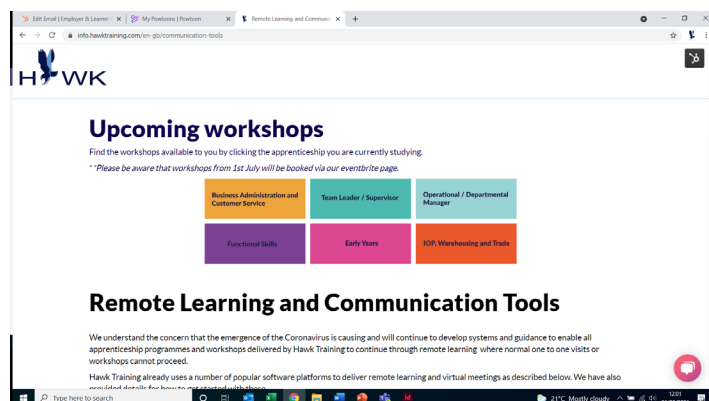


Guide to signing up for workshops

1. In order to sign up to a workshop, access Moodle or you can access all workshops via this link: <https://info.hawktraining.com/en-gb/communication-tools>. When you are on this page (in Moodle) you then need to click on the sector that is relevant to your apprenticeship. For this example, we will be using Early Years, but the process is the same for all.

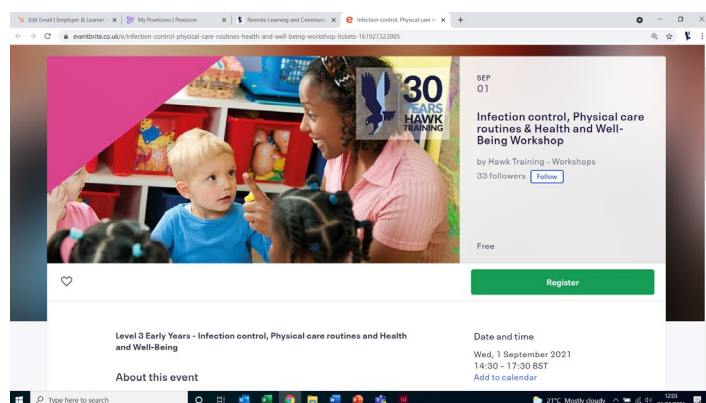


2. Once you have selected the sector of the workshop that you would like to book onto, the below page called 'Upcoming workshops' will show. To book onto a workshop find the relevant workshop in the left-hand column and then click 'Register Here' in the right hand column. This will redirect you to Eventbrite for the rest of the booking process.

The screenshot shows a table of upcoming Early Years workshops. The table has columns for Workshop, Theme, Level, Date, Time, and Register to Attend. The 'Register to Attend' column contains 'Register Here' links.

Workshop	Theme	Level	Date	Time	Register to Attend
Safeguarding and Child Protection	Theme 1	Level 3 Early Years Educator	24/08/2021	14.30-17.30	Register Here
Legislation, Guidance, Policies and Procedures	Theme 1	Level 2 Early Years Practitioner	27/08/2021	14.30-16.30	Register Here
Infection control, Physical care routines and Health and Well-being	Theme 1	Level 3 Early Years Educator	01/09/2021	14.30-17.30	Register Here
Play and Learning Environments	Theme 2	Level 3 Early Years Educator	03/09/2021	14.30-17.30	Register Here
Safeguarding, Child Protection and Partnership working	Theme 1	Level 2 Early Years Practitioner	14/09/2021	14.30-16.30	Register Here
Risk Assessment and Accidents, Injuries and Emergencies	Theme 1	Level 3 Early Years Educator	16/09/2021	14.30-17.30	Register Here

3. Once Eventbrite opens it will show the workshop that you wish to book onto. You will then have to click the green button 'Register'.



4. Once you have clicked 'Register', a new window will pop up. Check that the number of tickets for the booking is set to one and then click the orange button at the bottom of the page 'Register'.

The screenshot shows the Eventbrite registration page for a workshop. The main content area has a title 'Infection control, Physical care routines & Health and Well-Being Workshop' and a date 'Wed, 1 Sep 2021 14:30 - 17:30 BST'. Below this is a section for 'General Admission' with a price of 'Free' and a 'Sales end on 31 Aug 2021'. A dropdown menu shows '1' ticket selected. At the bottom of this section is an orange 'Register' button. On the right side, there is an 'Order summary' box showing '1 x General Admission' for '£0.00' and a 'Total' of '£0.00'. The top of the browser window shows several tabs, including 'Eventbrite' and 'Online Event'.

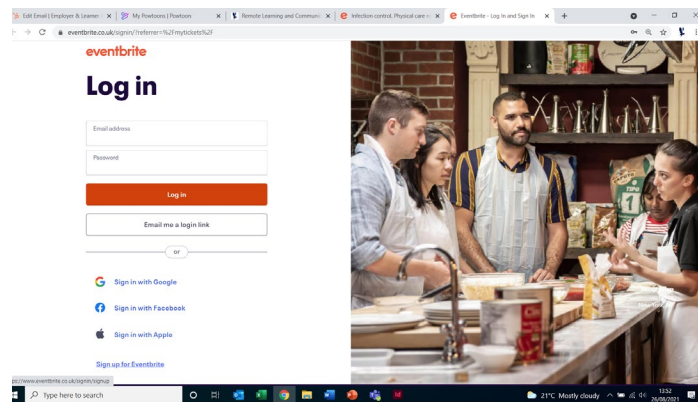
5. Next you will need to enter your contact details in the form below, in both the Contact Information and General Admission sections. Once both of these sections are complete you will need to click 'Register' again at the bottom of the page.

The screenshot shows the Eventbrite checkout page. The main content area is titled 'Checkout' and includes a disclaimer: 'By clicking "Register", I accept the Terms of Service and have read the Privacy Policy. I agree that Eventbrite may share my information with the event organizer.' Below this are two sections: 'Contact information' and 'Ticket 1 - General Admission'. Each section has fields for 'First name', 'Surname', and 'Email address', with a 'Confirm email' field in the contact section. At the bottom of the ticket section is a 'Register' button. On the right side, the 'Order summary' box shows '1 x General Admission' for '£0.00', 'Delivery 1 x e-ticket' for '£0.00', and a 'Total' of '£0.00'. The top of the browser window shows several tabs, including 'Eventbrite' and 'Online Event'.

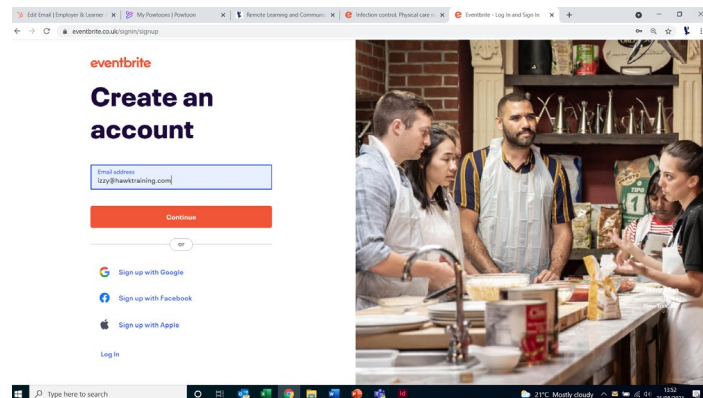
6. Once you have registered for the workshop you will see a confirmation window. This will be automatically emailed to you but you can also access all information about the workshop please click 'View Tickets'.

The screenshot shows the Eventbrite confirmation page. The main content area has a green checkmark and the text 'Thanks for your order! #1831741211'. Below this is a section titled 'YOU'RE GOING TO' with the workshop title 'Infection control, Physical care routines & Health and Well-Being Workshop'. Underneath, it says 'TICKET SENT TO' followed by 'izzy@hawktraining.com' and a link 'Send to another email address'. To the right, it says 'DATE' followed by 'Wed, 1 Sep 2021 14:30 - 17:30 BST'. Below this is a section titled 'ONLINE EVENT' with the text 'You will receive the link to the event content in your order confirmation email, and also a reminder email before the event starts.' and a link 'View Online Content'. At the bottom of the main content area is a 'View Tickets' button. On the right side, there is a 'Hawk Training - Workshops' section with a 'Follow' button. The top of the browser window shows several tabs, including 'Eventbrite' and 'Online Event'.

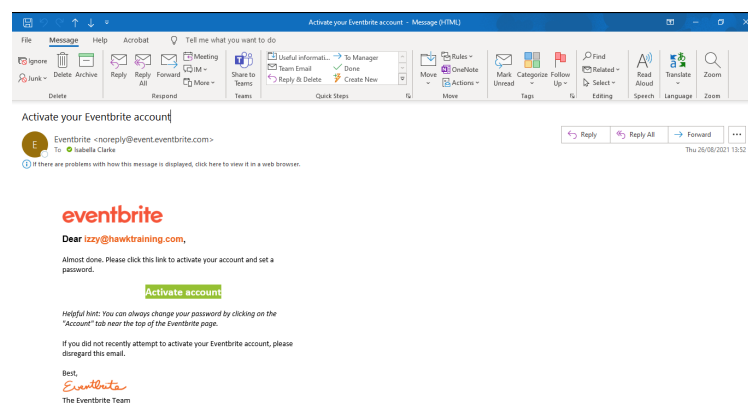
7. You will then be presented with a login screen. However, at this point you will not have an Eventbrite account and therefore will be unable to access the workshop materials. TO get an account make sure you click 'Sign up to Eventbrite' at the bottom of the page, rather than trying to log in with any other means of identification.



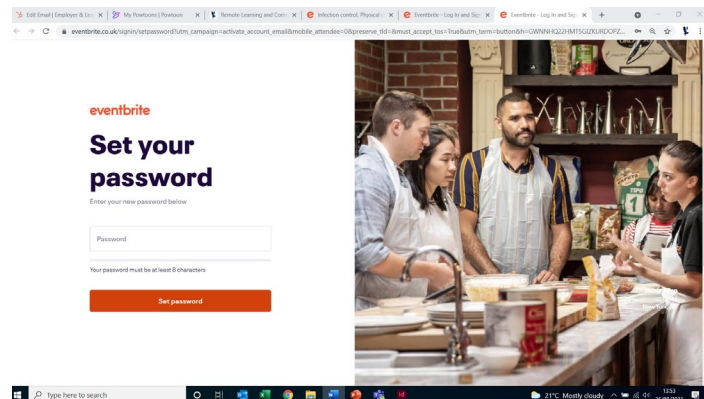
8. This will then allow you to enter your email address to create an account, this email address should be the same one that you used previously to sign up for the workshop. Now click 'Continue'.



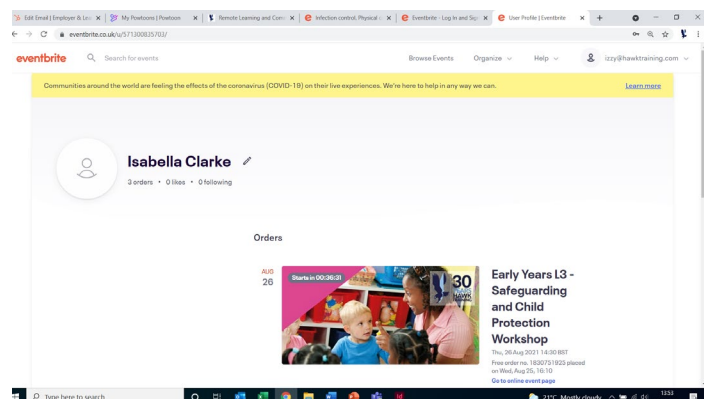
9. Now you will need to go into your emails and find the one titled 'Activate your Eventbrite account'. Please click 'Activate account', this will open up a new window as seen here.



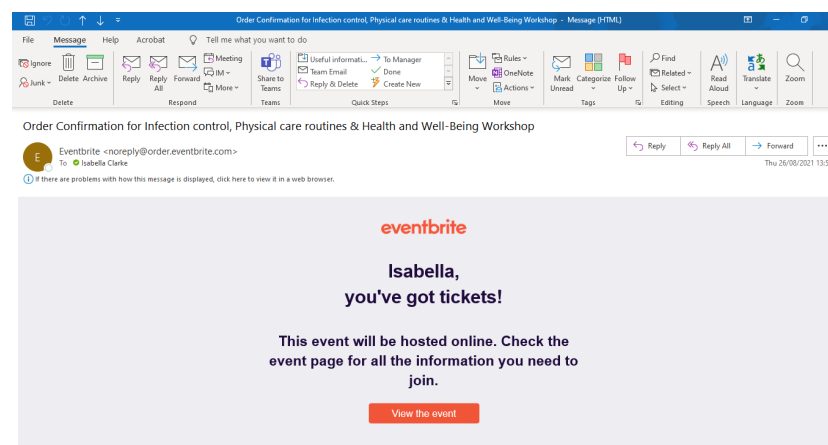
10. Now is the time to set your password. Remember to use something secure and memorable as you will need this every time you try to access or book onto a workshop. Once you have typed in your password click the button 'Set password'.



11. Once you have set your password you will be directed to your own personalised Eventbrite page. This should show the name of the workshop that you have previously signed up for under the title 'Orders'.



12. Once you are logged in, you should go back to your emails and find your order confirmation email for your workshop. Click 'View the event'. This will open Eventbrite.



13. Once Eventbrite is open you should be able to see all details about the workshop including the link to join the workshop and any materials that are available for you to download beforehand.

