Training Catalogue

A Quick Guide to the Waiting List, Cancelling, and Booking

Contents

Add Yourself to a Waiting List

If you are unable to attend any of the dates for a specific course, or, there are no courses yet scheduled, you can add yourself to the waiting list for future dates.

1. Simply click on **Apply** on the main **Content/Overview** page of a course and from the selection (if there are dates scheduled) click in **Add me to waiting list**. You do not need to add a comment, but you can if you so wish.

2. Then click on **Apply**.
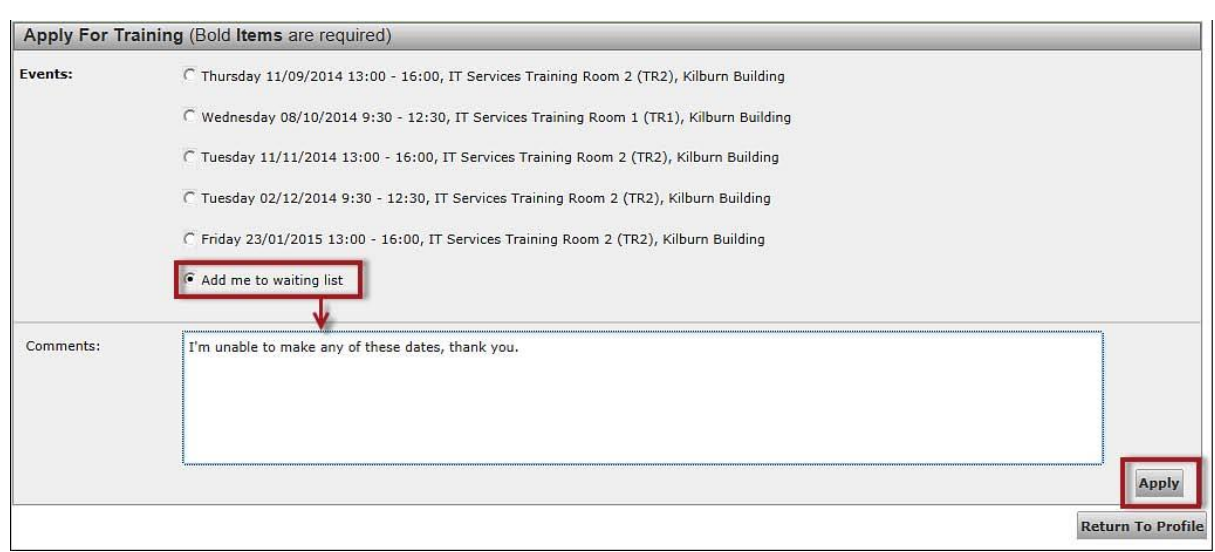
3. Because you have asked to be added to the waitlist, your status on a wait list generates the following message;

> Your application for the event has been submitted. You will receive an email shortly detailing whether you have been assigned a place.

4. Click OK.

Book on a Course

1. If you find that you are now able to attend one of the scheduled courses, or new dates have been scheduled and you wish to book on one, if you attempt to apply to a course *without cancelling your place on the waiting list*, **the system will not allow it**. In the **Note** section you are told that there is **already an application for you** on this training course.

Apply For Training (Bold **Items** are required)

Note:	There is already an application for you on this training course. You may view, and optionally cancel, the existing applications from your My Training & Development page.
Events:	○ Thursday 11/09/2014 13:00 - 16:00, IT Services Training Room 2 (TR2), Kilburn Building
	○ Wednesday 08/10/2014 9:30 - 12:30, IT Services Training Room 1 (TR1), Kilburn Building
	○ Tuesday 11/11/2014 13:00 - 16:00, IT Services Training Room 2 (TR2), Kilburn Building
	⦿ Tuesday 02/12/2014 9:30 - 12:30, IT Services Training Room 2 (TR2), Kilburn Building

2. If you proceed with attempting to book on the course by choosing your preferred date and clicking on Apply, **an error will be displayed**.

You have already applied for or are registered on the event/course.

Apply For Training (Bold **Items** are required)

You will need to **remove yourself from the waiting list to enable the booking process**.

Cancel Your Place on the Waiting List

1. Whilst still in the booking screen (although you can do this whilst viewing any screen) navigate to the **Training Catalogue** menu on the left hand side. At the bottom, there is a **Related Links** subheading. Under this subheading is the **My Training and Development** link.


2. The **My Training & Development page opens** listing all the training you have attended; when and where, any training you are due to attend, and any training you are on the waiting list for.


3. Any courses that you have booked to attend or have placed yourself on the waitlist for will have a link next to them with the option to **Cancel**.

4. Locate the course you have placed yourself on the waiting list for and click on Cancel.
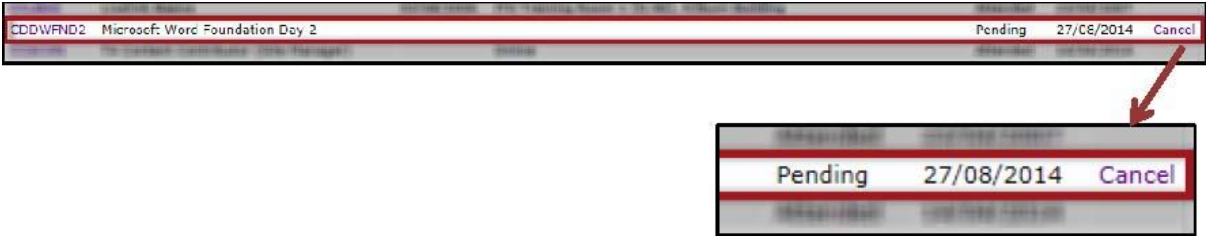
5. The **Cancel Event Application/Registration** window opens with the course code and title. Please ignore the event date; you have not specified the date of the course you wish to attend, you merely placed yourself on the waiting list.

6. If you attempt to cancel your place on the waiting list *without* submitting a comment, **an error will occur**.
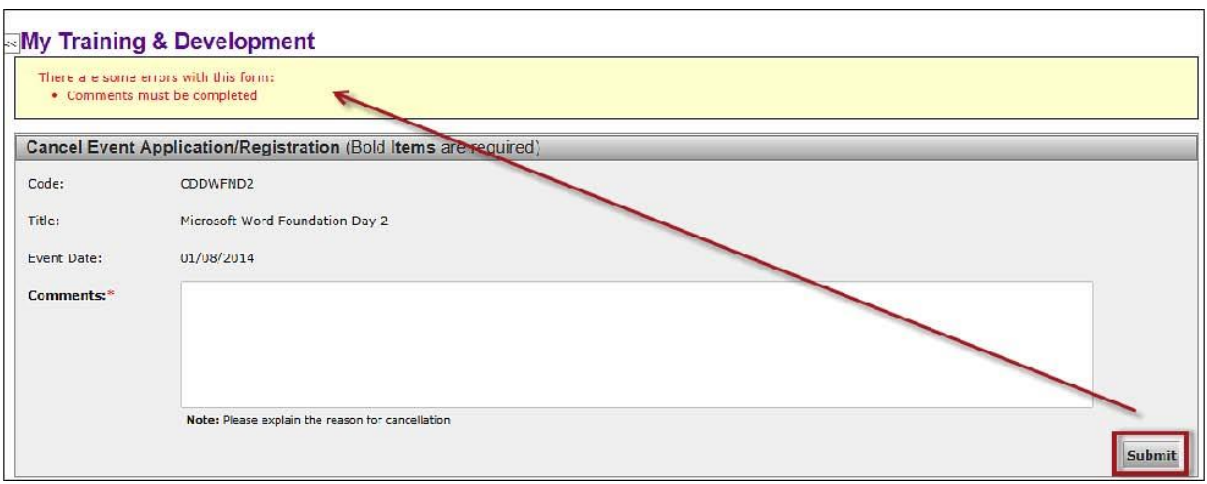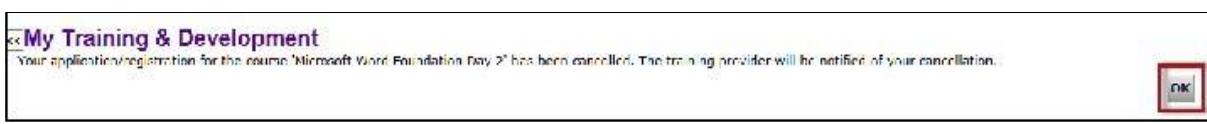

7. **Insert an appropriate comment**, even if it's just to say that you are now booking a session, or that you no longer require the training.
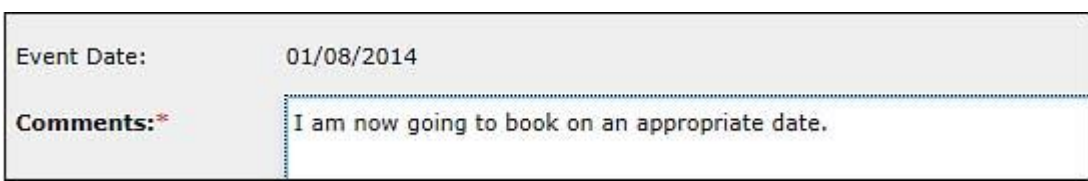
8. Click on **Submit**.

You will be informed that your registration for the course has been cancelled.

Click **OK**.

9. Navigate back to the menu on the left; **My Training & Development** and under **Related Links** click on **Training Catalogue**.

10. You will be taken back to the Training Catalogue search area where you can search for a specific course with a code or keyword (the one you were attempting to book on), or utilise the menu on the left to look at the **Calendar of Events** or **Training Providers** as appropriate.