

Using the Online Booking Service

Have you registered with us?

- You must first register with our service by clicking on 'Create an account' and completing our registration form.

Username
Password
 Remember Me
Login
Forgot your password?
Forgot your username?
[Create an account](#)

How to book onto an event

- Once you have created an account please locate the event or training course you would like to attend.

CEL CIS Centre for excellence for looked after children in Scotland

Home Online Booking Guide Celcis Contact Us

Welcome to the online booking service for events and training courses for the Centre for excellence for looked after children in Scotland.

Please select the service you require.

- Events, Conferences and Seminars
- Specialist Training Scheduled Courses
- Specialist Training Catalogue
- In-House Training

Username
Password
 Remember Me
Login
Forgot your password?
Forgot your username?
Create an account

Specialist Training

The New Centre is pleased to offer you a wide range of courses specific to the looked after children sector.

Subcategories

Autism: Concepts and Strategies (1), Bereavement, Grief and Loss (1), Bullying: Bullyproofing Strategies in Residential child Care (1), Care Planning, Assessment and Review (1), Child Care Law for Residential Workers (1), Drugs, Substance and Alcohol Misuse (3), Family Therapy: An Introduction (1), Introduction to Risk Based Practice in Residential Child Care (1), Self Harm: Concepts, Skills and Strategies (1), Safe Caring for Children & Young People (1), Therapeutic Activities with Children & Young People (1)

Target Audience: Those working in the looked after children sector

Filter Title [dropdown] [input] Go Reset Limit 15 [dropdown]

Start Date	Title	Venue	City
Open date	Drugs, Substance & Alcohol Misuse	Specialist Training - To be confirmed	TBC
Open date	ST Catalogue Test	Specialist Training - To be confirmed	TBC

User Menu

- >> Your Details
- >> Previous Bookings
- >> Future Bookings
- >> My Certificates

Last visit: Monday, 11 April 2011
Hello, BookingConfir
Logout

- Scroll to the bottom of the event details page where you can select if you wish to register for the event

Tick to register for the event

Category:
Specific Interest

Summary

Delegate Cost

» Course fee (per training day)
£40.00

Manage New Registrations:

I wish to register for this Event:

Registration type: Single Group

Once the registration process is complete you will receive a copy of all individual email confirmations for this event.

Select 'Single' if you only wish to register yourself

Select 'Group' if you wish to register more than 1 user (including or excluding yourself).

Single Registration – Book Only Yourself

Category:
Specific Interest

Summary

Delegate Cost

» Course fee (per training day)
£40.00

Manage New Registrations:

I wish to register for this Event:

Registration type: Single Group

Once the registration process is complete you will receive a copy of all individual email confirmations for this event.

- Select 'Single' Registration type
- Click on 'Register'

Group Registration –Book Multiple Places (including or excluding you)

I wish to register for this Event:

Registration type: Single Group

YOU WILL REQUIRE AN EMAIL ADDRESS FOR ALL ATTENDEES. IF YOU DO NOT HAVE AN EMAIL ADDRESS FOR ALL ATTENDEES THEN [CLICK HERE](#) TO DOWNLOAD THE MANUAL GROUP BOOKING FORM.

Number of delegate places required:

As a group organiser, will you be attending the event as part of the group? No Yes

Please enter the email address for each attendee individually (including yourself if attending). If an attendee not have an account with SIRCC then you will be prompted to add a new user to the system.

New attendee email search:

Name	Username	E-mail	Status	Action

Once the registration process is complete you will receive a copy of all individual email confirmations for this event.

- Select 'Group' Registration type
- **YOU MUST HAVE AN EMAIL ADDRESS FOR ALL ATTENDEES**
- Enter in the number of places you require e.g. 3
- Please state if you will also be attending the training.
- Enter each email address and click 'Add'. They will appear in the table below.
- See below if you are adding a new user who is not registered on our system
- Click on 'Register' once you have added all attendees.

Group Registration - Adding a New User

Registration type: Single Group

YOU WILL REQUIRE AN EMAIL ADDRESS FOR ALL ATTENDEES. IF YOU DO NOT HAVE AN EMAIL ADDRESS FOR ALL ATTENDEES THEN [CLICK HERE](#) TO DOWNLOAD THE MANUAL GROUP BOOKING FORM.

Number of delegate places required:

As a group organiser, will you be attending the event as part of the group? No Yes

Please enter the email address for each attendee individually (including yourself if attending). If an attendee does not have an account with SIRCC then you will be prompted to add a new user to the system.

New attendee email search:

Name	Username	E-mail	Status	Action
Mr Adam Smith	adamsmith	sircc@strath.ac.uk		<input type="button" value="Remove"/>

Once the registration process is complete you will receive a copy of all individual email confirmations for this event.

If you are adding a user who has not already registered with our website:

- Enter in their email address and click 'Add'
 - The system will ask if you would like to add the user to the system. Select 'Yes'
 - Add the full name of the user
 - Enter a username for the user
- Repeat as above if there is more than one new user
- Click on 'Register' once you have added all the users.

Continuing the Booking Process – 1st Booking Window

Please check your details below are correct and click the bottom of the page.

User Details
Fields marked with an asterisk (*) are required.

User Details

First name*

Last name*

Username*

Email*

New Password*

Verify Password*

Place of Work

Professional Group*

If other please specify

Employing Organisation*

Building / Unit Name

Work Address*

Address 2

Additional

Do you wish to receive electronic updates regarding Looked After Children? Yes No You can opt out of this at any time.

Once you click 'Register' you will be presented with this window.

- Please scroll down to check your details are up to date and make any changes as necessary
- Once you are happy click on 'I Confirm These Details Are Correct' at the bottom of the window.

Summary

Delegate Cost

» [Course fee \(per training day\)](#)

£40.00

Manage New Registrations:

I wish to register for this Event:

Registration type: Single Group

Once the registration process is complete you will receive a copy of all individual email confirmations for this event.

[Personal Details Confirmed - Click Here To Book Onto The Event](#) [Cancel](#)

You will then be brought back to the main screen.

- Please then click on 'Personal Details Confirmed – Click Here To Book Onto The Event'.

Continuing the Booking Process – 2nd Booking Window

Fields marked with an asterisk (*) are required:

Cost Options: (*)

Payment Method: (*) Agreed Free Place Invoice

Message: This information will only be used if you are offered a place on this event.

Purchase Order Number:

Invoice Contact Name:

Invoicing Organisation: (*)

Invoicing Address: (*)

Invoicing Town/City: (*)

Invoicing Postcode: (*)

Invoicing Tel No: (*)

Invoice Fax No

You will be presented with the 2nd booking window.

- Please select the appropriate delegate rate from the 'Cost Options'. Please note if you are booking for a group then this rate will apply to all delegates.
- If 'Free' please provide details in the box underneath the 'Cost Options'. **Please note this information will be checked and if you do not qualify for a free place you will be charged**
- If 'Invoice' please complete all fields for where the invoice should be sent.
- Please use the additional fields to provide any essential information such as dietary or mobility requirements.
- For Specialist Training events you are required to provide the name and email address of your manager. They will also receive an email confirming of your booking.
- Please read and accept the terms and conditions and click on 'Submit'.

Registrations:

Personal Requirements: (e.g. dietary, mobility, hearing etc...)

Further Information:

You must provide your Manager's details so they can be notified of your booking.

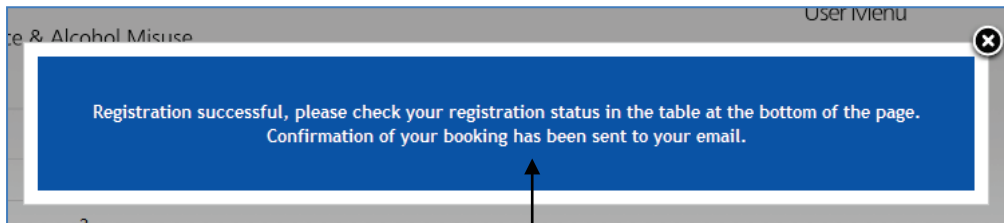
Manager's Name (*)

Manager's Email (*)

Please note that by accepting our terms and conditions you are confirming that you have authorisation from your organisation to attend this event and any delegate costs will be paid for by your employers. If you require more than one of the cost options available then you must complete a separate booking.

I accept the Terms & Conditions (*) Accept

[Submit](#) [Reset](#)



Once you have completed the 2nd booking window you will be brought back to the main screen.

- You will be shown the following message confirming if your booking has been successful.
- Please close this box and scroll to the bottom of the screen to check your Registration Status.
- Confirmation will be sent to your email.

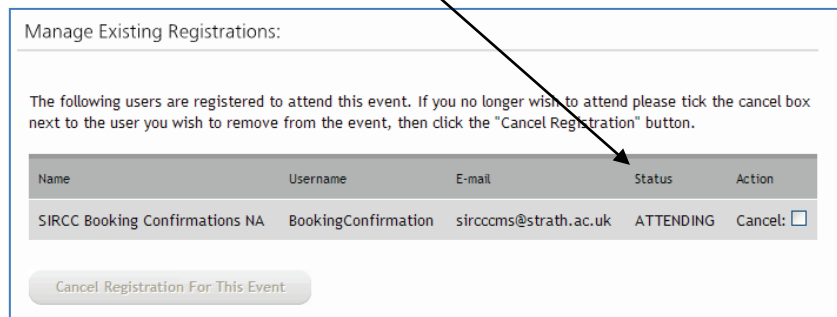
[Confirming your Registration Status](#)

Once you have scrolled down to the 'Managing Existing Registrations' section of the screen you will be shown one of the following statuses:

- **ATTENDING** – you are registered to attend the event / course

Please note: If you have registered with the Specialist Training Catalogue then you have only registered your interest in a course that has yet to be scheduled.

- **WAITING** – you are registered on the waiting list for this event / course.



[See below for how to cancel your booking](#)

Canceling your Booking

Please note it may not be possible to cancel your booking within 48 hours of the event/course

Manage Existing Registrations:

The following users are registered to attend this event. If you no longer wish to attend please tick the cancel box next to the user you wish to remove from the event, then click the "Cancel Registration" button.

Name	Username	E-mail	Status	Action
SIRCC Booking Confirmations NA	BookingConfirmation	sirccoms@strath.ac.uk	ATTENDING	Cancel: <input checked="" type="checkbox"/>

[Cancel Registration For This Event](#)

If you no longer wish to attend an event or would like to remove your name from the waiting list:

- Tick the 'Cancel' box at the bottom of the event.
- Click 'Cancel Registration For This Event'.
- You will be presented with this message box to confirm your selection. Please select 'OK'
- You will receive the following confirmation message
- Confirmation will be sent to your email.

£40.00

Manage Existing Registrations:

The following users are registered to attend this event. If you no longer wish to attend please tick the cancel box next to the user you wish to remove from the event, then click the "Cancel Registration" button.

Name	Username	E-mail	Status	Action
SIRCC Booking Confirmations NA	BookingConfirmation	sirccoms@strath.ac.uk	ATTENDING	Cancel: <input checked="" type="checkbox"/>

[Cancel Registration For This Event](#)

Message from webpage

Please confirm that the selected users no longer wish to attend this event

[OK](#) [Cancel](#)

Substance Use & Alcohol Misuse

You are no longer registered to attend this event.

In-House Training Request

In addition to the calendar of scheduled training dates, we are pleased to be able to offer in-house training for your organisation. We can offer training in your own choice of venue and on dates of your choosing (subject to availability).

CELCCIS Centre for excellence
for looked after children in Scotland

search...

[Home](#) [Online Booking Guide](#) [Celcis](#) [Contact Us](#)

Welcome to the online booking service for events and training courses for the Centre for excellence for looked after children in Scotland.

Please select the service you require.

[Events, Conferences and Seminars](#)

[Specialist Training Scheduled Courses](#)

[Specialist Training Catalogue](#)

[In-House Training](#)

Username

Remember Me

[Login](#)

Please click on 'In-House Training'

CEL CIS Centre for excellence
for looked after children in Scotland

search...

Home Online Booking Guide Celcis Contact Us

In-House Training Request

In addition to the calendar of scheduled training dates, we are pleased to be able to offer in-house training for your organisation. We can offer training in your own choice of venue and on dates of your choosing (subject to availability). In order to offer this service, we require a minimum of 12 participants and a maximum of 24. Further details of our requirements for this service and our conditions of booking can be found in our Booking Conditions document.

[Click here for Booking Terms & Conditions](#)

Fields marked with an asterisk (*) are required:

Organisation

Your Name (*)

Your Email (*)

Job Title

Contact Telephone Number (*)

Please select the course you would like

You will be brought to the following screen.

- Please complete all the fields and click on 'Submit Request' at the bottom of the screen.
- Your request will be sent to the Specialist Training Team who will contact you back within 5 working days.

[Contact Us](#)

If you have any questions or problems please contact us by

E-mail:	celcis@strath.ac.uk
Telephone:	0141 950 3683