



Integra Schools CPD Online CPD Leader User Guide

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PLEASE NOTE THAT TO BECOME A CPD LEADER USER YOU NEED TO SET UP A STANDARD USER ACCOUNT AND THEN MAKE A REQUEST TO STS TRAINING TO BE UPGRADED TO CPD LEADER - PLEASE EMAIL STSTRAINING@SOUTHGLOS.GOV.UK



Access the Site

1. To access the site visit: <http://cpd.sgsts.org.uk/cpd/default.asp>

The screenshot shows the homepage of the South Gloucestershire CPD Online website. At the top, there is a navigation menu with links for Home, My CPD Online, Print Events, Conference Programme, Book / Find an Event, and STS Website. Below the menu, there is a 'Welcome to South Gloucestershire CPD Online' message and a 'News' section. On the left side, there is a 'Log on to CPD Online' box with fields for Username and Password, and buttons for Enter, New User, and Forgotten Password. There is also a 'Follow @sgststraining' button and a 'Tweets' section. On the right side, there is a 'Search Events' box with a search bar and a dropdown menu for Event Type. Below that is an 'Event Calendar' for August 2013, showing a grid of dates and a 'Cancel a Booking' button. At the bottom, there is a footer with 'South Gloucestershire © 2013' and a logo for South Gloucestershire Council.

On the left hand side of the page is a logon box, type in your username and password into the 'Log on to CPD Online' box and then either press enter on your keyboard or select 'Enter' on the page.

A close-up of the 'Log on to CPD Online' form. It has a dark header with the text 'Log on to CPD Online'. Below the header are two input fields: 'Username' and 'Password'. Underneath the fields is a blue button with a white play icon and the text 'Enter'. Below the button are two links: 'New User' and 'Forgotten Password', both with a right-pointing arrow.

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Managing your account in 'My CPD Online'

1. When you are logged in you will have access to 'My CPD Online' within the top menu tabs. This is where you can manage your account and track event bookings you and your colleague have made.



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Specialist Training Services

Home My CPD Online Print Events Conference Programme Book / Find an Event STS Website Log Out

My CPD Online

My CPD Online - My Account

- change username & password
- change contact details
- update my email alerts

My CPD Online - Events

- events due to attend and booking status
- cancel a booking
- events attended
- saved events

CPD Leader Tools

- events I have booked for colleagues
- events colleagues are due to attend
- events attended by colleagues
- event reports
- colleague report
- unauthorised booking requests
- Choose establishment to manage

2. Within 'My CPD Online' you can:

- Change contact details, username/password details
- Update event email alert preferences
- Track booking statuses for bookings you have made
- Cancel bookings you have made
- View all events booked for colleagues
- View events colleagues are due to attend
- View events colleagues have attended
- View and print event reports
- Authorise booking requests

3. If you are a CPD Leader at more than one establishment, you will see a link for 'Choose establishment to manage' which allows you to select which establishment you would like to manage.



[Choose establishment to manage](#)



Choose establishment to manage

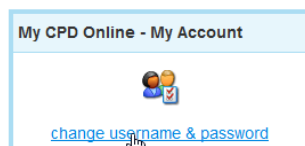
▶ As a CPD Leader at more than one department, you must select the department to be used within My CPD Online.

South Gloucestershire School

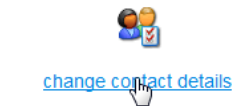
WebBased School

Save Cancel

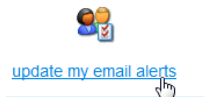
4. To change your username and/or password click 'change username & password' in 'My CPD Online'



5. To change your contact details click on the 'change contact details' link. This will take you to the change contact details page; fill in your details and click 'Submit' to update your contact details.



6. To update your email alerts click on the 'update your email alerts' link. This will take you to the update profile page where you can select whether to receive event alert emails and for which types of event.



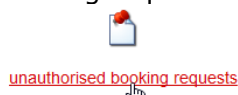
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Authorising event bookings in 'My CPD Online'

If your establishment requires bookings to be authorised, it is your responsibility as a CPD Leader to authorise the booking requests of colleagues at your establishment.

When a colleague requests a place on an event you will receive an email to notify you of the request. You can authorise or decline the request by clicking on the appropriate links in the email or by managing requests via 'My CPD Online'.

1. If you are a CPD Contact at more than one establishment/department you can select which department to manage by clicking 'choose establishment to manage'
2. To authorise or decline a booking request, go to 'My CPD Online' and select 'unauthorised booking requests.'





- This will list all of the unauthorised bookings for your establishment.
- Tick the box next to the booking you would like to authorise / deny and select the relevant option from the drop down at the bottom of the page.

Outstanding event requests for your establishment | [Back to My CPD Online](#) |

Select all

Laura Parker (cpd-test@support.webbased.co.uk) Booking received: Friday 30 August 2013

Adviser - South Gloucestershire School

CPD Leader: Amber Red Booking Reference: 100121

Event: Introduction to Gym

Starts: Monday 30 September 2013

Venue: South Gloucestershire Training Venue, 17 Research Way, . . PL6 8BT

Laura Parker (cpd-test@support.webbased.co.uk) Booking received: Friday 30 August 2013

Adviser - South Gloucestershire School

CPD Leader: Amber Red Booking Reference: 100126

Event: Special Educational Needs in SIMS.Net

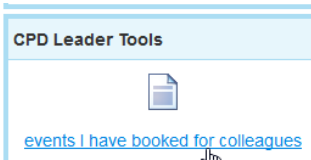
Starts: Thursday 12 September 2013

Venue: South Gloucestershire Training Venue, 17 Research Way, . . PL6 8BT

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Events booked for Colleagues

- To view the events that you have booked on behalf of your staff, go to 'My CPD Online' and select 'events I have booked for colleagues.'



- This will display a list your colleagues and the events that you have booked them onto.

Events I have booked on behalf of colleagues | [Back to My CPD Online](#) |

▶ This list shows all events that are due to run that you have booked on behalf of colleagues

1 event found

Page 1 of 1

Participant: Laura Parker	
Subscriptions/SI Event	Code: ADC/13/150
Date and time: Monday 30 September 2013 09:00 - 09:30	Booking Status
WebBased School, Research Way, PL6 8BT Map	Unconfirmed
Show details Download documents Cancel booking Substitute Booking	

- Click on 'Show details' to view the full event details.



- This will open a pop-up box containing the full event details.

Event Details

Subscriptions/SI Event

Event Code	ADC/13/150
Event Description	f
Subjects	Art & Design
Categories	NQT / Early Career / Returning to Teaching
Interests	Coaching & Mentoring
Target audience	Assistant Headteacher
Admin contact	Christine Clarke (christine.clarke@webbased.co.uk)
Facilitator	Christine Clarke
Aims	f
Course Costs	£0.00

Session	Session Date	Session Time	Session Venue	Map
Session 1	Monday 30 September 2013	09:00 - 09:30	WebBased School	

[Close Window](#)

- To cancel a booking that you have made for a colleague, click on 'Cancel booking.'
- You will be prompted to provide a cancellation reason and this information will be sent to the Event Admin.

Cancel Request

Your name	<input type="text" value="Laura Parker"/>	*
Your Establishment	<input type="text" value="South Gloucestershire School"/>	*
Your e-mail Address	<input type="text" value="cpd-test@support.webbased.co.uk"/>	
Your Telephone	<input type="text"/>	
Event Title	<input type="text" value="Subscriptions/SI Event"/>	*
Event Start Date	<input type="text" value="30 September 2013"/>	*
Reason for Cancellation	<div style="border: 1px solid #ccc; height: 40px;"></div>	*
* You have 150 characters remaining for cancellation reason.		
Enter the code exactly as you see it in the image		
<input type="checkbox"/> I have read and agree to the cancellation policy Cancellation Policy		
<input type="button" value="Send"/> <input type="button" value="Cancel"/>		

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Events Colleagues are due to attend

- To view the upcoming events for staff at your establishment, go to 'My CPD Online' and select 'events colleagues are due to attend.'



[events colleagues are due to attend](#)





- This will list the events that your colleagues are due to attend, with your colleague names listed below each event.

Events your colleagues are due to attend		
5 bookings found		Back to My CPD Online
Page 1 of 1		
Event: Special Educational Needs in SIMS.Net		Show details
Date and time: Thursday 12 September 2013 09:00 - 12:30		Code: ADC/13/178
Venue: South Gloucestershire Training Venue, 17 Research Way, PL6 8BT Map		
Laura Parker - South Gloucestershire School	Cancel booking Substitute Booking	Booking status: Unconfirmed
Event: Subscriptions/SI Event		Show details
Date and time: Monday 30 September 2013 09:00 - 09:30		Code: ADC/13/150
Venue: WebBased School, Research Way, PL6 8BT Map		
Laura Parker - South Gloucestershire School	Cancel booking Substitute Booking	Booking status: Unconfirmed

- For full details of the event, click on the 'Show details' link on the right hand side.
- To cancel a booking, click on 'Cancel booking' link.
- You will be prompted to enter a cancellation reason. The request will be sent to the System Administrator to approve the cancellation.

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Events attended by Colleagues

- To view the events that colleagues at your establishment have attended, go to 'My CPD Online' and select 'events attended by colleagues.'



- This will display a list of events that your colleagues have attended.

Events attended by your colleagues		
2 bookings found		Back to My CPD Online
Page 1 of 1		
Event: SIMS Event		Show details
Date and time: Sunday 1 December 2013 09:00 - 09:30		Code: ADC/13/152
Venue: WebBased School, Research Way, PL6 8BT Map		
Laura Parker - South Gloucestershire School	Cancel booking Substitute Booking	Booking status: Confirmed
Peter Parker - South Gloucestershire School	Cancel booking Substitute Booking	Booking status: Confirmed

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Making a booking on behalf of a Colleague



1. Click on 'Book / Find an Event' from the top menu.



2. This will take you to the Search Events page where you can select your search criteria and click on the 'Search' button to view the available events.

Search Events

Keyword(s) Event Code

Starts during or after

Event Categories

- All Categories
- Best Practice Fora
- EYFS / Primary
- Leadership & Management
- LP category
- NQT / Early Career / Returning to Teaching
- Secondary
- Special Educational Needs, Disabilities, Inclusion & Behaviour
- Support and Administration
- Teaching, Learning & Curriculum

Subject Target Audience

[Search](#)

Event Calendar

August 2013

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Use this calendar to display individual event sessions.

[Cancel a Booking](#)

3. Alternatively, if you know the date of the event you are looking for, you can click on that date in the event calendar and you will be shown all of the events on that day.

4. When you have found an event that you would like to request a place on, select 'Request a place.'

Subscriptions/Sl Event

f

Course Code: **ADC/13/150**

Session	Session Date	Session Time	Session Venue	Map
Session 1	Monday 30 September 2013	09:00 - 09:30	WebBased School	Map

[Request a place](#)

[Full details](#)

[Print event](#)

[Save event](#)



5. Click on the 'Request a place on behalf of a colleague' link.

Request a Place

Request a place | Full details | Print event | Save event | Event list

Complete the form below to request a place on the event
 Click here to add a colleague to CPD Online

Event Title	Subscriptions/SI Event (ADC/13/150)
Venue	WebBased School, Research Way, Derriford, PL6 8BT Map
Start time and date	09:00 - 09:30 Monday 30 September 2013
Your name	Amber Red Request a place on behalf of a colleague
Your email address	cpd-test@st... Request a place on behalf of a colleague
Your Establishment	Select an Establishment
Booking Requirements	Dietary and other requirements can be updated through My CPD Online. If you have any requirements or notes to add specific to this booking please complete the 'Booking Requirements' field below

6. Select a colleague from the 'Colleague's name' drop down list.

Request a Place

Request a place | Full details | Print event | Save event | Event list

Complete the form below to request a place on the event for a colleague

Event Title	Subscriptions/SI Event (ADC/13/150)
Venue	WebBased School, Research Way, Derriford, PL6 8BT Map
Start time and date	09:00 - 09:30 Monday 30 September 2013
Colleague's department	South Gloucestershire School *
Colleague's name	Select a colleague * Select a colleague Clarke, Richard - South Gloucestershire School Green, Rachel - South Gloucestershire School Parker, Peter - South Gloucestershire School Red, Amber - South Gloucestershire School Smith, Jane - South Gloucestershire School Smith, Mike - South Gloucestershire School
Cost	
Booking Requirements	ated through My CPD Online. If you have any is booking please complete the 'Booking Requirements' field below (Please leave blank if not applicable)

7. Please note: if you are a CPD Leader for more than one establishment, you will need to select the relevant establishment before you can select a colleague.

Colleague's department	South Gloucestershire School *
Colleague's name	Select a department * South Gloucestershire School WebBased School Click here to add a colleague to CPD online

8. If the colleague does not already have an account on the site, you can create one for them by clicking on 'Click here to add a colleague to CPD Online.'

Request a Place

Request a place | Full details

Complete the form below to request a place on the event for a colleague

Event Title	Subscriptions/SI Event (ADC/13/150)
Venue	WebBased School, Research Way, Derriford, PL6 8BT Map
Start time and date	09:00 - 09:30 Monday 30 September 2013
Colleague's department	South Gloucestershire School *
Colleague's name	Select a colleague * Click here to add a colleague to CPD online
Cost	6.100.00



9. Enter the colleague's details and click on 'Submit.'

Add a colleague to South Gloucestershire Online

▶ This process will allow you to book a place on behalf of a colleague. It will also create a (TEST) South Gloucestershire Online user account for your colleague.

title

Firstname *

Lastname *

Role *

Employment Area *

Establishment *

Email address *
(Enter the participants email address-if an email address is not entered the participant will not be able to receive email communications confirming their place)

10. You will then be taken back to the request a place page where the newly added staff member will now be shown in the 'Colleague's name' drop down list. The staff member will receive an email to confirm that a user account has been created for them, with their login details.

11. You can select who you wish to receive email messages regarding the event by choosing 'Me' or 'Colleague' or both.

Who would you like to receive email messages regarding this event

Colleague

Me

12. Agree to the Terms and Conditions and click on 'Submit.'

13. The following confirmation message will be displayed.

Request a Place

▶ You have successfully added Peter Parker from South Gloucestershire School to Subscriptions/SI Event

▶ Booking reference number is: /100129

▶ Add another participant to this event

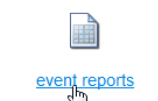
14. You can follow the progress of this booking by going to 'My CPD Online' and selecting the 'events I have booked for colleagues' link.

CPD Leader Reports

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You can run event and colleague reports within the My CPD Online page.

1. To view colleague event attendance, click on 'event reports' in the CPD Leader Tools section.





2. Select your report criteria and click on 'Submit.'

CPD Leader Reports | [Back to My CPD Online](#) |

Report	Event Attendance History
LA	South Gloucestershire
Establishment	South Gloucestershire School
Date range	January 2013 to October 2013
Event subjects	<div style="border: 1px solid #ccc; padding: 2px;"> Art & Design Assessment & Data Biology Business Administration & Finance Careers Education & Guidance Chemistry Dance Design & Technology </div> <small>(Hold down Ctrl to select more than one subject)</small>
Target Audience	<div style="border: 1px solid #ccc; padding: 2px;"> Administrator Adviser / Consultant Assistant Headteacher Bursar / Business Manager Community Coach Deputy Headteacher Early Career Teacher Early Years </div> <small>(Hold down Ctrl to select more than one target audience)</small>
Order results by	Participant name
<input type="button" value="Submit"/> <input type="button" value="Reset"/>	

3. The results will be shown as per the example below.

6 records found | [Printer friendly](#) | [Download to Excel](#) |

Page 1 of 1

First name	Last name	Register status	Department	Event title	Subjects	Start date	Time of event	Booking status	Event status	Attendance
Henry	Bloggs	Not marked	WebBased Primary School	Emergency First Aid at Work	Art & Design / Design & Technology	Saturday 22 June 2013	09:00 - 15:30	Un-confirmed	Published	Not Attended
Henry	Bloggs	Did not attend	WebBased Primary School	Health and Safety	Art & Design / Design & Technology	Thursday 20 June 2013	09:00 - 15:30	Confirmed	Published	Not Attended
Poppy	Bloggs	Not marked	WebBased Primary School	Emergency First Aid at Work	Art & Design / Design & Technology	Saturday 22 June 2013	09:00 - 15:30	Confirmed	Published	Not Attended
Poppy	Bloggs	Attended	WebBased Primary School	Health and Safety	Art & Design / Design & Technology	Thursday 20 June 2013	09:00 - 15:30	Confirmed	Published	Attended
Vince	Bloggs	Not marked	WebBased Primary School	Emergency First Aid at Work	Art & Design / Design & Technology	Saturday 22 June 2013	09:00 - 15:30	Un-confirmed	Published	Not Attended
Vince	Bloggs	Attended	WebBased Primary School	Health and Safety	Art & Design / Design & Technology	Thursday 20 June 2013	09:00 - 15:30	Confirmed	Published	Attended

4. To view events attended and not attended per colleague, select the 'colleague report' link from 'My CPD Online.'

CPD Leader Tools

events I have booked for colleagues

events colleagues are due to attend

events attended by colleagues

event reports

[colleague report](#)

unauthorised booking requests

Choose establishment to manage



- Select your search criteria and click on 'Submit.'

CPD Leader Reports | [Back to My CPD Online](#)

Report	Colleague Report
LA	South Gloucestershire
Establishment	WebBased Primary School
Date range	Anytime to Anytime
Event subjects	<ul style="list-style-type: none"> Art & Design Assessment & Data Biology Business Administration & Finance Careers Education & Guidance Chemistry Dance Design & Technology <small>(Hold down Ctrl to select more than one subject)</small>
Target Audience	<ul style="list-style-type: none"> Administrator Assistant Headteacher Bursar / Business Manager Community Coach Deputy Headteacher Early Career Teacher Early Years Ethnic Minority Achievement Leads <small>(Hold down Ctrl to select more than one target audience)</small>
Attendance	All bookings
<input type="button" value="Submit"/> <input type="button" value="Reset"/>	

- The results will be shown on screen and can be downloaded into Excel format

3 colleagues found Excel Version (3 colleagues)

Page 1 of 1

First name	Last name	Bookings (all)	Options
Henry	Bloggs	2	Show details
Vince	Bloggs	2	Show details
Poppy	Bloggs	2	Show details

- Click 'Show Details' to view the individual colleague's event attendance details.

Events for bookings attended/not attended by Henry Bloggs | [Back to reports](#)

2 events found

Page 1 of 1

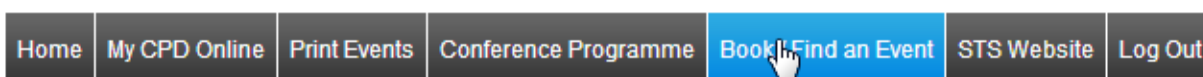
Event title	Event start date	Attended
Emergency First Aid at Work	Saturday 22 June 2013	Yes
Health and Safety	Thursday 20 June 2013	No

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Workshops

Adding a Booking to an Event as a User (Selecting Workshops)

- Click on 'Book/Find an Event' on the top tabs, then search for the event you want using the filters at the top.





- Once you have found the event you want click 'Request a place' on the right hand side.

Change Order Testing

This is a 3 session course with participation required on 1 workshop

test

Course Code: **ADC/14/439**

Session	Session Date	Session Time	Session Venue	Map
Session 1	Sunday 31 August 2014	09:05 - 10:55	WebBased	Map
Session 2	Monday 1 September 2014	09:05 - 10:55	WebBased	Map
Session 3	Tuesday 2 September 2014	09:05 - 10:55	WebBased	Map

[Request a place](#)

[Full details](#)

[Print event](#)

[Save event](#)

- This will take you to the 'Request a Place' page as normal, fill this out and then click submit.
- Then it will take you to the 'Workshops' page, here you can book yourself onto the workshop(s) that you want to do for the event, and the time slot in which you want to do each workshop.

Workshops for Finn Jenkins

Event: Change Order Testing (ADC/14/439)

Delegate Instructions: Please select one timeslot for each workshop. **At least 1 workshop must be selected.**

<p>Workshop 1 Sunday 31 August 2014</p> <p>Title tests</p> <p>Description tests</p> <p>Facilitator Lindsay Alden</p>	<p>Time Slots</p> <p><input type="checkbox"/> 09:05 - 10:00</p> <p><input type="checkbox"/> 10:05 - 10:30</p> <p><input type="checkbox"/> 10:35 - 11:00</p>
<p>Workshop 2 Monday 1 September 2014</p> <p>Title test</p> <p>Description test</p> <p>Facilitator Lindsay Alden</p>	<p>Time Slots</p> <p><input type="checkbox"/> 09:05 - 10:00</p> <p><input type="checkbox"/> 10:05 - 10:30</p> <p><input type="checkbox"/> 10:35 - 11:00</p>
<p>Workshop 3 Tuesday 2 September 2014</p> <p>Title tetsts</p> <p>Description test</p> <p>Facilitator Lindsay Alden</p>	<p>Time Slots</p> <p><input type="checkbox"/> 09:05 - 10:00</p> <p><input type="checkbox"/> 10:05 - 10:30</p> <p><input type="checkbox"/> 10:35 - 11:00</p>

[Finish](#)

- Once you have picked the workshop(s) you are going to do for the event click 'Finish'. This will complete the request and will be either declined or authorised by an Administrator.

View and Change Workshop Choices as a User

- To view and change workshop choices on an event as a user go into your 'My CPD Online'



section and then click on 'events due to attend and booking status'.

My CPD Online

My CPD Online - My Account

- change username & password
- change contact details
- update my email alerts

My CPD Online - Events

- [events due to attend and booking status](#)
- cancel a booking
- events attended
- saved events

2. Next click the button 'Workshops' at the bottom.

Events due to attend

[Back to My CPD Online](#)

► The list of events below show events you are due to attend

1 event found

Page 1 of 1

Change Order Testing	Code: ADC/14/439
Date and time: Sunday 31 August 2014 09:05 - 10:55	
Venue: WebBased, 17 Research Way, PL6 8BT Map	Booking Establishment: WebBased
Show details Cancel booking Workshops(3)	
Booking status: Unauthorised	

3. This will take you to the 'Workshops' page and will show the workshops that you picked for that event and the time slots you picked. To change workshops or time slots, remove the existing time slot entries, then click on the tickbox that you want.



Workshops for Finn Jenkins			
Event: Change Order Testing (ADC/14/439)			
Delegate Instructions: Please select one timeslot for each workshop. At least 1 workshop must be selected.			
Workshop 1	Sunday 31 August 2014	Time Slots	<input checked="" type="checkbox"/> 09:05 - 10:00
Title	tests		<input type="checkbox"/> 10:05 - 10:30
Description	tests		<input type="checkbox"/> 10:35 - 11:00
Facilitator	Lindsay Alden		
Workshop 2	Monday 1 September 2014	Time Slots	<input type="checkbox"/> 09:05 - 10:00
Title	test		<input checked="" type="checkbox"/> 10:05 - 10:30
Description	test		<input type="checkbox"/> 10:35 - 11:00
Facilitator	Lindsay Alden		
Workshop 3	Tuesday 2 September 2014	Time Slots	<input type="checkbox"/> 09:05 - 10:00
Title	tetsts		<input type="checkbox"/> 10:05 - 10:30
Description	test		<input checked="" type="checkbox"/> 10:35 - 11:00
Facilitator	Lindsay Alden		
▶Finish			

4. Once you have completed any changes that you wanted to make click the finish button at the bottom.

Deleting Workshop Bookings as a User

1. To delete workshops that you are due to attend as a user go into your 'My CPD Online' section, then click on the 'events due to attend and booking status' button.



My CPD Online

My CPD Online - My Account

change username & password change contact details update my email alerts

My CPD Online - Events

[events due to attend and booking status](#) cancel a booking events attended saved events

2. Then click on the button 'Workshops' underneath the event.

Events due to attend

[Back to My CPD Online](#)

► The list of events below show events you are due to attend

1 event found Page 1 of 1

Change Order Testing	Code: ADC/14/439
Date and time: Sunday 31 August 2014 09:05 - 10:55	
Venue: WebBased, 17 Research Way, PL6 8BT Map	Booking Establishment: WebBased
Show details Cancel booking Workshops(3) Booking status: Unconfirmed	

3. This takes you to the 'Workshops' page, here you can delete workshops that you do not want to attend anymore by clicking on tickboxes that are already ticked this means you have no ticks in any of the timeslots for a workshop. This means you are not attending that workshop. Once you have completed any changes click finish.



Workshops for Megan Jenkins

Event: Change Order Testing (ADC/14/439)

Delegate Instructions: Please select one timeslot for each workshop. At least 1 workshop must be selected.

Workshop 1	Sunday 31 August 2014	Time Slots	<input checked="" type="checkbox"/> 09:05 - 10:00
Title	tests		<input type="checkbox"/> 10:05 - 10:30
Description	tests		<input type="checkbox"/> 10:35 - 11:00
Facilitator	Lindsay Alden		
Workshop 2	Monday 1 September 2014	Time Slots	<input checked="" type="checkbox"/> 09:05 - 10:00
Title	test		<input type="checkbox"/> 10:05 - 10:30
Description	test		<input type="checkbox"/> 10:35 - 11:00
Facilitator	Lindsay Alden		
Workshop 3	Tuesday 2 September 2014	Time Slots	<input type="checkbox"/> 09:05 - 10:00
Title	tetsts		<input checked="" type="checkbox"/> 10:05 - 10:30
Description	test		<input type="checkbox"/> 10:35 - 11:00
Facilitator	Lindsay Alden		

[▶Finish](#)