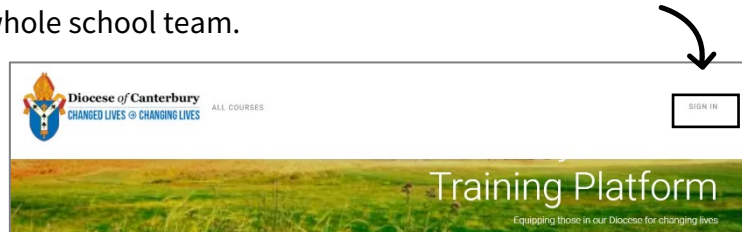
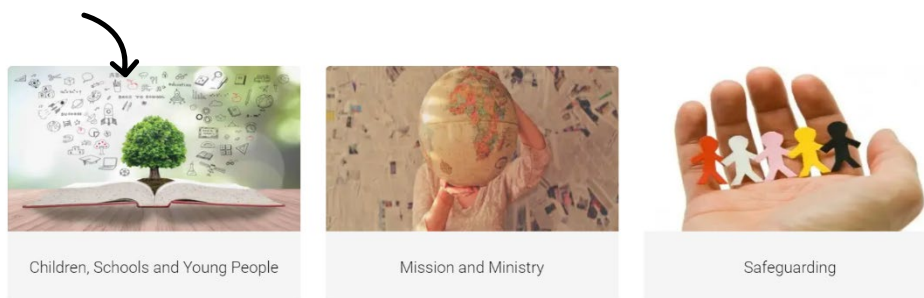


## How to book courses / pre-recorded videos, pay and access them

1. Go to the training platform home page <https://canterburydiocese-training.thinkific.com/>
2. Click on sign in (top right hand of the page)  
Create a personal account and login. EVERY teacher will need to create their own login to access courses, network events and pre-recorded training videos. Please DO NOT share logins or have one login for a whole school team.



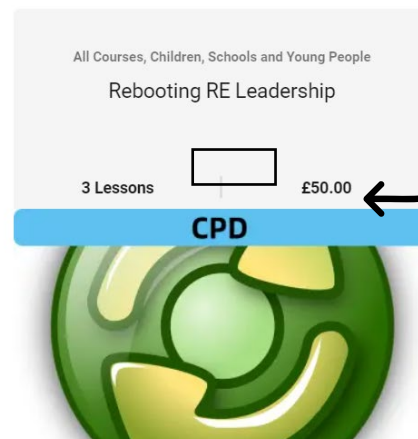
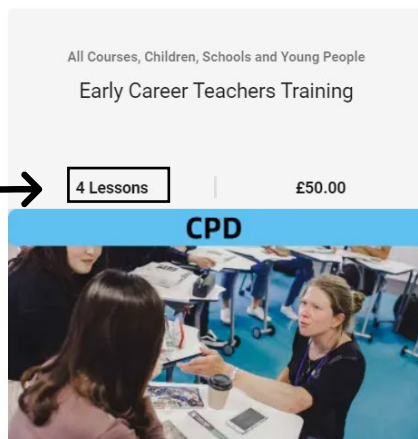
3. Once signed in, Click on Children, Schools and Young People to view all the training sessions and pre-recorded videos.



4. View all the training on offer

This does NOT mean there are 4 lessons or sessions – this figure refers to the number of resources included with the training.

Some courses do have more than one session – you will find this information when you click on the course itself.



The cost on each course is for schools who are not part of our Core Services Scheme.

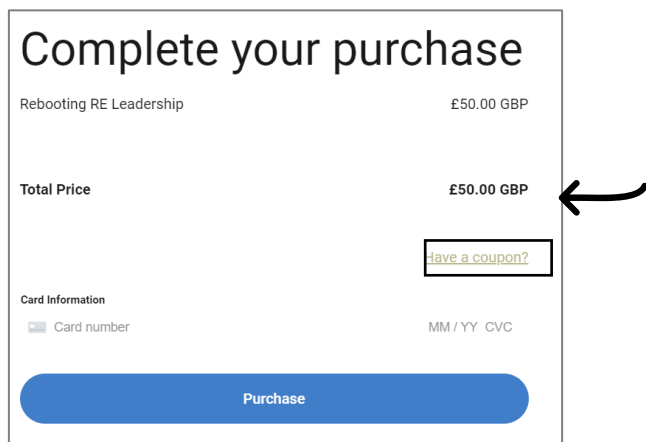
For church schools who pay their annual Core Services Contribution, see information about charging below.

5. Click on the course / pre-recorded training video you would like to access. Click on Buy. This will take you through to the payment page. If you haven't created an account or logged in, it will ask you to do this now.



6. You will then be asked to complete your purchase.

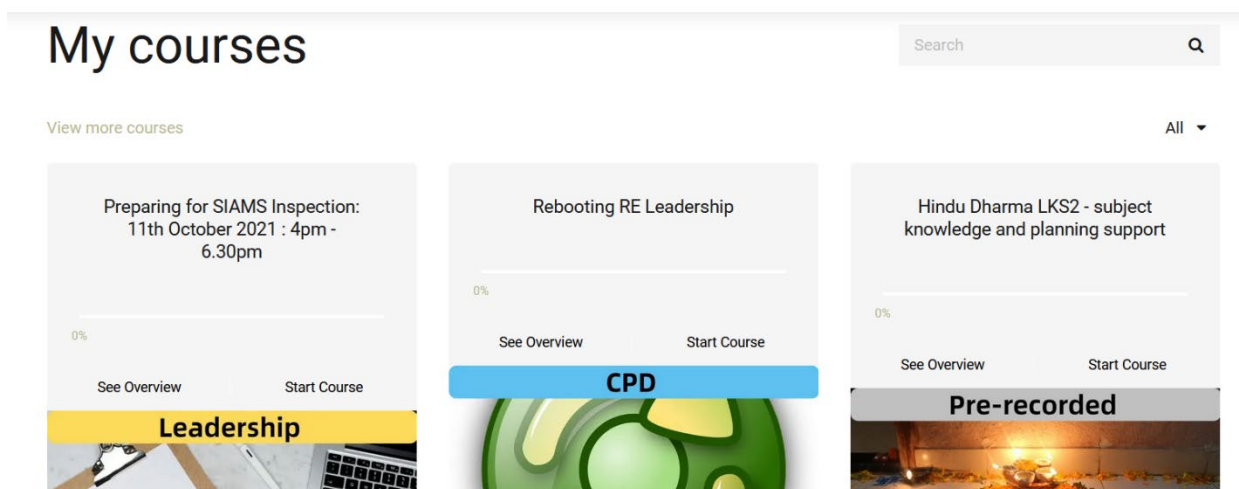
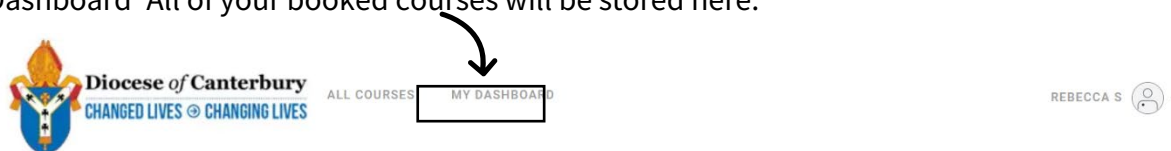
For church schools which have paid their Core Services Contribution, click on 'Have a coupon' and input your coupon code (this will be given to you by your school finance team)



For community schools, or if your (church) school HAS NOT YET PAID into the Core Services Scheme, then you will need to input a school credit or debit card number to purchase the course.

7. Once the coupon code or payment has been accepted it will say 'Enrol now' and on the next page 'Start learning'. You will get an email receipt for your booking.

8. My Dashboard – When you have booked into a training session or pre-recorded video, you will be able to access the resources and booking links at anytime by clicking on 'My Dashboard' All of your booked courses will be stored here.



9. Zoom links and accompanying resources for each virtual live training session can be found by clicking on each event you have booked onto.
10. Pre-recorded videos and accompanying resources can be found by clicking on the training video you have booked onto.
11. Pre-recorded training videos – These will be available to watch as soon as they have been purchased.

The downloadable resources can be found here.

Some have PREREQUISITE beside them, this means they must be downloaded and used or read to enable you to complete the course.

The videos are embedded into the website, so they can't be downloaded, but can be watched multiple times.

If you have any further questions or queries, please contact Natalie Ralph [nralph@diocant.org](mailto:nralph@diocant.org) or Rebecca Swansbury [rswansbury@diocant.org](mailto:rswansbury@diocant.org)

