How do I book other people onto courses?

◆ First, you must get authorisation by the person who wishes you to book courses on their behalf. For details how to do this, please see ‘How do I let other people book me onto courses?’ in ‘Frequently Asked Questions’.

Once you have logged in, it is possible to see if you have been given authorisation by checking the ‘My Authorisation’ page.

In this case, ‘First Dentist’ has given ‘Another Dentist’ permission to book ‘First Dentist’ on a course. This means ‘Another Dentist’ can book courses for both himself and ‘First Dentist’. However no-one else can book ‘Another Dentist’ onto a course — unless ‘Another Dentist’ authorises another person to do so.

◆ To book a place on a course, click ‘Course Search’

This brings up a list of courses

◆ Click ‘add to cart’

This page shows the course details and also a dropdown list with your name and the names of all the people for which you have booking authorisation

◆ Highlight the person who you wish to enrol on a course and click ‘add to cart’
◆ If you want to add another person to this course or want to book yourself or another person on a different course, click ‘add item to shopping cart’.

◆ This will bring you back to the course search page. Just keep repeating this stage until you have made all the enrolments that you want.

◆ To confirm your bookings, click ‘Go to checkout’ where you will be able to pay for all your courses.

◆ Fill in the details of the credit/debit card holder and click ‘Transmit’.
You will receive a confirmation email from the course booking system regarding all the bookings made, as well as an email from Netbanx confirming payment.

To view your booked courses, click ‘My Courses’.

This page shows the courses that you are booked on, as well as the courses you have booked for other people. It is possible, from this page, to cancel any bookings you have made.