

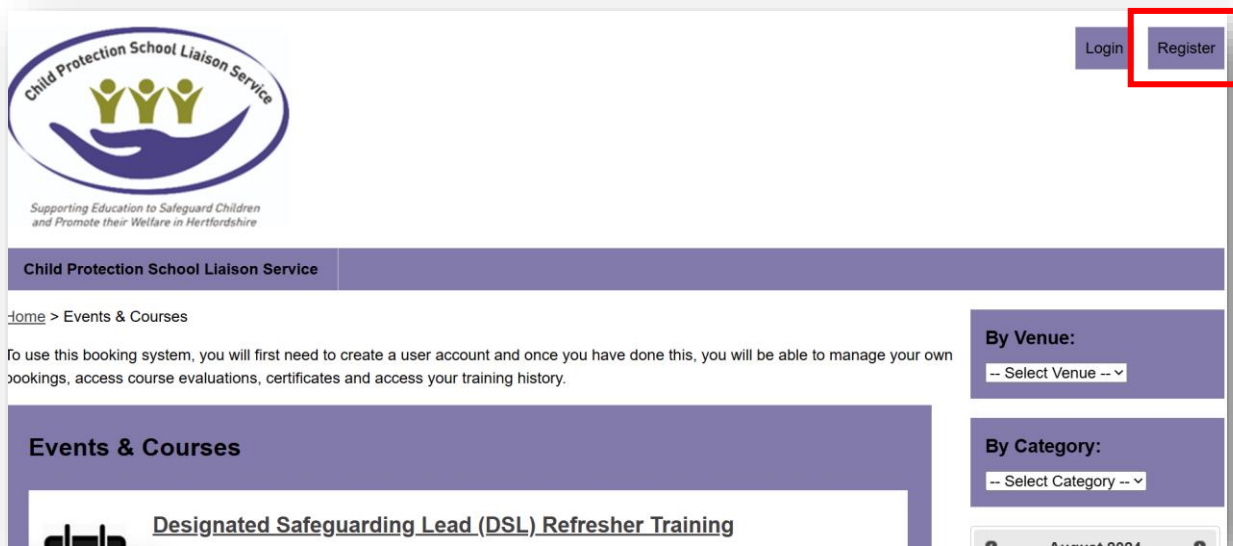


How to guide: Account Registration (non-Delegate Manager)

If you are responsible for booking the Child Protection School Liaison training courses for yourself, please follow this guide, if a colleague books your courses please refer to the delegate manager how to guide and ensure your delegate manager sets their account up first and then they can create yours. To access the booking system, follow the link below and then register for an account.

<https://hertfordshireeducationsafeguardingtraining.event-booking.org.uk/register>

1. Select register.



2. Complete the registration sections with your details.

****Please ensure all details are accurate as your name will pull through to training certificate****

Registration

To use this booking system, you will first need to create a user account and once you have done this, you will be able to manage your own bookings, access course evaluations, certificates and access your training history. Please ensure you are familiar with the [Terms & Conditions](#) before you register.

* Required.

Your Details

First Name *	<input type="text" value="Wilma"/>
Last Name *	<input type="text" value="Flintstone"/>
Your Role/Job Title *	<input type="text" value="Business Support"/>
Your Organisation *	<input type="text" value="CPSL Service"/>

3. The next three sections have pick lists for:

LA/District and includes non-Herts.

Organisation type: please select best match for your setting. If a private Early Years setting please select: Early Years - PVI

Options: select the name of your setting – **please be careful to select correct setting for district** If a private Early Years setting please select: Early Years - PVI

What best describes your organisation *

LA/District

Organisational Type

Options

None applicable or no options? [Contact us](#)

If your organisation type, or options given, do not reflect your setting, please select the contact button which will then send an email to CPSLO admin, within the email give your Organisation Type and Options and Business Support will review and let you know when amended.

4. Add your manager's details – if no management oversight add yours in here also.

Line Manager Name *

Line Manager Email *

Phone Number *

Mobile

Organisation Address *

5. Use your email address and set up a password, then click on Register.

Please ensure that you have a safe and secure method to keep note of your password in line with GDPR and Data Protection, if you forget the password you can reset

Please note for training sessions via Microsoft teams the delegate's email address will be seen by others on the course, please consider this when using private email addresses.

Please note passwords must either be Good or Strong.

Email *

Confirm Email *


Password *

Requirements **Strength Good**

Confirm Password *

Requirements

Please complete the check below

I am human  hCaptcha
Privacy - Terms

[Accessible version of the above Captcha.](#)

Register

You are now able to book your own training courses from the CPSL Service. You can select by venue and then a list of courses will be shown: (see screen shot below)

Training available via the CPSL Service course booking system:

- Designated Safeguarding Lead Children Training (2 days): Venue - Robertson House
- Designated Safeguarding Lead Refresher Training: Venue - Microsoft Teams
- Designated Safeguarding Lead Prevent Train the Trainer: Venue - Microsoft Teams
- Managing Concerns and Allegations (RAMAAS): Venue - Robertson House
- Safeguarding Children Training (SCT) 'Mop Up': Venue - Microsoft Teams

Child Protection School Liaison Service


[Home](#) > Events & Courses

To use this booking system, you will first need to create a user account and once you have done this, you will be able to manage your own bookings, access course evaluations, certificates and access your training history.


By Venue:
Microsoft Teams

By Category:
-- Select Category --

Events & Courses : Microsoft Teams

 **Designated Safeguarding Lead (DSL) Refresher Training**
WEDNESDAY 22 JANUARY 2025 (9.00AM - 12.30PM)
Venue: Microsoft Teams -
Places Available: 7
[See other dates](#)

[More Information & Booking](#)

 **Designated Safeguarding Lead (DSL) Refresher Training**
WEDNESDAY 22 JANUARY 2025 (1.00PM - 4.30PM)

January 2025						
Su	Mo	Tu	We	Th	Fr	Sa
			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	

You will also be able to view your History and Bookings:

Please note you are logged in as: Wilma Flintstone. [Admin home](#)



Manage Delegates

Your History & Bookings

Child Protection School Liaison Service

[Home](#) > Your History & Bookings

Your History & Bookings

Welcome to your History & Bookings area where you can review and manage your past and current bookings with us.

Active Bookings

Information Cancelled Cancel Actions

Event History

Information	Attended	Cancelled	Certificate
Safeguarding Children Training 'Mop up' Microsoft Teams - 26-11-2024 (15:30 - 17:30)	No	No	
Designated Safeguarding Lead Training - 2 Day Robertson House - Six Hills Way Stevenage Herts 13-11-2024 (09:00 - 16:30), 14-11-2024 (09:00 - 16:30)	No	No	
Designated Safeguarding Lead Training - 2 Day Robertson House - Six Hills Way Stevenage Herts 24-09-2024 (09:00 - 16:30), 25-09-2024 (09:00 - 16:30)	Yes	No	Download

By Ven

-- Select

By Cat

-- Select

1

Su Mo

5 6

12 13

19 20

26 27

Whole School Safeguarding Children Training and DSL Supervision is bookable via your district CPSLO direct.

Please do not hesitate to contact the CPSL Service via cpsloadmin@hertfordshire.gov.uk if you need any support with the booking system.