

**BLT Online
User Guides
Booking an Event in
BLT Online**

Booking an Event in BLT Online

- When you have found the event you would like to book using the search facility built into the system select 'Request a place'.

How to Stand Back and Get More!

An interactive day for Primary TAs and Support Staff on how to give pupils more responsibility for their own learning rather than always giving them the answer.... How to stand back and get more!!

Tom has a passion for teaching and an ambition to help all children and adults see learning as something that can enhance their lives and bring great pleasure. He has taught in all phases of education and has worked all over the world giving advice to ...

Event Code: SIS/14/021

Session	Session Date	Session Time	Session Venue	Map
Session 1	Wednesday 3 September 2014	09:30 - 15:30	The Gateway Conference Centre	Map

[Request a place](#)

[Full details](#)

[Print event](#)

- You will be taken to the 'Request a Place' page.

Request a Place

▶ Complete the form below to request a place on the event

[Request a place](#)

[Full details](#)

[Print event](#)

[Save event](#)

[Event list](#)

Event Title	How to Stand Back and Get More! (SIS/14/021)
Venue	The Gateway Conference Centre, Aylesbury Vale District Council, The Gateway, Gatehouse Road, Aylesbury, HP19 8FF Map
Start time and date	09:30 - 15:30 Wednesday 3 September 2014
Your name	Mark Bignell
Your email address	mbignell@learningtrust.net
Your Establishment	Buckinghamshire Learning Trust (Aylesbury)
Event Price	£50.00 (£60.00 including VAT at 20%)
Discount code	<input type="text"/>
Booking Requirements	<p style="color: red; font-weight: bold;">Dietary and other requirements can be updated through My BLT Online. If you have any requirements or notes to add specific to this booking please complete the 'Booking Requirements' field below.</p> <p>(Please leave blank if not applicable)</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>
<input type="checkbox"/> I have read and agree to the terms and conditions Terms and Conditions	

[Add Booking](#) [Cancel](#)

3. Click on the 'Terms and Conditions' link to read the booking terms and conditions and a pop-up will appear. If you agree to these terms and conditions, select the tick box on the 'request a place' page and click 'Add Booking'.
4. Dependent upon the payment method and credit terms attached to your establishment you will then be transferred to the relevant checkout to arrange payment for the booking.
5. A confirmation message will display on screen to confirm the reservation. If your establishment requires your booking to be authorised your CPD Leader will be sent an email prompting them to authorise the booking. For individual accounts this authorisation is not required and the booking will be authorised automatically.
6. You can follow the progress of your booking from within 'My BLT Online', 'Events due to attend and booking status'.



Booking an Event in BLT Online on Behalf of a Colleague (CPD Leaders Only)

- When you have found the event you would like to book using the search facility built into the system select 'Request a place'.

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[Request a place](#)

[Full details](#)

[Print event](#)

- To request a place on behalf of a colleague, click on the 'Request a place on behalf of a colleague' link in the 'Your name' section.



Your Basket (3 Items)

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

Request a Place

▶ Complete the form below to request a place on the event
 ▶ [Click here to add a colleague to CPD online](#)

[Request a place](#) | [Full details](#) | [Print event](#) | [Save event](#) | [Event list](#)

Event Title	Dyscalculia - Does it add up? (C&L/14/006)
Venue	Buckinghamshire Learning Trust (Test), Unit 9 The Abbey Centre, Weedon Road, Aylesbury, HP19 9NS Map
Start time and date	09:30 - 12:30 Thursday 27 November 2014
Your name	Mark Bignell Request a place on behalf of a colleague
Your email address	bltonline@learningtrust.net
Your Establishment	<input type="text" value="Aston Clinton School"/>
Event Price	£41.67 (£50.00 including VAT at 20%)
Discount code	<input type="text"/>
Booking Requirements	<p style="color: red; font-size: small;">Dietary and other requirements can be updated through My BLT Online. If you have any requirements or notes to add specific to this booking please complete the 'Booking Requirements' field below.</p> <p style="font-size: x-small;">(Please leave blank if not applicable)</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>
<input type="checkbox"/> I have read and agree to the terms and conditions Terms and Conditions	

[Add Booking](#) [Cancel](#)

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

Request a Place

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

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

Event Title	Dyscalculia - Does it add up? (C&L/14/006)
Venue	Buckinghamshire Learning Trust (Test), Unit 9 The Abbey Centre, Weedon Road, Aylesbury, HP19 9NS Map
Start time and date	09:30 - 12:30 Thursday 27 November 2014
Colleague's department	Select a department ▼ *
Colleague's name	Liz Slater - Aston Clinton School ▼ * Click here to add a colleague to CPD online
Participant email address	lslater@learningtrust.net
Event Price	£41.67 (£50.00 including VAT at 20%)
Discount code	<input type="text"/>
Booking Requirements	Dietary and other requirements can be updated through My BLT Online. If you have any requirements or notes to add specific to this booking please complete the 'Booking Requirements' field below. (Please leave blank if not applicable) <input type="text"/>
Who would you like to receive email messages regarding this event	<input checked="" type="checkbox"/> Colleague <input checked="" type="checkbox"/> Me
	<input type="checkbox"/> I have read and agree to the terms and conditions Terms and Conditions

- If the colleague does not appear in the list, this course be due to the following reasons:
 - The colleague already has a place on the course. You can check this in 'Events colleagues are due to attend' within 'My BLT Online';
 - The colleague has already requested a place on the event but has previously had their place denied;
 - The colleague does not have an account in BLT Online.
- If the colleague does not already have an account on the site, you can create one for them by clicking 'Click here to add a colleague to CPD online'.
- Enter the colleague's details and click 'Submit'.
- You will then be taken back to the 'Request a Place' page where the staff member will be shown in the colleague drop down list. At the same time the staff member will be sent an automatic email with their system log in details for future use.
- You can select who you wish to receive email messages regarding the event by checking the boxes Colleague and/or Me.
- Agree to the Terms and Conditions and click 'Add Booking'.

10. Dependent upon the payment method and credit terms attached to your establishment you will then be transferred to the relevant checkout to arrange payment for the booking.
11. A confirmation message will be displayed on screen.
12. The booking will need to be confirmed by a BLT CPD Administrator. An email will be sent to the Event Administration contact for the event to let them know that a booking has been made. The delegate will receive an email once their place has been confirmed.
13. You can follow the progress of your booking from within 'My BLT Online', 'Events I have booked for colleagues'.