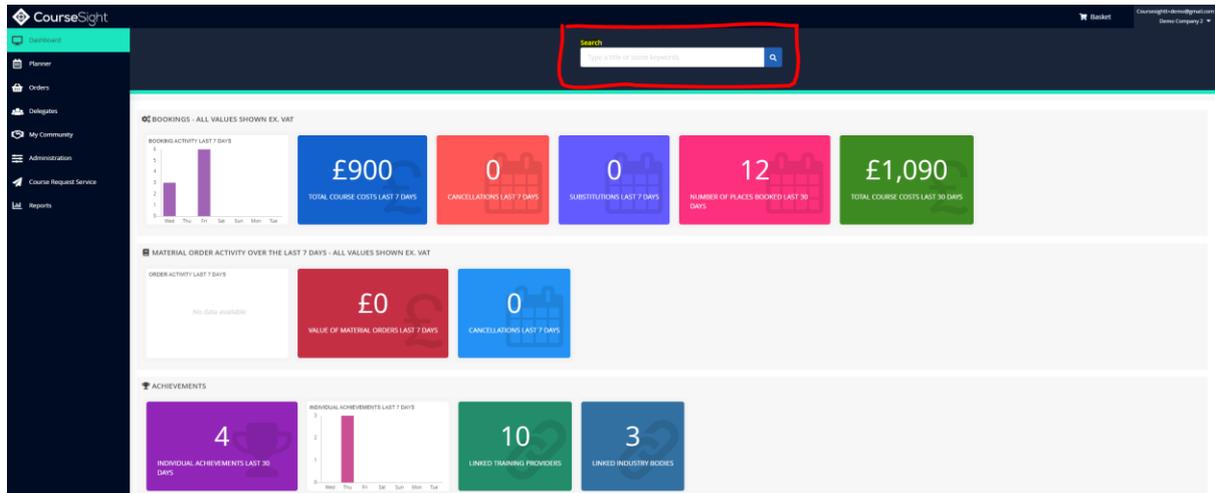


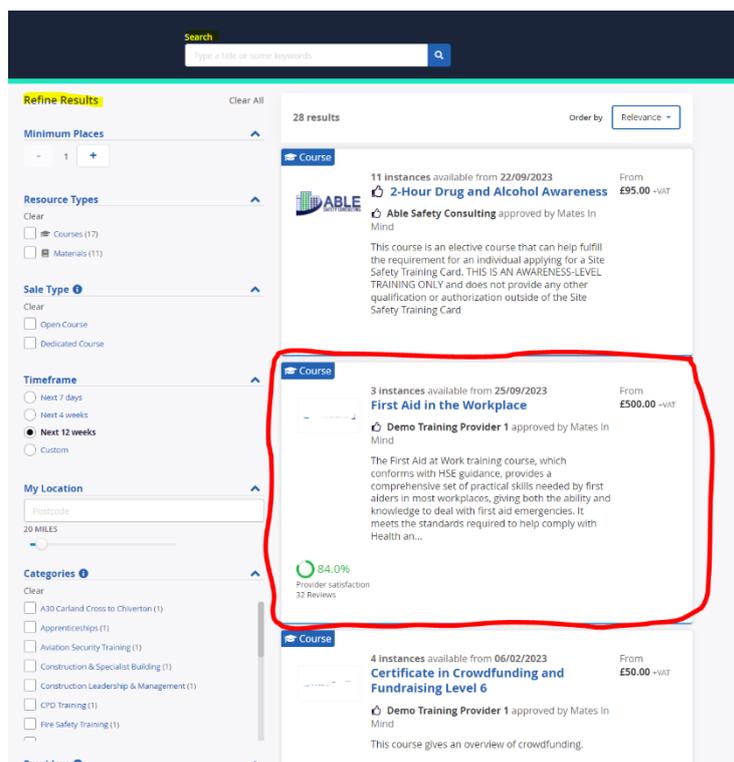
## How to Book Delegates onto Training

Step 1: Login to your CourseSight account and use the course search button at the top to browse the catalogue of available training.



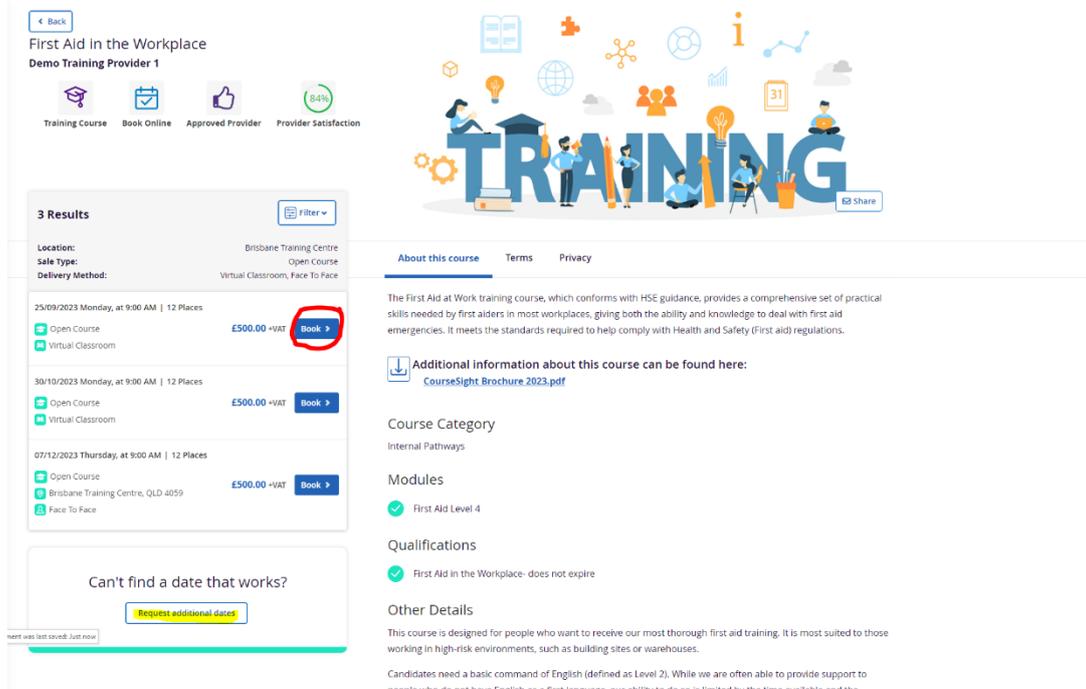
Step 2: Search for the title of the course you'd like to book or use the filters on the left side to help find the course you need.

Step 3: Click on the course title.



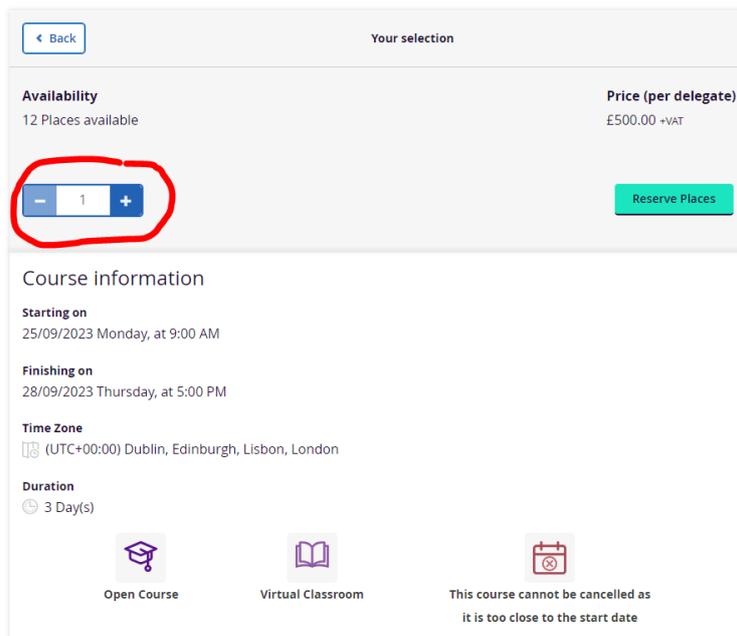
Step 4: Once you click on the course title, the screen below will appear. Find the course date you need and click on the 'book' button.

Note: If you don't see a course date that works, select the 'Request additional dates' button pictured below to send the provider a notification that you'd like to book.



The screenshot shows the course details for 'First Aid in the Workplace' by Demo Training Provider 1. It features a '3 Results' section with three available dates: 25/09/2023, 30/10/2023, and 07/12/2023. Each date listing includes the time, number of places (12), price (£500.00 +VAT), and a 'Book' button. A red circle highlights the 'Book' button for the 25/09/2023 date. Below the results is a 'Can't find a date that works?' section with a 'Request additional dates' button. To the right, there is an 'About this course' section with tabs for 'About this course', 'Terms', and 'Privacy'. It includes a description of the course, a link to a brochure, and sections for 'Course Category', 'Internal Pathways', 'Modules', 'Qualifications', and 'Other Details'.

Step 5: Reserve the appropriate number of spaces required. You can add more than one booking per transaction.

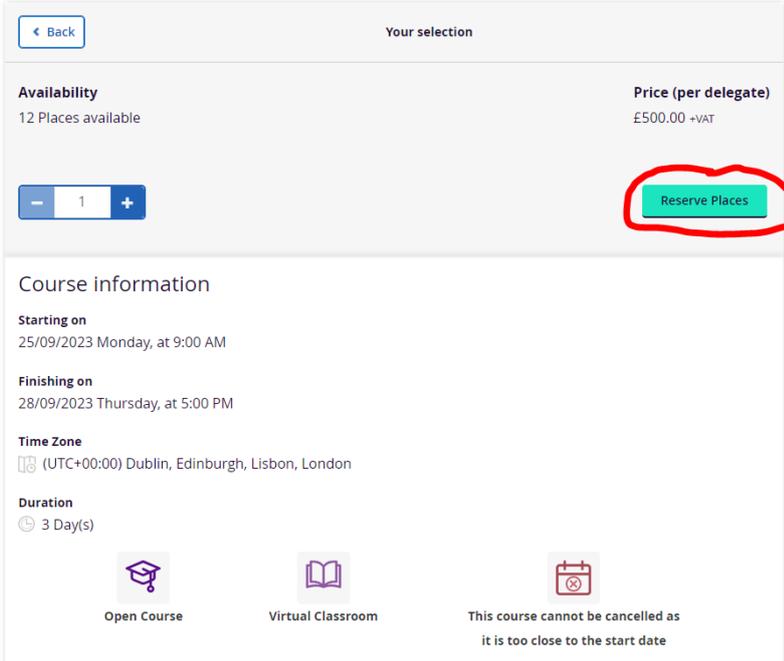


The screenshot shows the 'Your selection' page for the course. It displays 'Availability' as 12 Places available and 'Price (per delegate)' as £500.00 +VAT. A red circle highlights a quantity selector with a minus sign, the number '1', and a plus sign. A 'Reserve Places' button is visible. Below this is the 'Course information' section, which includes:
 

- Starting on:** 25/09/2023 Monday, at 9:00 AM
- Finishing on:** 28/09/2023 Thursday, at 5:00 PM
- Time Zone:** (UTC+00:00) Dublin, Edinburgh, Lisbon, London
- Duration:** 3 Day(s)

 At the bottom, there are three icons: 'Open Course', 'Virtual Classroom', and a note stating 'This course cannot be cancelled as it is too close to the start date'.

Step 6: Click on the 'Reserve Place' button.



[← Back](#) **Your selection**

**Availability**  
12 Places available

**Price (per delegate)**  
£500.00 +VAT

**Course information**

**Starting on**  
25/09/2023 Monday, at 9:00 AM

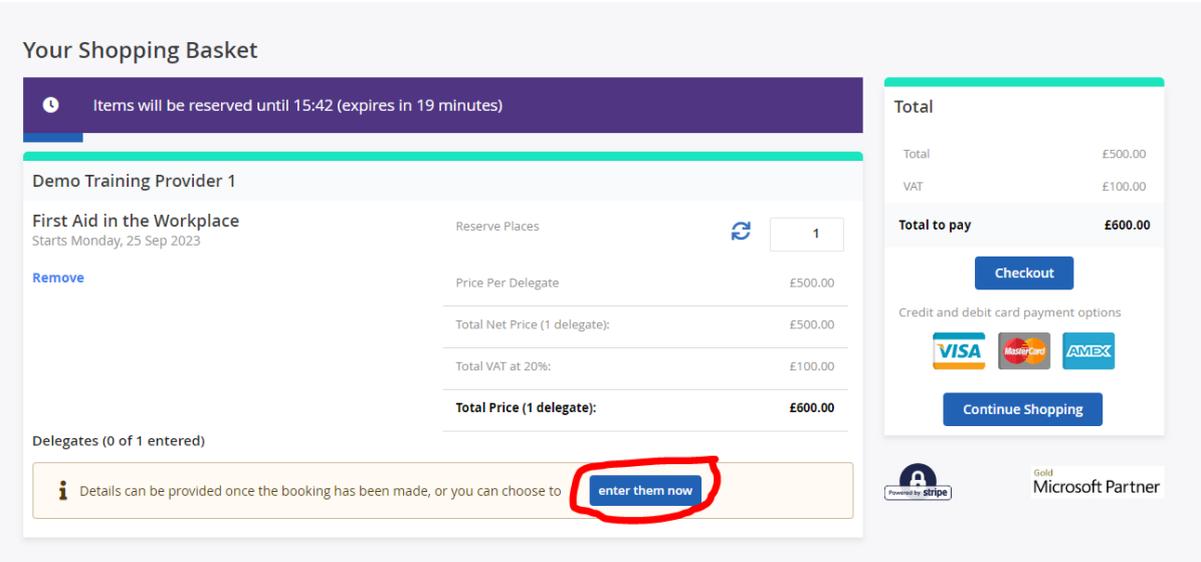
**Finishing on**  
28/09/2023 Thursday, at 5:00 PM

**Time Zone**  
🌐 (UTC+00:00) Dublin, Edinburgh, Lisbon, London

**Duration**  
🕒 3 Day(s)

 **Open Course**       **Virtual Classroom**       **This course cannot be cancelled as it is too close to the start date**

Step 7: If you have the delegate details at the point of booking, click on the 'enter them now' button pictured below to add their information.



**Your Shopping Basket**

🕒 Items will be reserved until 15:42 (expires in 19 minutes)

**Demo Training Provider 1**

Item	Reserve Places	Price Per Delegate	Total Net Price (1 delegate):	Total VAT at 20%:	Total Price (1 delegate):
<b>First Aid in the Workplace</b> Starts Monday, 25 Sep 2023	<input type="button" value="Refresh"/> <input type="text" value="1"/>	£500.00	£500.00	£100.00	£600.00

[Remove](#)

Delegates (0 of 1 entered)

 Details can be provided once the booking has been made, or you can choose to

**Total**

Total	£500.00
VAT	£100.00
<b>Total to pay</b>	<b>£600.00</b>

Credit and debit card payment options

Step 8: Enter any mandatory fields identified by the (\*) and click the 'save' button.

Edit delegates for First Aid in the Workplace

Delegates

Placeholder 1

Items will be reserved until 15:42 (expires in 18 minutes)

1 of 1

**First Name \***  
Joan

**Surname \***  
Smith

**Delegate Email Address \***  
jbsmith@example.com

Cost Centre

Date of Birth  
DD/MM/YYYY

< Previous > Next

**Save** Close

Step 9: Once the details have been added, click the 'Checkout' button.

Your Shopping Basket

Items will be reserved until 15:42 (expires in 12 minutes)

Demo Training Provider 1

**First Aid in the Workplace**  
Starts Monday, 25 Sep 2023

Reserve Places

Price Per Delegate £500.00

Total Net Price (1 delegate): £500.00

Total VAT at 20%: £100.00

**Total Price (1 delegate): £600.00**

Delegates (1 of 1 entered)

✓ All delegate details have been provided

**Total**

Total	£500.00
VAT	£100.00
<b>Total to pay</b>	<b>£600.00</b>

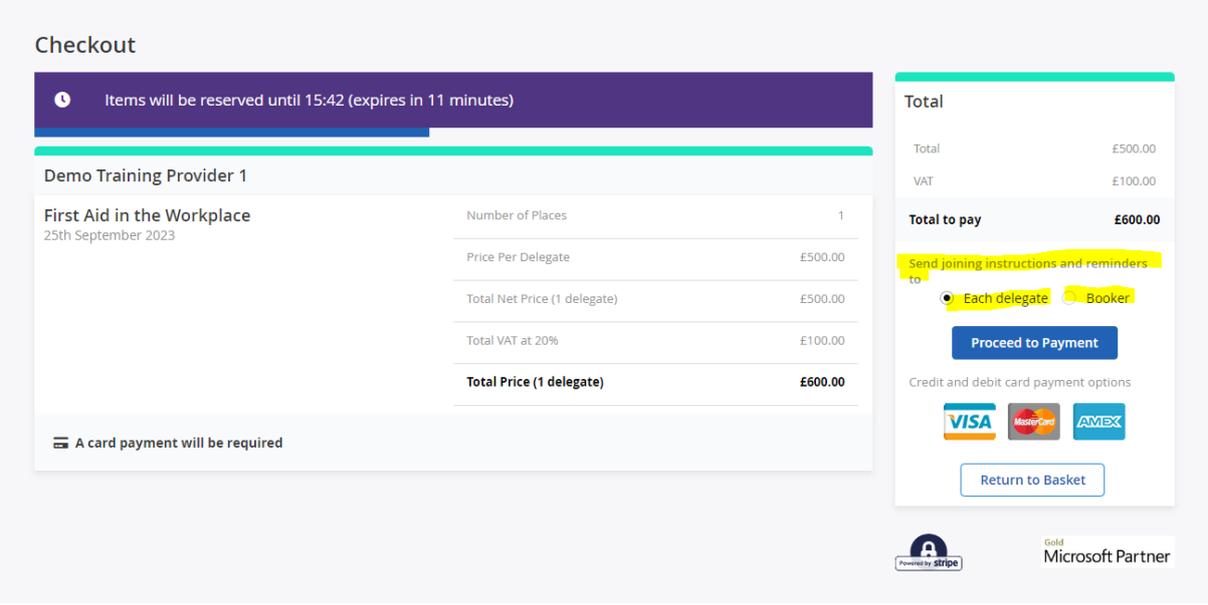
**Checkout**

Credit and debit card payment options

VISA MasterCard AMEX

Powered by  Gold Microsoft Partner

Step 10: Determine where the joining instructions and reminders will be sent. These can either be sent to each delegate individually, or as one pdf to the booker.



**Checkout**

Items will be reserved until 15:42 (expires in 11 minutes)

**Demo Training Provider 1**

<b>First Aid in the Workplace</b> 25th September 2023	Number of Places	1
	Price Per Delegate	£500.00
	Total Net Price (1 delegate)	£500.00
	Total VAT at 20%	£100.00
	<b>Total Price (1 delegate)</b>	<b>£600.00</b>

A card payment will be required

**Total**

Total	£500.00
VAT	£100.00
<b>Total to pay</b>	<b>£600.00</b>

Send joining instructions and reminders to

Each delegate  Booker

**Proceed to Payment**

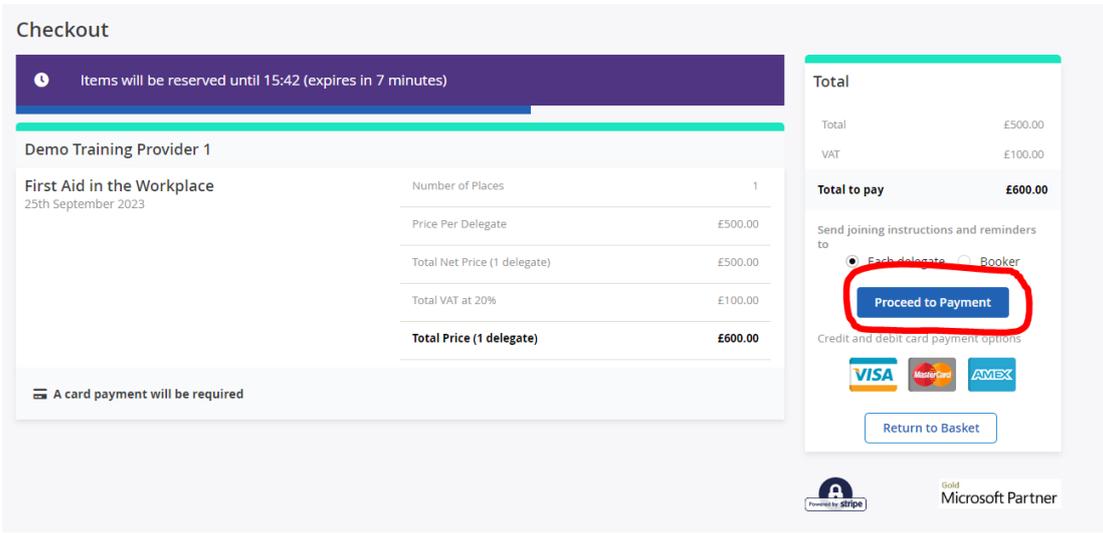
Credit and debit card payment options

VISA MasterCard AMEX

[Return to Basket](#)

Powered by stripe Gold Microsoft Partner

Step 11: Click 'Proceed to Payment'.



**Checkout**

Items will be reserved until 15:42 (expires in 7 minutes)

**Demo Training Provider 1**

<b>First Aid in the Workplace</b> 25th September 2023	Number of Places	1
	Price Per Delegate	£500.00
	Total Net Price (1 delegate)	£500.00
	Total VAT at 20%	£100.00
	<b>Total Price (1 delegate)</b>	<b>£600.00</b>

A card payment will be required

**Total**

Total	£500.00
VAT	£100.00
<b>Total to pay</b>	<b>£600.00</b>

Send joining instructions and reminders to

Each delegate  Booker

**Proceed to Payment**

Credit and debit card payment options

VISA MasterCard AMEX

[Return to Basket](#)

Powered by stripe Gold Microsoft Partner

Step 12: Accept the terms and conditions and click 'Proceed to Payment'.

🕒 Items will be reserved until 15:42 (expires in 5 minutes)

**Total to pay: £600.00**

I have read and accepted the Demo Training Provider 1 terms and conditions and the [terms and conditions of use](#) for the CourseSight system

**Proceed to Payment**

 Gold Microsoft Partner

Step 13: Input your card details and click 'Book' to finish.

Insightful Minds **TEST MODE**

First Aid in the Workplace  
**£600.00**  
Course Booking

Powered by  [Terms](#) [Privacy](#)

**Pay with link** →

Or pay with card

Email

Card information

Name on card

Country or region

Postal code

**Securely save my information for 1-click checkout**  
Enter your phone number to create a link account and pay faster on Insightful Minds and everywhere link is accepted.

[link](#) → More info

**Book for £600.00**