

A how to guide...

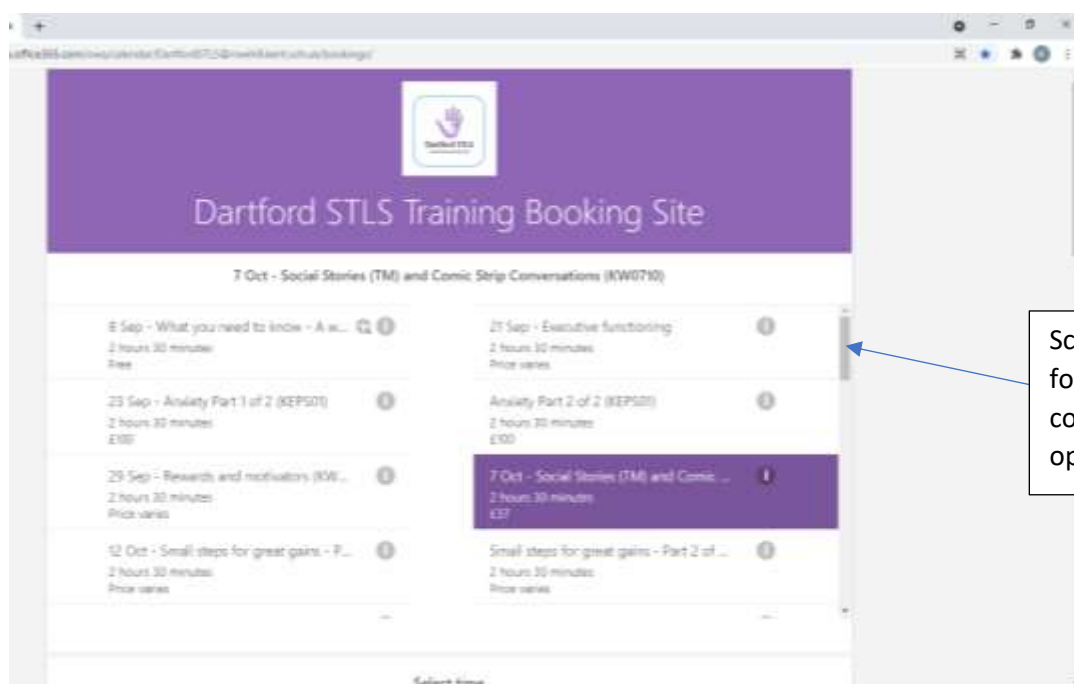
How to use the online Dartford STLS Training Booking site to book a place on a course

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

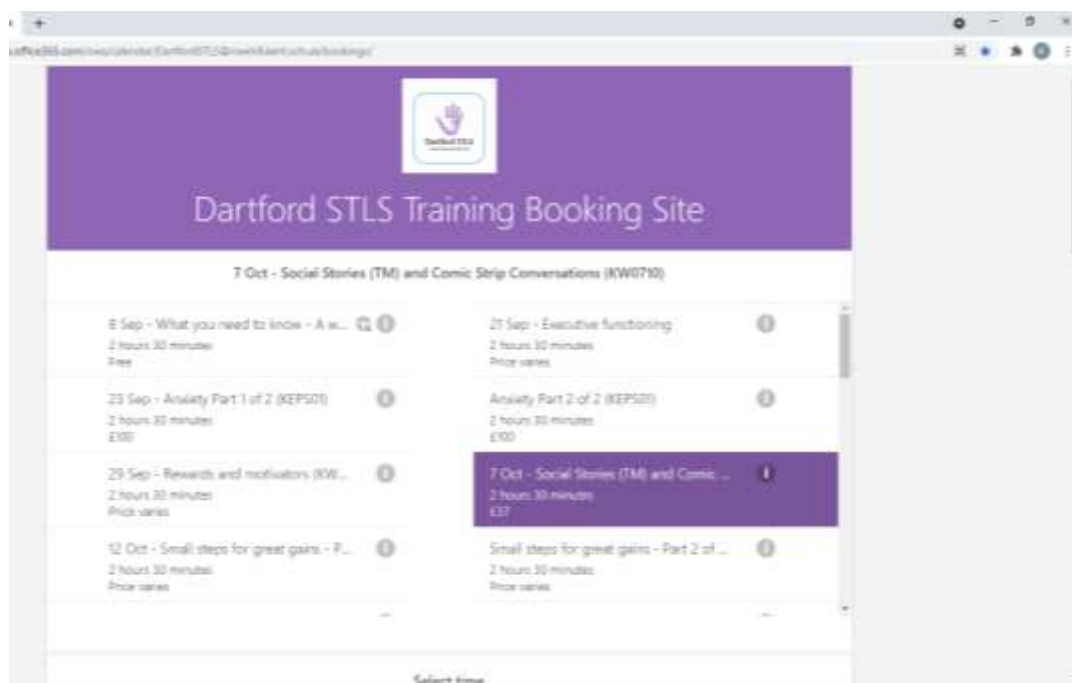
<https://outlook.office365.com/owa/calendar/DartfordSTLS@rowhill.kent.sch.uk/bookings/>



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



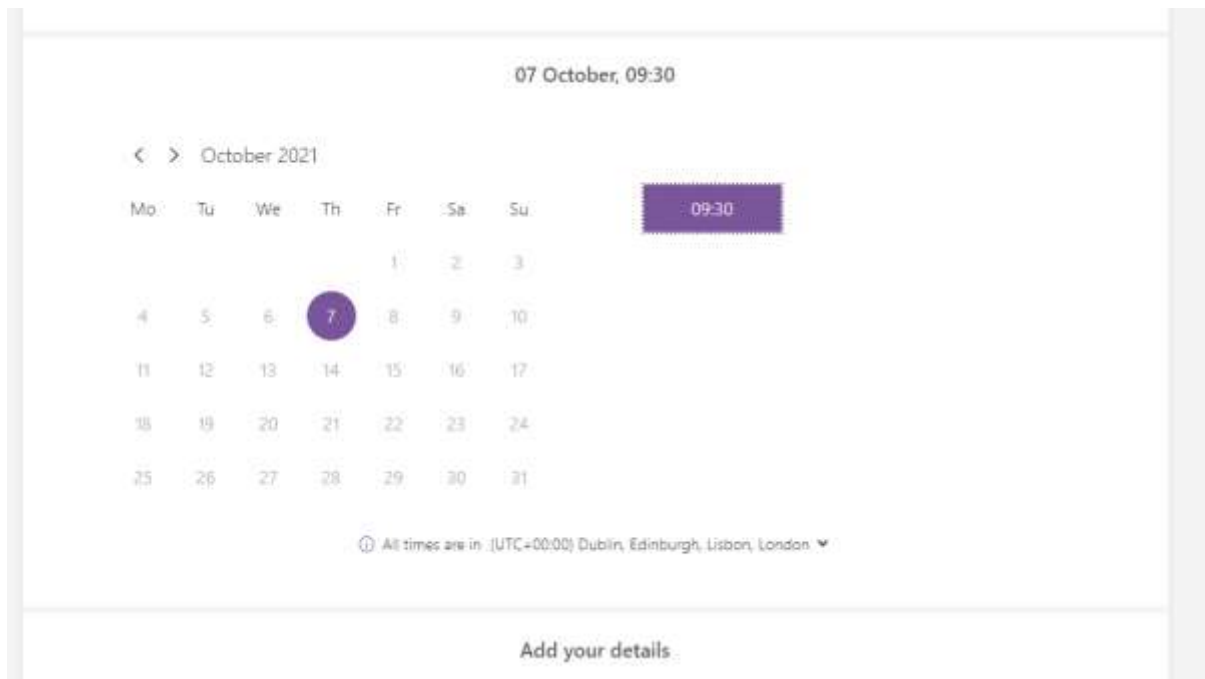
3. Scroll down the page to find the date of the course (all courses will have the date at the beginning of the course title, the course code also indicates the date, e.g. KW0710 is the 7th October).



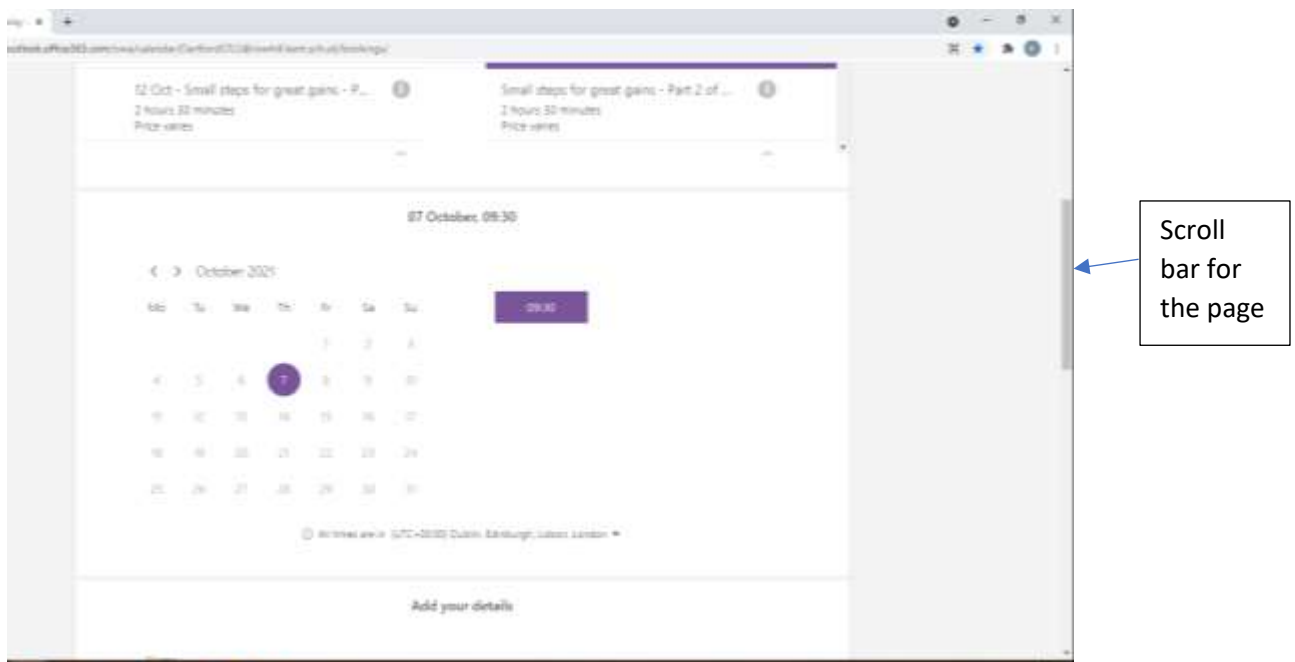
4. Select the date of the course and a time will appear. This is the start time of the course.



5. Select the time.



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



Add your details

Name

Email

Phone number

Provide additional information

Please add your role:

School / setting name:

Please add your establishment in order for us to ensure you are invoiced for the correct training attendance fee (where there is a charge)

Please advise of any reasonable adjustments which are needed, if appropriate: (optional)

Please advise 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.

If you wish to withdraw your consent at any stage, please contact Lucy Aspinall aspinall@rowhill.kent.sch.uk to notify us and confirm this. Thank you.

Book

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 Lucy Aspinall aspinall@rowhill.kent.sch.uk or phone 01322 937897.