

Booking a training course

To book onto a training course in Suffolk, you will need to use the new online booking system. To do that, you must have an account with the Suffolk Scouts website.

The steps below will show you how to request an account with the Suffolk Scouts website. THIS ONLY NEEDS TO BE DONE ONCE. Once you have an account, you can log in to the booking system at any time.

Signing up for the booking system

Step 1

The screenshot shows the Suffolk Scouts website homepage. The URL in the browser is <https://www.suffolkscouts.org.uk>. The page has a purple header with the Suffolk Scouts logo and tagline "Bringing fun, challenge and adventure to Suffolk". Below the header is a navigation menu with links: Home, About, Contact Us, Jenny's Journal, Sections, Districts, Group Finder, Calendar, Photos, Campsites, Links, Training. The main content area features a large banner image of blue tents. Below the banner are several sections: a "Login Form" with fields for User Name and Password; a "Food Hygiene Course" announcement; a "Welcome!" message; a "MyAccount" section with a "Request an Account" link; a "Jenny's Journal" article; a "County Directory" with a "Directory Login" button; and a "Getting Social" section with social media links for Suffolk Scouts and The Scout Association. A blue arrow points to the "Request an Account" link in the MyAccount section.

Go to www.suffolkscouts.org.uk and click on the Request an Account link

Step 2



+ Request an Account

Please fill in the following form to request a Suffolk Scouts Account. We hope to process all requests within 24 hours. These details will be used to update your County Directory record, please ensure they are accurate!

Personal Details

First Name

Surname

Address

Postcode

Email Address

Telephone Number

Scouting Details

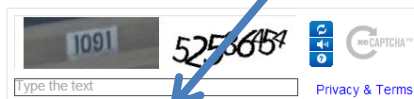
Membership Number
This is your Gilwell membership number. It can be found on your Scout membership card

Scout Group
The Scout Group you are involved with. If no group, please enter the district or team

Scouting Role
Your main Scouting role

Other

Comments
If you have any comments or anything you think we need to know to process your request, please add it above.



Fill out the form and click on the green button that says Send Account Request.

You will then have to wait for an email from the website administrators. The email will contain your username and a temporary password. You will need to change your password on your first log in.

You will normally receive the email with your log in details on within 24 hours.

Booking a training course

Now you have a log in to the system, you can now book onto any training courses.

The online booking website is: <https://training.suffolkscouts.org.uk>

Step 1

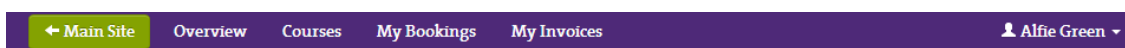
A screenshot of the login page. At the top, it says 'Login' in white on a purple background. Below that, it says 'Please login below with your Suffolk Scout Account details.' There are two input fields: 'Username' with a person icon and 'Password' with a lock icon. Below the fields is a green 'Login' button with a lock icon. At the bottom is a purple button with a left arrow and the text 'Back to main site'.

Go to the website and enter your username and password.

Click the Login button.

WARNING: Unauthorized access to this system is forbidden and will be prosecuted by law.
By accessing this system, you agree that your actions may be monitored if unauthorized usage is suspected.

Step 2



Overview

New Booking

Please choose an upcoming course to book:

Location:
Start:
Finish:

Next →

My Bookings

No Bookings!

My Invoices

No Invoices!

Course Evaluation

Please provide feedback for the following courses:


✓ No forms outstanding!

This is the main screen of the booking system.

To book onto a course, select the course from the drop down box under New Booking and click the Next button.

Step 3a – Non-Training Academy modules

← Main Site Overview Courses My Bookings My Invoices Alfie Green ▾



New Booking

Module 10 - First Aid

Location: Lowestoft
Start: 19/01/2014 - 10:00 am
Finish: 19/01/2014 - 4:00 pm

Description
To cover the skills and knowledge necessary to enable adults to manage an incident and provide basic First aid.

Notes/Special Requirements
Please fill in any special requirements or notes to the course administrators in the box below.

← Back Confirm Booking →


For courses that are not at the Training Academy, all you have to do is enter any notes or special requirement if there are any.

To make the booking, click the Confirm Booking button.

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Step 3b – Training Academy modules

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New Booking

Training Academy 5

Location: Hallowtree
Start: 21/03/2014 - 8:00 pm
Finish: 23/03/2014 - 5:30 pm

Description
A multitude of Modules in one week-end

Choices
Please make a choice of which parts of the course you wish to attend:

| | 9.00 | 10.00 | 11.00 | 12.00 | 13.00 | 14.00 | 15.00 | 16.00 | 17.00 | 18.00 | 19.00 | 20.00 | 21.00 |
|------------|--|--|--|-------|---|--|---|---------------------------------------|-----------------------------------|--|-----------------------------------|-------------------------------------|-------|
| 21/03/2014 | | | | | | | | | | | | (19) International 20:00 - 22:00 | |
| 22/03/2014 | (16) Introduction to Residential Expe 09:00 - 12:15 | (12) Providing a Balanced Program 09:00 - 12:15 | (25) Assessing Learning 09:00 - 12:00 | | (13) Developing the Se 13:00 - 15:00 | (14) Young People Toc 13:00 - 15:00 | (8) Skills of Leadership 15:15 - 17:15 | (24) Managing Adults 13:00 - 15:45 | (22) Section Sup 16:00 - 17:30 | (18) Practical Skills 15:15 - 17:15 | (15) Challenging 17:30 - 19:00 | (5) Fundamental 17:30 - 19:00 | |

Notes/Special Requirements
Please fill in any special requirements or notes to the course administrators in the box below.

← Back Confirm Booking →

For Training Academy modules, simply select the modules in purple you wish to complete by clicking on them. The modules you have selected to do will turn green (and will grey out the other modules running at that time).

If there are any notes or special requirements, you can enter them here.

To make the booking, click the Confirm Booking button.