

# AUTHORISE AN EVENT BOOKING

When a staff member books on an event they will be notified that they will not be allocated a place without their Line Manager's authorisation.

You can easily authorise event bookings via the option in the Line Manager tools.

## Try This Yourself:

Before trying this ensure that you have logged into the Gateway

To access the **Line Manager Tools** click **My Learning** on the shortcut bar

When a booking request is made the **unauthorized booking requests** text will be red

- 1** Click **unauthorized booking requests**
  - 2** A list of booking requests appears detailing when the bookings were requested and for what events
  - 3** Click the checkbox next to the staff member's name
  - 4** Click **Next**
  - 5** Click **OK**
- The event booking will now be authorised

The screenshot illustrates the steps for authorising an event booking request in the Line Manager Tools. It shows a list of outstanding event requests for the establishment 'Learning & Development Delivery - L&D Operations Team'. A specific request for 'Libby Hill' is highlighted, showing details such as the event name 'Foundation Children and Families (Part Time Route)', start date 'Thursday 29 January 2015', venue 'Horsham - County Hall North, ChartWay', and booking reference '63134'. The interface includes a 'Select all' checkbox and a 'Next' button. A confirmation dialog box asks, 'Are you sure you want to authorise all selected requests (this cannot be undone)?' with 'OK' and 'Cancel' buttons.

## For Your Reference...

1. You can authorize all requests by clicking **Select all**
2. You can also **deny** or **delete** unauthorized bookings by clicking the relevant option from the authorise list

## Handy to Know...

- When a booking is requested you will receive an email with links to **Approve** or **Decline** the request (they will take you to the Gateway)
- **Please note:** If you do not authorise the booking your staff member will not be able to attend the event