Authorising other people to book you on courses...........

◆ Before anybody else can book you on a course, you will need to give them your permission. To do this, log into your account and click ‘My Authorisation’.

◆ This will bring up the authorisation page. It shows which people are allowed to book you on a course and which people you are allowed to book on courses. To allow someone to book yourself on a course, click ‘Add’.

◆ Type in the user name and postcode (this can be either the practice or home postcode - so long as it is in their registration details) of the person to whom you are giving authorisation (it doesn’t matter whether it is their practice address or home address) and click ‘Add’.

◆ Once you have clicked ‘Add’, the authorisation page will be updated.

◆ It is possible to retract your authorisation by clicking the red ‘X’.

To re-instate authorisation or to allow another person to make bookings on your behalf, please repeat the instructions above.

Please note that it is your responsibility who you authorise to make bookings on your behalf.