Instructions on how to register on the Course Booking Management System (CBMS) and book online for an event or register an interest in a course

To register with the system:

1) Access the website www.courses.nesc.nhs.uk
2) This will take you to the Home Page
3) Click on top right-hand side to register
4) Complete all fields: surname, forename and email address including a 5 digit or more password and click on register
5) Almost instantly you will be sent a pin number and confirmation of your chosen password by email to the email address you registered with
6) Once you have your pin number go back into the Home Page, click log on, enter your email address, pin number and password then click Sign in
7) Your Personal Details will open automatically following your first log in - please complete all fields, exit Personal Details by clicking Submit Changes

To book onto an event:

8) Click on Courses tab at the top of the screen
9) Find the course you wish to attend and select it via the blue arrow next to the title (or using the filter enter the course name)
10) Scroll down and select the event date you wish to attend
11) Click on top left book now
12) Scroll to the end of the page and tick the box to confirm terms and conditions
13) Click next, click next again and click confirm. You will see a message that says your booking has been added to your shopping basket.
14) Proceed to pay.
15) You will receive an email from the course administrator detailing whether your booking has been confirmed or whether a confirmation will be forwarded following receipt of further course requirements.
To register an interest in a course:

16) Click on Courses tab at the top of the screen

17) Find the course you wish to attend and select it via the blue arrow next to the title (or using the filter enter the course name)

18) Click on top left Register an interest

19) Your interest will be acknowledged via email and you will remain on a list of people who will be notified when future event dates are released onto the CCMS system