How to book a course?

If you are looking to book yourself onto a course

1. Please ensure you are signed into your account and find the relevant course on the calendar.
2. There should be a green book now button on the left-hand side, if you are not logged in you may not see this.
3. Tick the box alongside your name to confirm it is you attending the event and then follow the booking process.
4. Complete the booking process as per the on-screen instructions
5. Please make sure you include/update your dietary and access requirements should these be different.

If you are looking to book another member of staff onto a course (or add another delegate onto the course you are booking yourself onto)

1. Follow steps one and two from above.
2. Select the green add delegate button and select the existing contact option.
3. This will provide you with a list of staff from your school registered on the website.
   a. If the person you are looking to book on isn't on this list then please select the add new contact option instead and complete the relevant steps
4. Complete the booking process as per the on-screen instructions
5. Once completed, please ask them to either log in to their account to confirm their requirements or, if they weren't on the list of existing staff, ask them to visit the [registration page](#) and e-mail courses@iaps.uk with their name and the course they are booked onto so we can verify their new account and link the booking to give them full access to their booking.

If you do not select the member of staff from the dropdown list then they will not be able to view their booking, confirm their dietary/access requirements and select seminars.