

**BLT Online
User Guides
Authorising Event Bookings in
BLT Online
(CPD Leaders Only)**

Authorising Event Bookings in BLT Online (CPD Leaders Only)

1. If your establishment requires bookings to be authorised as a CPD Leader it is your responsibility to authorise the booking requests of colleagues.
2. When a colleague has requested a place on an event you will receive an email to notify you of the request. There will be links in the email to approve or decline this request. The email will contain the details of the event.
3. You can authorise or decline the request by clicking on the appropriate link in the email or by managing the requests via 'My BLT Online', 'Unauthorised booking requests'. The link in 'My BLT Online' will be highlighted in red if there are any outstanding booking requests to review.
4. To authorise a request in 'My BLT Online', 'Unauthorised booking requests', tick the box(s) next to the booking(s) you would like to authorise and select 'Authorise selected requests' at the bottom of the page.
5. To decline a request in 'My BLT Online', 'Unauthorised booking requests', tick the box(s) next to the booking(s) you would like to authorise and select 'Deny selected requests' at the bottom of the page.
6. When a booking is authorised the booking request will be sent to the CPD Administrator to let them know a booking has been made. The user will be emailed when their booking has been confirmed.