	Fr	Sa	Su	09:30	
				1	2	3		
4	5	6	7	8	9	10		
11	12	13	14	15	16	17		
18	19	20	21	22	23	24		
25	26	27	28	29	30	31		
				(i) All tim	ies are in	(UTC+00:00) D	ublin, Edinburgh, Lisbon, London 🗸	

Page 2 of 4

5. Select the time.

Mo Tu We Th Fr Sa Su 09:30	
1 2 3	
1 2 3	
4 5 6 7 8 9 10	
11 12 13 14 15 16 17	
18 19 20 21 22 23 24	
25 26 27 28 29 30 31	

6. Scroll down the page to add your details and secure your booking.

office365.co	m/owa/calendar,	/Dartford	dSTLS@ro	whill.kent	t.sch.uk/b	ookings,	/				_	# 🕇	* 8	:	
	12 Oct - 2 hours Price var	- Small 30 minu ies	steps fo	or great	gains -	- P	0	Small steps for great 2 hours 30 minutes Price varies	t gains - Part 2 of	0					
							-			-	*				
							07 Octo	ber, 09:30							Scroll
	< >	> Oct	ober 20	21										-	bar for
	Mo	Tu	We	Th	Fr	Sa	Su	09:30							the pag
				_	1	2	3								
	4	5	6	7	8	9	10								
	11	12	13	14	15	16	17								
	18	19	20	21	22	23	24								
	25	26	27	28	29	30	31								
				(All tim 	nes are in	(UTC+00:00) D	ublin, Edinburgh, Lisbon, London 🗸							
							A								
							Add yo	ur details							

	Add your details
Name	
Email	
Phone number	
	Provide additional information
Please add your	role:
School / setting I	name:
Please add vo	our establishment in order for us to ensure you are invoiced for the correct training attendance fee (where the
Please add yc is a charge) select an Please advise	our establishment in order for us to ensure you are invoiced for the correct training attendance fee (where the option of any reasonable adjustments which are needed, if appropriate: (optional)
Please add yc is a charge) select an Please advise Please advise	our establishment in order for us to ensure you are invoiced for the correct training attendance fee (where the option e of any reasonable adjustments which are needed, if appropriate: (optional)
Please add yc is a charge) select an Please advise	our establishment in order for us to ensure you are invoiced for the correct training attendance fee (where the option e of any reasonable adjustments which are needed, if appropriate: (optional) e of any dietary requirements and/or allergies: (optional)) Please check this box to provide your consent for Dartford STLS to collect, process and store your data in order to agree the booking. Your data will only be used by Dartford STLS. We will not share your data with any third parties.
Please add yc is a charge) select an Please advise	our establishment in order for us to ensure you are invoiced for the correct training attendance fee (where the option e of any reasonable adjustments which are needed, if appropriate: (optional) e of any dietary requirements and/or allergies: (optional) e of any dietary requirements and/or allergies: (optional)) Please check this box to provide your consent for Dartford STLS to collect, process and store your data in order to agree the booking. Your data will only be used by Dartford STLS. We will not share your data with any third parties. The data we request from you is used to process your booking to attend a Dartford STLS event, such as training, virtual surgery or transition event it will also be used to process your booking to attend a Dartford STLS event, such as training, virtual
Please add yc is a charge) select an Please advise	our establishment in order for us to ensure you are invoiced for the correct training attendance fee (where the option e of any reasonable adjustments which are needed, if appropriate: (optional) e of any dietary requirements and/or allergies: (optional) c of any dietary requirements and/or allergies: (optional)) Please check this box to provide your consent for Dartford STLS to collect, process and store your data in order to agree the booking. Your data will only be used by Dartford STLS. We will not share your data with any third parties. The data we request from you is used to process your booking to attend a Dartford STLS event, such as training, virtual surgery or transition event. It will also be used to contact you should the need arise prior to or following the event. Your personal information is kept private and stored securely until a time it is no longer required or has no use.
Please add yc is a charge) select an Please advise	our establishment in order for us to ensure you are invoiced for the correct training attendance fee (where the option e of any reasonable adjustments which are needed, if appropriate: (optional) e of any dietary requirements and/or allergies: (optional) fuel data will only be used by Dartford STLS. We will not share your data with any third parties. The data we request from you is used to process your booking to attend a Dartford STLS event, such as training, virtual surgery or transition event. It will also be used to contact you should the need arise prior to or following the event. Your personal information is kept private and stored securely until a time it is no longer required or has no use. If you wish to withdraw your consent at any stage, please contact Lucy Aspinali aspinali@rowhill.kent.sch.uk to notify us and confirm this. Thank you.

Once you have booked a confirmation message will appear and you will receive an email to confirm your booking. Please remember to check your junk/spam email. Please keep the email as this is what you will need to go back to if you need to change or cancel your booking. If you require support please contact Kirby Woods woodsk@rowhill.kent.sch.uk or phone 01322 937897.