

**BLT Online  
User Guides  
Searching for Events in  
BLT Online**

## Searching for Events in BLT Online

1. Events can be searched for in three ways:

- Select 'Search Events' in the top menu.



**Buckinghamshire Learning Trust**

Your Basket (Empty)

Home BLT Online My BLT Online **Search Events** Admin ▼ Event Admin ▼ FAQ General Enquiry Log Out Welcome Mark Bignell

**BLT**

- About Us >
- User Guides >
- Traded Services e-Store >

**Search Events**

Welcome to **Buckinghamshire Learning Trust**  
Traded Services and CPD



**CPD/Training/Events**  
Search the complete directory of our courses and events and book places online.

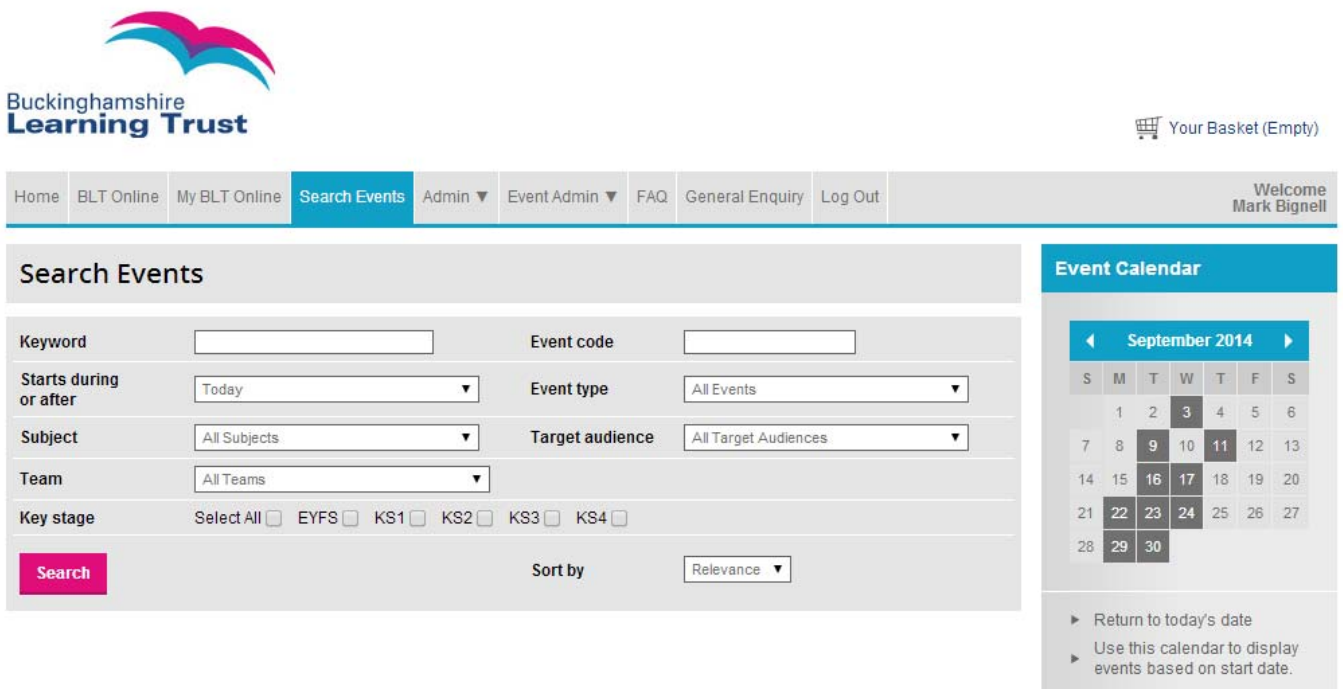


**Governor Services**  
View details of our professional support packages and courses available to schools, academies free schools and independents.



**Traded Services e-Store**  
See our comprehensive range of traded services available for schools and academies to provide support over many areas.

- Alternatively, if you know the date of the event you are looking for, click on the date in the 'Event Calendar' on either the 'Search Events' page or the 'BLT Online' welcome page.



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### Search Events

Keyword  Event code

Starts during or after  Event type

Subject  Target audience

Team

Key stage  Select All  EYFS  KS1  KS2  KS3  KS4

**Search** Sort by

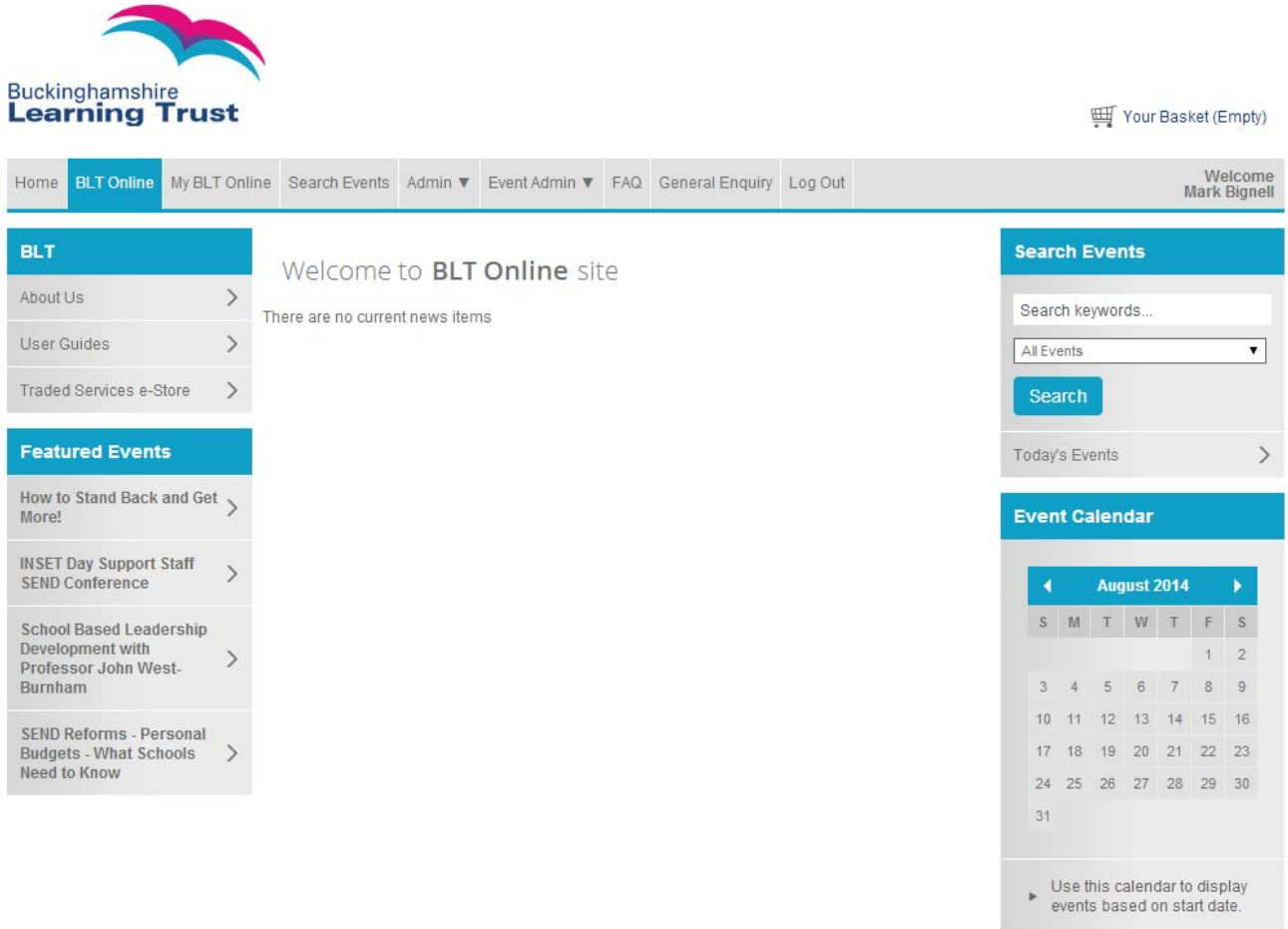
### Event Calendar

September 2014

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				

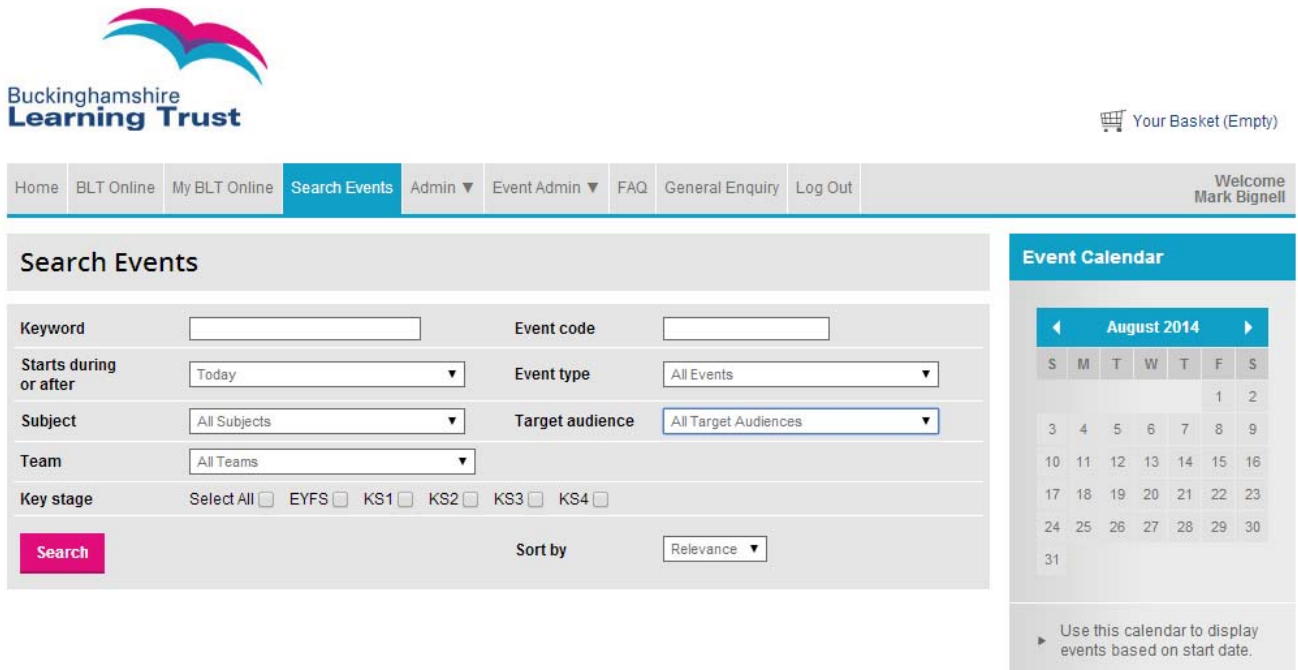
▶ Return to today's date  
▶ Use this calendar to display events based on start date.

- Alternatively search by using the 'Search Events' box on the 'BLT Online' welcome page.



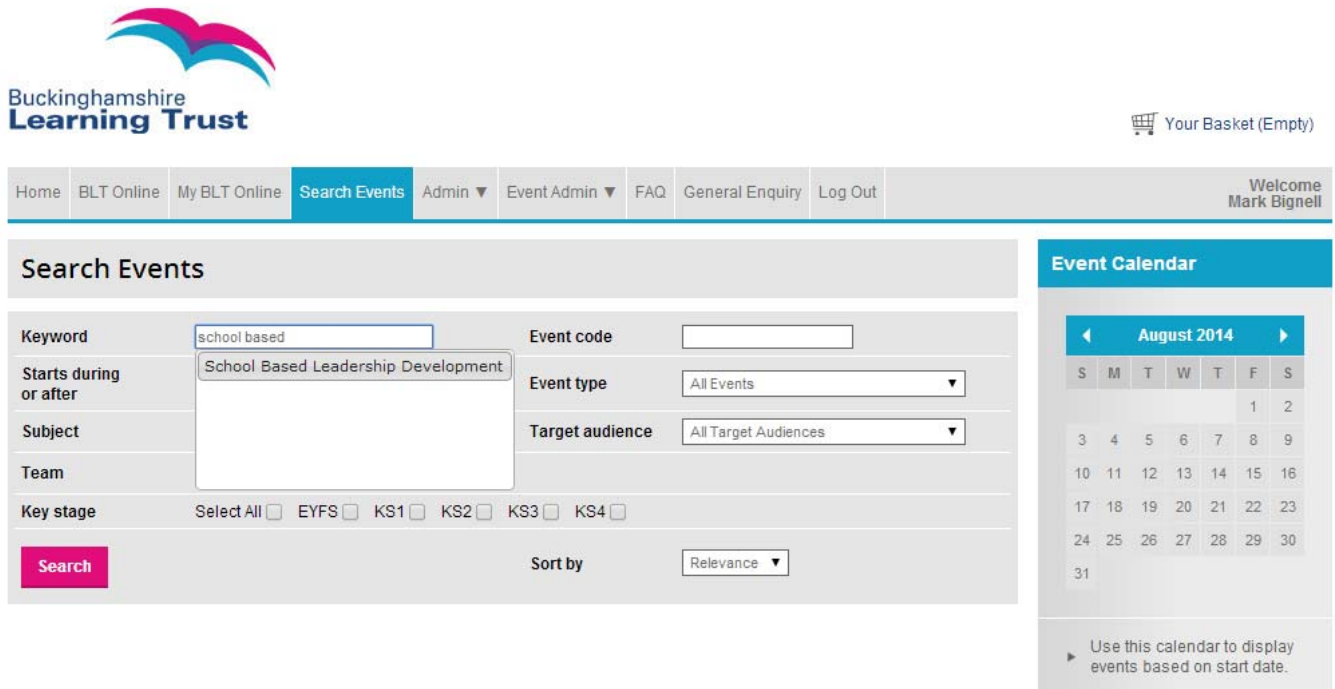
The screenshot shows the 'BLT Online' welcome page. At the top left is the Buckinghamshire Learning Trust logo. A navigation bar includes links for Home, BLT Online (highlighted), My BLT Online, Search Events, Admin, Event Admin, FAQ, General Enquiry, and Log Out. A 'Your Basket (Empty)' icon is in the top right. Below the navigation bar, the main content area is divided into three columns. The left column has a 'BLT' menu with links to 'About Us', 'User Guides', and 'Traded Services e-Store'. The middle column displays a 'Welcome to BLT Online site' message and states 'There are no current news items'. The right column features a 'Search Events' section with a search box, a dropdown for 'All Events', and a 'Search' button. Below this is a 'Today's Events' link and an 'Event Calendar' for August 2014, showing a grid of dates from 1 to 31. A note at the bottom of the calendar suggests using it to display events based on start date.

2. You will be taken to the 'Search Events' page.



The screenshot shows the 'Search Events' page. The navigation bar is similar to the previous page, but 'Search Events' is highlighted. The main content area is dominated by a search form with the following fields: 'Keyword' (text input), 'Event code' (text input), 'Starts during or after' (dropdown menu set to 'Today'), 'Event type' (dropdown menu set to 'All Events'), 'Subject' (dropdown menu set to 'All Subjects'), 'Target audience' (dropdown menu set to 'All Target Audiences'), 'Team' (dropdown menu set to 'All Teams'), and 'Key stage' (checkboxes for 'Select All', 'EYFS', 'KS1', 'KS2', 'KS3', 'KS4'). A pink 'Search' button is located at the bottom left of the form. To the right of the search form is an 'Event Calendar' for August 2014, identical to the one in the previous screenshot, with a note at the bottom.

3. If you know the name of the event you are looking to find, enter a search term in the 'Keyword' field. As you begin to type, matching suggestions will start to appear.



**Buckinghamshire Learning Trust** Your Basket (Empty)

Home | BLT Online | My BLT Online | **Search Events** | Admin ▼ | Event Admin ▼ | FAQ | General Enquiry | Log Out Welcome Mark Bignell

### Search Events

Keyword:  Event code:

Starts during or after:  Event type:

Subject:  Target audience:

Team:

Key stage:  Select All  EYFS  KS1  KS2  KS3  KS4

Sort by:

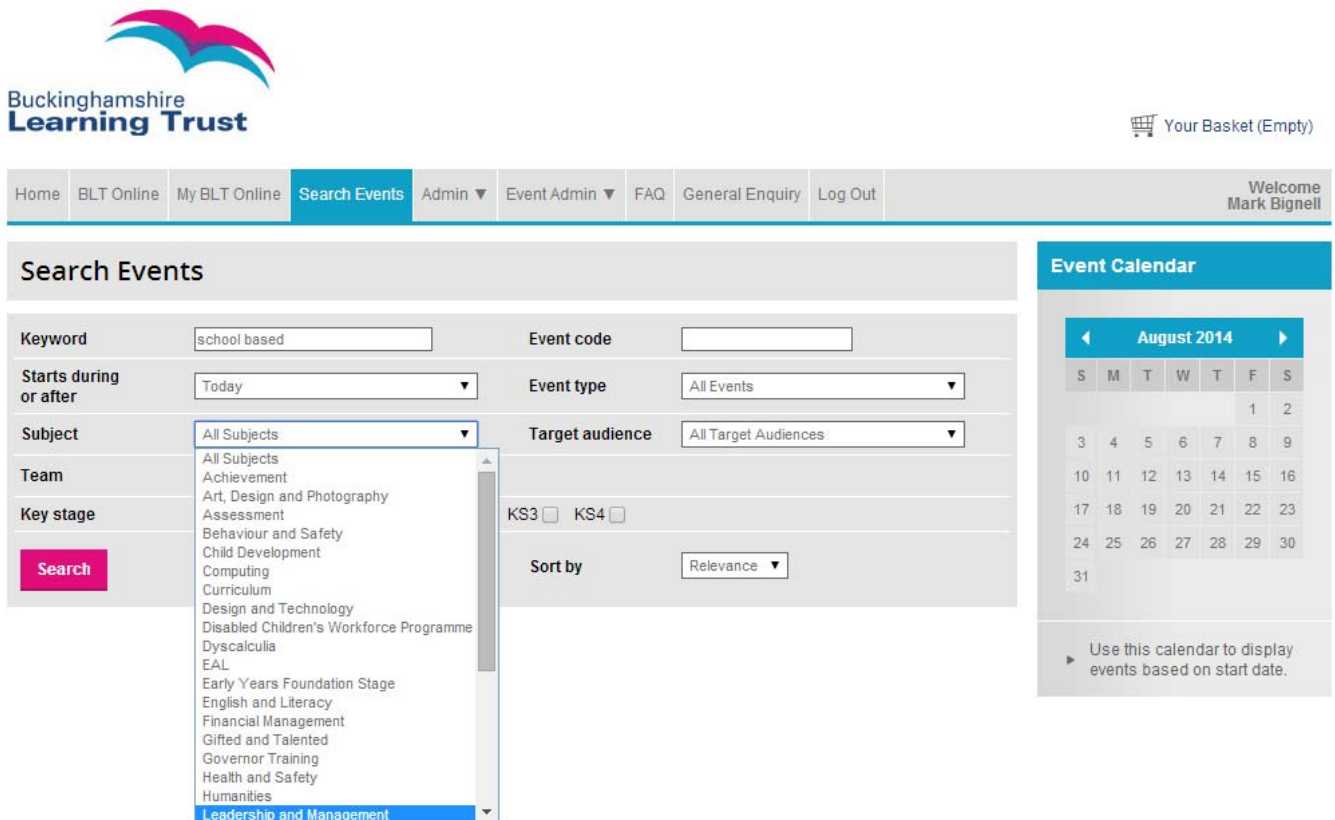
#### Event Calendar

August 2014

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 events based on start date.

4. If you wish to find events that start during or after a certain month, are delivered by a certain trainer or team, are applicable to a certain audience or Key Stage or cover a certain topic select these from the drop down lists.



**Buckinghamshire Learning Trust** Your Basket (Empty)

Home | BLT Online | My BLT Online | **Search Events** | Admin ▼ | Event Admin ▼ | FAQ | General Enquiry | Log Out Welcome Mark Bignell

### Search Events

Keyword:  Event code:

Starts during or after:  Event type:

Subject:  Target audience:

Team:

Key stage:  KS3  KS4

Sort by:

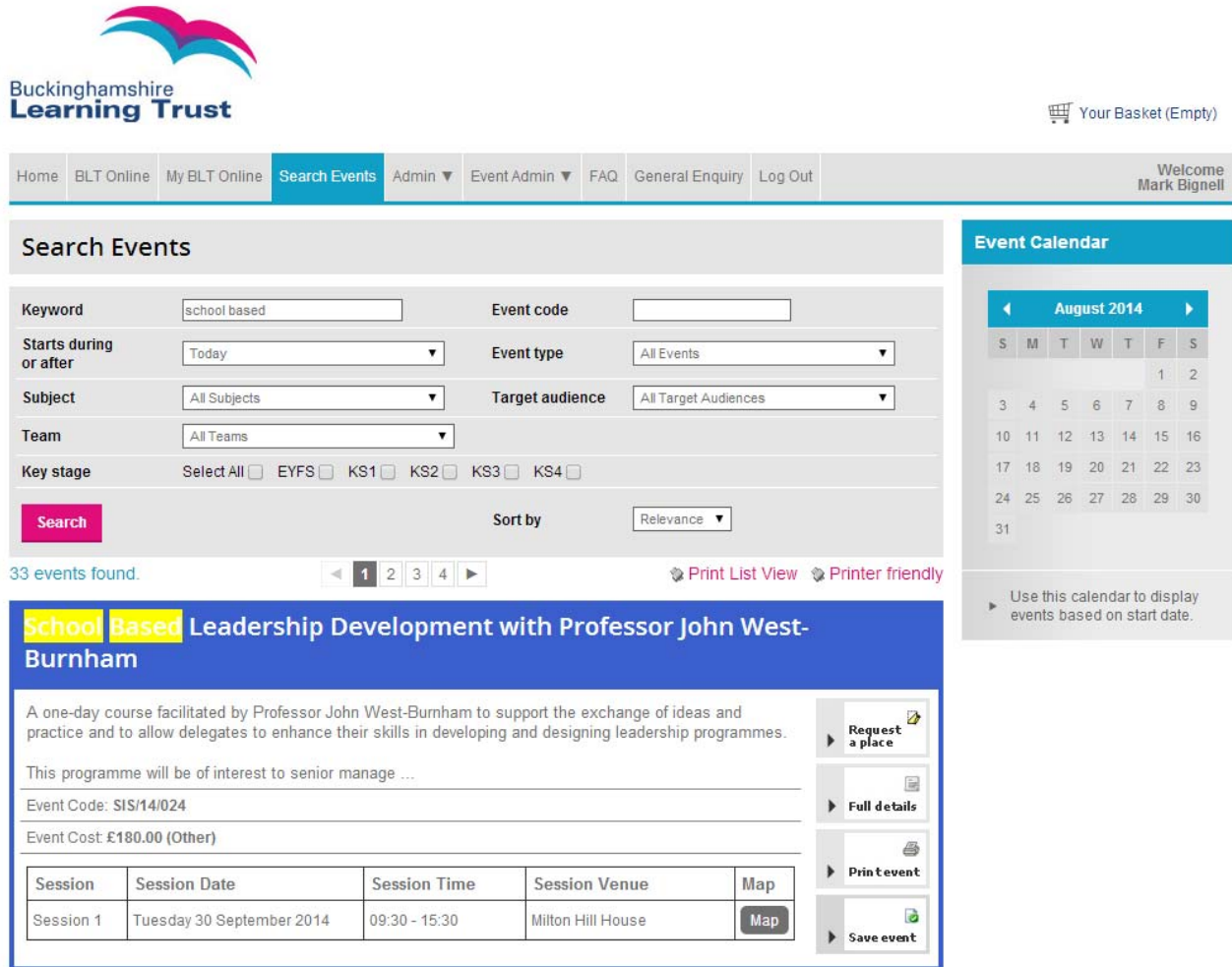
#### Event Calendar

August 2014

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 events based on start date.

5. Results will be displayed on screen that match your criteria, as per the example below:



**Buckinghamshire Learning Trust**

Home | BLT Online | My BLT Online | **Search Events** | Admin ▼ | Event Admin ▼ | FAQ | General Enquiry | Log Out | Welcome Mark Bignell

Your Basket (Empty)

### Search Events

Keyword:  Event code:

Starts during or after:  Event type:

Subject:  Target audience:

Team:

Key stage:  Select All  EYFS  KS1  KS2  KS3  KS4

Sort by:

33 events found. 1 2 3 4 [Print List View](#) [Printer friendly](#)

#### School Based Leadership Development with Professor John West-Burnham

A one-day course facilitated by Professor John West-Burnham to support the exchange of ideas and practice and to allow delegates to enhance their skills in developing and designing leadership programmes.

This programme will be of interest to senior manage ...

Event Code: SIS/14/024

Event Cost: £180.00 (Other)

Session	Session Date	Session Time	Session Venue	Map
Session 1	Tuesday 30 September 2014	09:30 - 15:30	Milton Hill House	<input type="button" value="Map"/>

- 
- 
- 
- 

6. To view the full details of an event click on the 'Full details' link on the right hand side of the course information and you will be taken to a page with full event information including a full event description and learning outcomes.



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Session 1	Tuesday 30 September 2014	09:30 - 15:30	Milton Hill House	<input type="button" value="Map"/>

- 
- 
- 
-



7. If there are any additional documents such as pre-course reading attached to the event these will be accessible by clicking on the 'Additional document(s)' icon on the right hand side of the course information. To view and download any attachments, click on the link and a pop-up screen will appear listing the documents and download options.
8. To print the details of an event, click on the 'Print Event' link.
9. To save the details of an event click on the 'Save event' link. The event will be saved in your 'Saved Events' page within 'My BLT Online'.