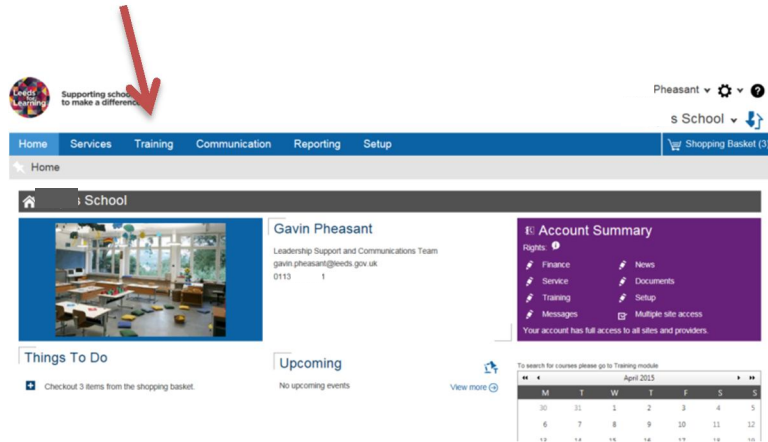
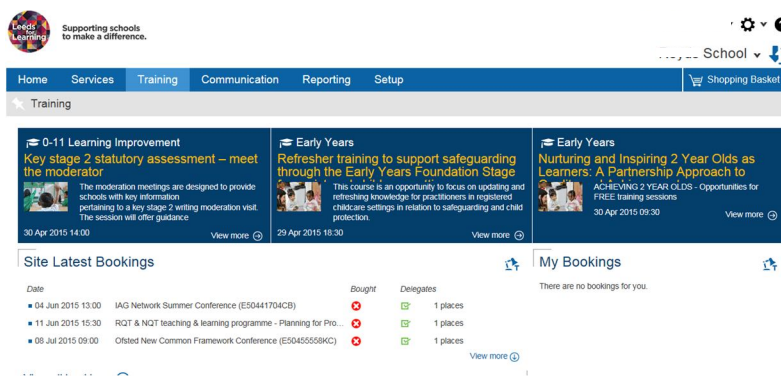




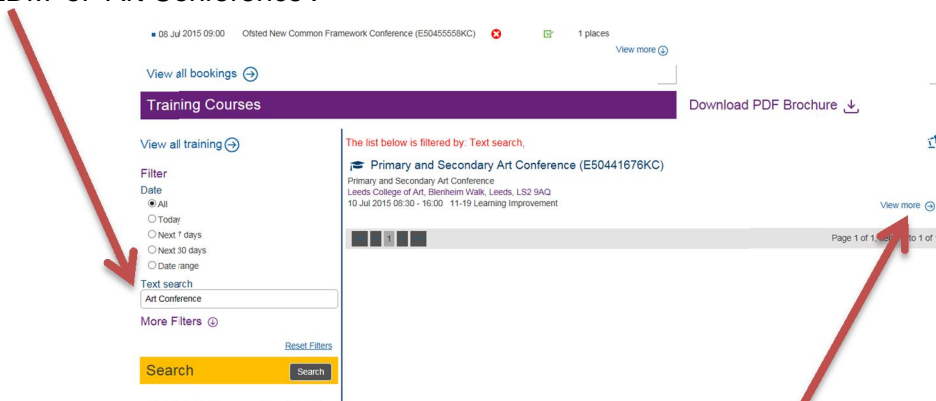
1. If this is your first time on the Leeds for Learning website you will need to register. Please follow the online instructions.
2. Once registered, log into [www.leedsforlearning.co.uk](http://www.leedsforlearning.co.uk). This is your own personal page.
3. Click on 'Training'



Your training page appears.

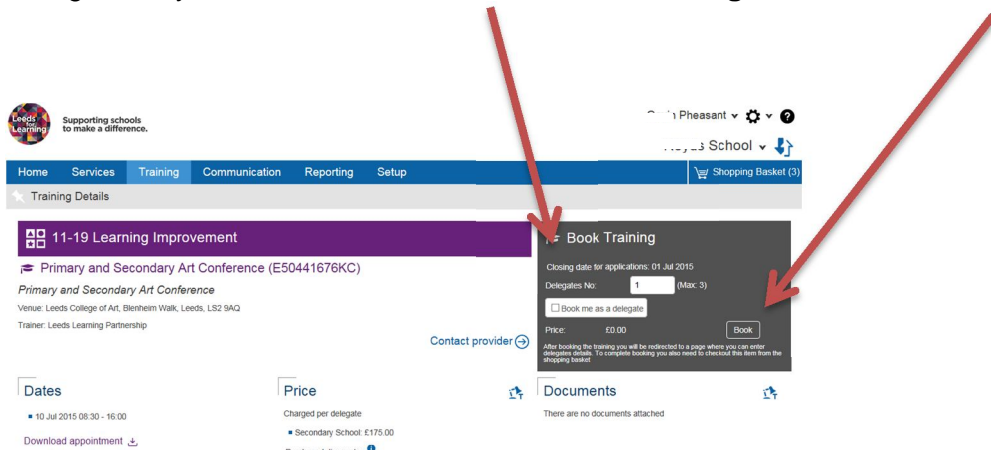


4. Scroll down to the 'Training Courses' section.
5. To find a course use the filters or the 'Text search' tool to find a course. eg type in 'Art', 'Art SLDM' or 'Art Conference'.

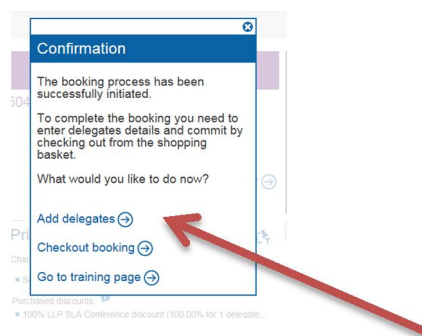


6. Click on 'View More' to select the desired training course.

7. If you are booking on for yourself select the **'Book me on as a delegate'** and click on **'Book'**.

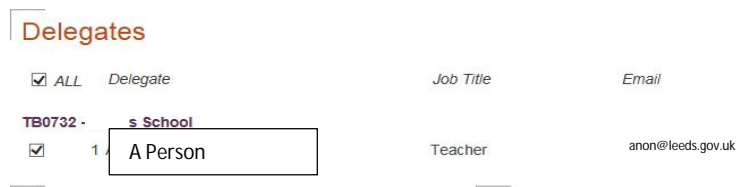


If you are booking on someone else onto a course, **do not select 'book me on as a delegate'**. The person's details can be added on the confirmation box.



Check that your details are correct by selecting **'Add delegates'** and following the prompts given on screen. Special requirements can be added in the section.

8. When taking any action for a delegate – such as adding delegate details, requesting cancellation or emailing course information - please tick the box to the left of the delegate place you wish to edit.



On occasion you may need to change the details of the delegate attending the course. To do this, select the delegate you wish to edit by ticking the box to the left of their name. If the replacement delegate is already on the system you can search and select them. If they are not, you can add and save new details.



9. Always remember to **'checkout booking'** in your shopping basket (if your school has given permission to do this). If you do not have permission to **checkout**, Leeds for learning will automatically send an alert to your approved budget holder. Once the course is checked out of the basket you will receive a confirmation email.