

# BOOKING A STAFF MEMBER ON AN EVENT

Although your staff members can use the Gateway to book themselves on to an event there may be times when you want to book them on yourself.

Using the Gateway to do this is as easy as booking yourself on an event.

## Try This Yourself:

Before trying this ensure that you have logged into the Gateway

- 1** Find the event that you want staff members to attend
- 2** Click on **Request a place**
- 3** Click either of the links that say **Request a place on behalf of a staff member**
- 4** Choose the **Staff member's department** from the selection list
- 5** Choose the **Staff member** from the selection list
- 6** The staff member's name will now appear on the event
- 7** Complete the **Booking Requirements** (if applicable)
- 8** Decide who you want to receive the emails about the event
- 9** Read and agree the **Terms and conditions**
- 10** Click **Submit**
- 11** A confirmation message will now appear

The screenshot shows the 'View Details' page for an event titled 'Introduction to Children's Frameworks'. It includes a navigation bar with 'Request a place', 'Full Details', 'Event', 'Sign Out', and 'Event List'. The event details section shows the event code, course name, and description. Below this is a form to request a place, with a link to request a place on behalf of a staff member. The form includes fields for Event Title, Venue, Start time and date, and Your name. A dropdown menu for 'Staff member's department' is open, showing a list of staff members. The 'Staff member's name' field is populated with 'Clark, Karen - L&D Operations Team'. The 'Participant email address' field is populated with 'Karen.clark@westsussex.gov.uk'. The 'Booking Requirements' section has a text area for dietary and other requirements. The 'Who would you like to receive email messages regarding this event' section has checkboxes for 'Staff' and 'Me'. The 'Submit' button is highlighted. A confirmation message at the bottom states: 'You have successfully added Karen Clark from L&D Operations Team to Introduction to Children's Frameworks'. The booking reference number is 'SC/63263'. There is a link to 'Add another participant to this event'.

## For Your Reference...

1. If your member of staff doesn't have a Gateway account you can still add them by clicking **Click here to add a staff member**. Filling in the details will create a Gateway account for them

## Handy to Know...

- You can add more than one staff member to an event by clicking **Add another participant to this event**
- You can have emails regarding the event sent to both yourself and the staff member