



## How to guide: Account Registration Delegate Manager

If you are responsible for booking the Child Protection School Liaison Service training courses for colleagues within your educational setting you will need to first register your own account within the Child Protection School Liaison Service event booking system:

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

### Steps to take:

1. Register Account for yourself as delegate manager
2. Email [CPSLOadmin@hertfordshire.gov.uk](mailto:CPSLOadmin@hertfordshire.gov.uk) – email subject Delegate Manager
3. Email back from CPSLO admin confirming the above has happened
4. Register accounts for the delegates you wish to book a course for
5. **\*\*Book the course as the delegate, NOT as yourself\*\***
6. Email [CPSLOadmin@hertfordshire.gov.uk](mailto:CPSLOadmin@hertfordshire.gov.uk) if you need any support

Please follow the steps below, **read all of the information:**

### 1. Select register.

The screenshot shows the website interface for the Child Protection School Liaison Service. At the top right, there are two buttons: 'Login' and 'Register'. The 'Register' button is highlighted with a red rectangular box. Below the navigation bar, there is a breadcrumb trail: 'Home > Events & Courses'. A message states: '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.' On the right side, there are two filter sections: 'By Venue:' with a dropdown menu showing '-- Select Venue --' and 'By Category:' with a dropdown menu showing '-- Select Category --'. At the bottom, a course titled 'Designated Safeguarding Lead (DSL) Refresher Training' is partially visible.

## 2. Complete the registration sections with your details.

NB: **Your Organisation:** please type in your school/college name into this box, you will not be able to progress without this being completed.

[Home](#) > Registration

### 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"/>
Last Name *	<input type="text"/>
Your Role/Job Title *	<input type="text"/>
Your Organisation *	<input type="text"/>

## 3. The next three sections have pick lists for:

**LA/District** and includes non-Herts. This is the **physical location** of your educational setting (not catchment area)

**Organisation type:** please select best match for your setting.

**Options:** select the name of your setting – **\*\***please be careful to select correct setting for district**\*\***

If your organisation type, or options, 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. The Child Protection School Liaison Service Business Support will review and let you know when amended.

#### 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"/>
What best describes your organisation *	
LA/District	<input type="text" value="Herts - Welwyn/Hatfield"/>
Organisational Type	<input type="text" value="Academy - Primary"/>
Options	<input type="text" value="CPSLO Test School"/>
	<input #"="" type="text" value="None applicable or no options? &lt;a href="/> Contact us"/>

4. Add your manager's details – if you have no management oversight/or you manager does not need oversight please add your own details in here also.

**Line Manager Name: \***

**Line Manager Email: \***

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

\*\*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 \*

freya133@googlemail.com

Confirm Email \*

freya133@googlemail.com

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

**6. Now email [cpsloadmin@hertfordshire.gov.uk](mailto:cpsloadmin@hertfordshire.gov.uk) using subject heading – Delegate Manager.**

Ask to be set up as a delegate manager.

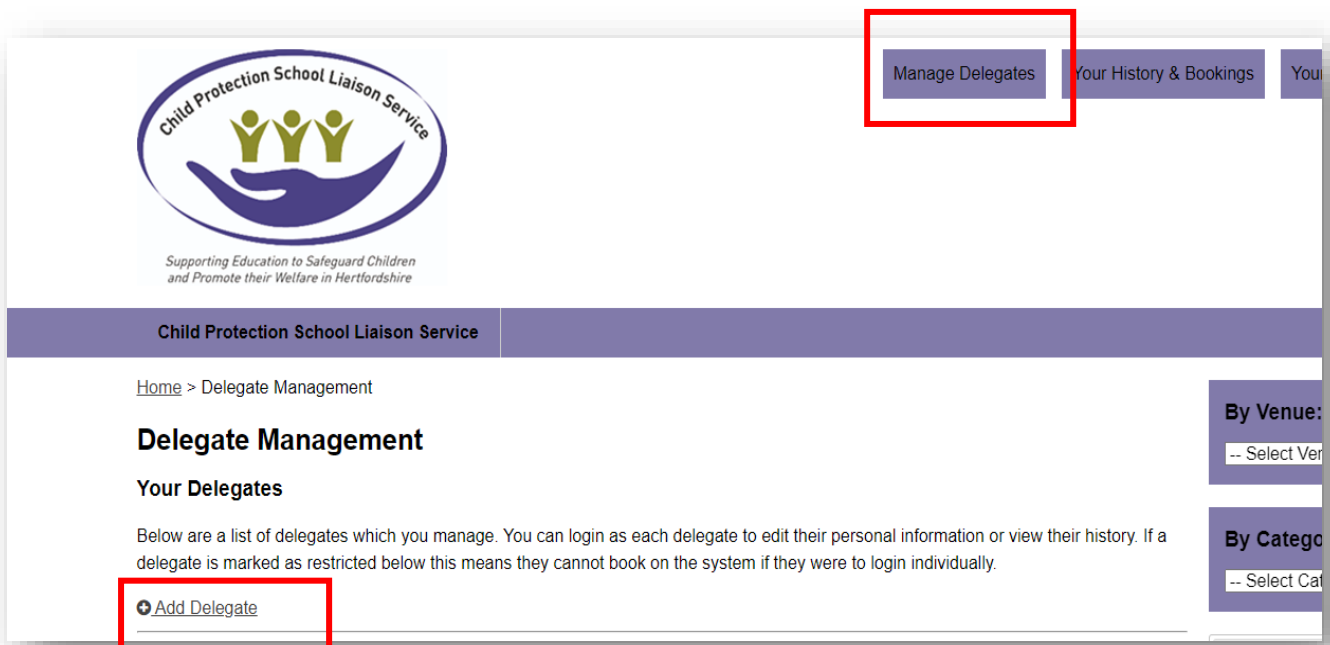
You will receive an email confirmation from CPSLO admin that you have been set up as a delegate manager and then you will be able to register delegates from your setting and book them onto courses by clicking on Manage Delegates.

**\*\*Please note if the Delegate Manager for the setting changes please email CPSLO admin to advise name of the new delegate manager and the name of the accounts that will need to be linked.\*\***

**7. Log in as yourself**

Select Manage Delegates

Then select Add Delegates



The screenshot displays the user interface of the Child Protection School Liaison Service. At the top left is the organization's logo, which features three stylized figures in a blue hand, with the text 'Child Protection School Liaison Service' and the tagline 'Supporting Education to Safeguard Children and Promote their Welfare in Hertfordshire'. To the right of the logo, a navigation menu includes a button labeled 'Manage Delegates', which is highlighted with a red rectangular box. Below the logo, a purple header bar contains the text 'Child Protection School Liaison Service'. The main content area shows a breadcrumb trail 'Home > Delegate Management' and a heading 'Delegate Management'. Underneath, there is a section titled 'Your Delegates' with a brief explanatory text. At the bottom left of this section, a button labeled 'Add Delegate' is highlighted with a red rectangular box. On the right side of the page, there are two dropdown menus: 'By Venue:' and 'By Category:', both currently set to '-- Select Ver...' and '-- Select Cat...' respectively.

## 8. Create the delegate's account (the one who you will be delegate manager for)

**\*\*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.\*\***

If the delegate does not have a work email address then you can add in a username instead.

### Delegate Management

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#### Add Delegate

First Name: *	<input type="text" value="Louise"/>
Last Name: *	<input type="text" value="Denton"/>
Role/Title: *	<input type="text" value="SENCO"/>
Organisation: *	<input type="text" value="CPSL Service"/>
Organisation Type: *	<input type="text" value="CPSLO Test School"/>
Phone: *	<input type="text" value="1234"/>
Mobile:	<input type="text"/>
Address: *	<input type="text" value="Test address"/>
Email/Username: *	<input type="text" value="Louise Denton"/>
Password: *	<input type="password"/>
Finance/Organisation Admin Email:	<input type="text" value="Business Support@... "/>

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

## 9. Log in as the delegate (not yourself) to book training courses.

The delegate manager will then be able to login as the delegate and book courses on their behalf.

**\*\*Do not book the course in your name – ensure you have logged in as the actual delegate that will be attending the training\*\***

Child Protection School Liaison Service  
Supporting Education to Safeguard Children and Promote their Welfare in Hertfordshire

Manage Delegates | Your History & E

Child Protection School Liaison Service

Home > Delegate Management

### Delegate Management

Delegate Added

#### Your Delegates

Below are a list of delegates which you manage. You can login as each delegate to edit their personal information or view their history. If a delegate is marked as restricted below this means they cannot book on the system if they were to login individually.

[Add Delegate](#)

Surname	First Name	Organisation	Username/Email	Restricted	Login as
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="checkbox"/>	

Within the system you will be able to see details of all the delegate that you now manage, you will be able to book them courses and cancel courses as required.

Home > Delegate Management

### Delegate Management

#### Your Delegates

Below are a list of delegates which you manage. You can login as each delegate to edit their personal information or view their history. If a delegate is marked as restricted below this means they cannot book on the system if they were to login individually.

[Add Delegate](#)

Surname	First Name	Organisation	Username/Email	Restricted	Login as
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="checkbox"/>	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="checkbox"/>	

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