Booking a place on Assuring Safer Care: Embracing Human Factors for Improvement

1. Ensure you are registered as a user with CBMS (if you are not yet registered as a user; please follow the instructions (later in this guide) for Registering as a user with CBMS prior to proceeding below)

2. Follow instructions for Signing in to CBMS (later in this guide)

3. Click here (this directs you to the course page)

4. Select your preferred event date or REGISTER INTEREST if your preferred event date is full/you’d prefer to attend at a later date

5. Check the event details

6. Click the BOOK NOW tab

7. Select your Standard Event fee

8. Tick the box to agree to the Terms & Conditions and Cancellation & Refund Policy

9. Click ADD TO BASKET

10. Your booking will be added to your My Basket

11. Continue to book further events if you wish

12. Revisit your My Basket (click My Basket on the left-hand side of the screen) when you are ready to pay

13. Select your response for How do you wish to pay?

14. Click CHECKOUT (you will be directed to Netbanx)

15. Follow the onscreen payment instructions (you may be redirected to your online banking verification page via your bank)

16. Once authorised, you will be directed to a BOOKING ACKNOWLEDGEMENT screen.

17. Your booking will be acknowledged by an email from the Event Co-ordinator; detailing whether your booking has been confirmed or whether a confirmation will be forwarded following receipt of outstanding requirements
Registering as a user with CBMS

1. Access the website www.coursesandconferences.org.uk
2. Click register here on the left-hand side of the screen
   
   **Note:** If when you attempt to register as a new user CBMS informs you that an account already exists with your email address, it may be that you have been previously registered due to attending a previous Courses and Conferences Centre event. In this instance, follow the instructions for Resetting a password (below.)
3. Complete all fields (if you are a Wessex or Oxford trainee please ensure that you register with the email address the deanery holds for you) and click Submit in the top right-hand corner of the screen

Signing in to CBMS

1. Access the website www.coursesandconferences.org.uk
2. Enter your email address and password and click Sign in
3. Ensure your Personal Details screen is up to date and save any changes

Resetting a password

1. Access the website www.coursesandconferences.org.uk
2. Click Forgotten your password? on the left-hand side of the screen
3. Enter your email address in the Email address: box and click Reset password
4. The system will reset your password and send confirmation to your email address
5. Follow instructions for Signing in to CBMS (above). You may change your password once you have accessed your account, via My Account.