

## CHANGES TO COURSE BOOKINGS - Sept 2017

Bookings for instructor-led courses will be available to do online

Inclusivity is important so paper will continue to be accepted by those who do not use the internet

### Why is online bookings being implemented?

1. Up-to-date course info and number of available places, available at all times
2. Faster and easier bookings, saving time with an instant confirmation
3. Cuts down admin's and trainers' time substantially
4. Training team get an 'at a glance' view of bookings and can become more adaptable and flexible to providing courses

### The Plan

- Encourage as many as possible to book online
- Paper forms/posting still an option but email'ing a form won't be
- Your LTM will have paper forms and paper calendars and will liaise with you
  - There is a **new** calendar for this term and **new** slicker forms
- Or ask your TA to print copies for you - tell them it's on the TA Hub
- The form should be posted to Jackie Gregory, details on the form