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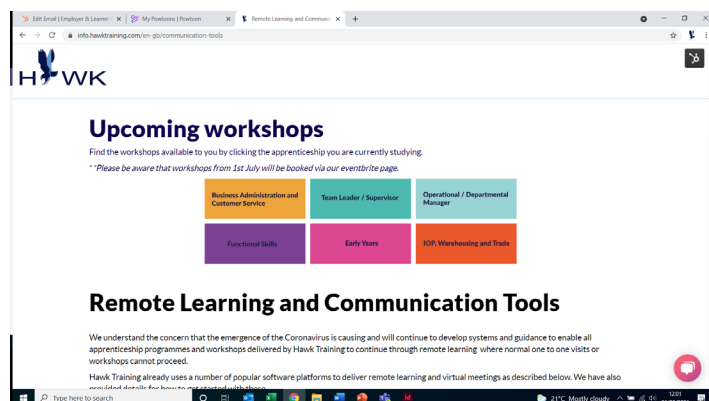
1. In order to sign up to a workshop, access Moodle or you can access all workshops via this link: https://info.hawktraining.com/en-gb/communication-tools. When you are on this page (in Moodle) you then need to click on the sector that is relevant to your apprenticeship. For this example, we will be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

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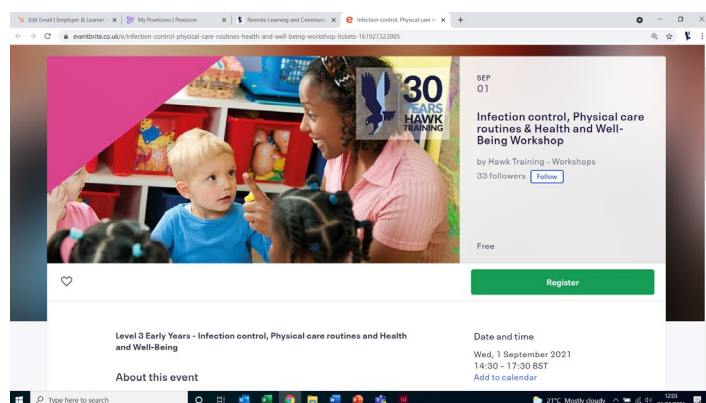
4. Once you have clicked 'Register', a new window will pop up. Check that the number of tickets for the booking is set to one and then click the orange button at the bottom of the page 'Register'.


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.


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'.

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.
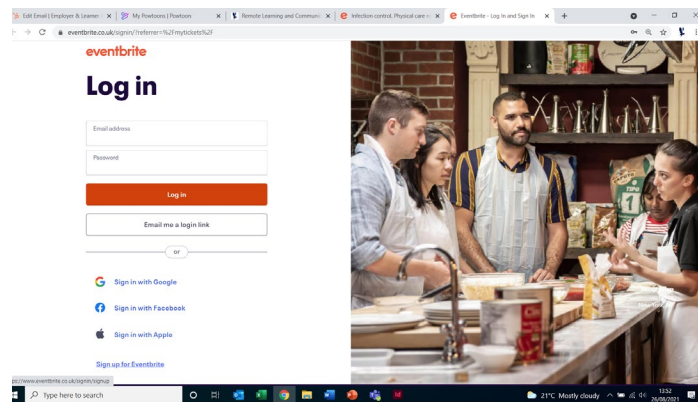

8. This will then allow you to enter your email address to create an account, this email address should be the same one that you used previously to sign up for the workshop. Now click 'Continue'.
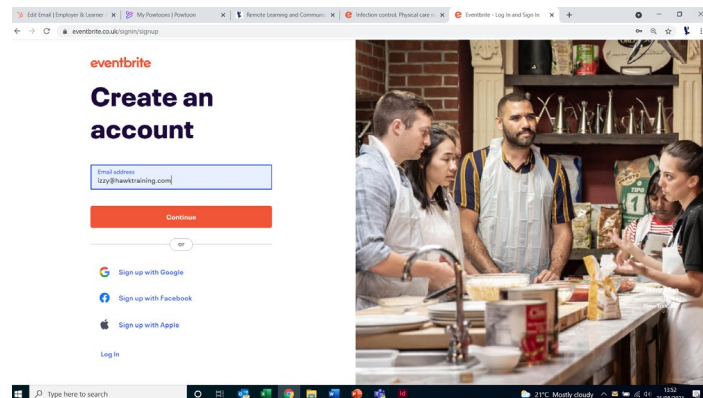

9. Now you will need to go into your emails and find the one titled 'Activate your Eventbrite account'. Please click 'Activate account', this will open up a new window as seen here.
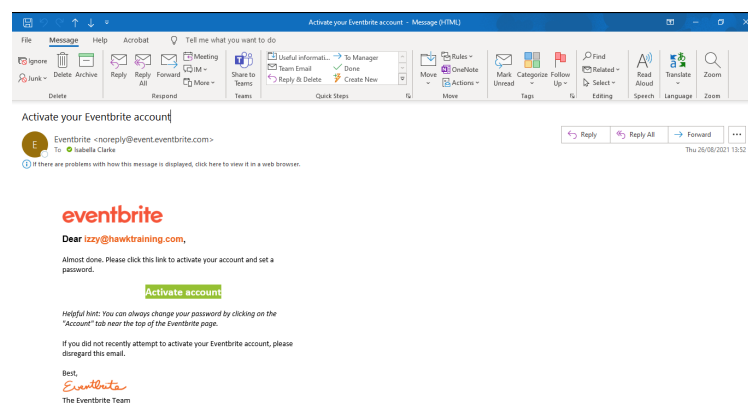
10. Now is the time to set your password. Remember to use something secure and memorable as you will need this every time you try to access or book onto a workshop. Once you have typed in your password click the button 'Set password'.
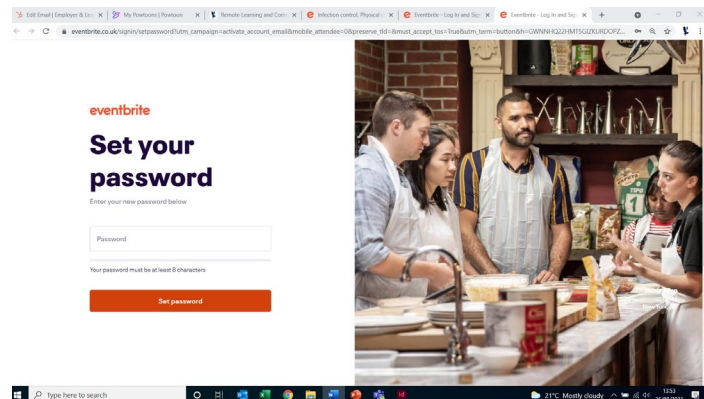
11. Once you have set your password you will be directed to your own personalised Eventbrite page. This should show the name of the workshop that you have previously signed up for under the title 'Orders'.
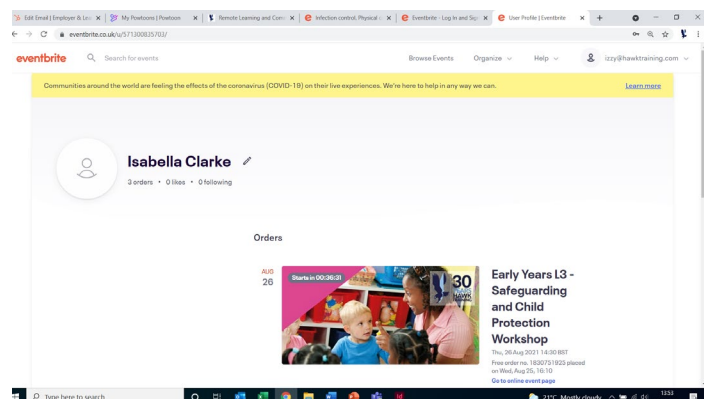
12. Once you are logged in, you should go back to your emails and find your order confirmation email for your workshop. Click 'View the event'. This will open Eventbrite.
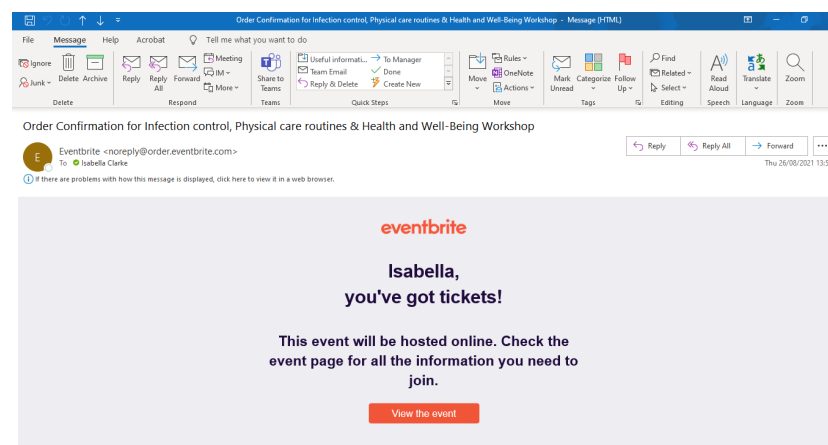
13. Once Eventbrite is open you should be able to see all details about the workshop including the link to join the workshop and any materials that are available for you to download beforehand.