

- A) Booking on to an F2 Regional Teaching Programme 1
- B) Cancelling a booking 3

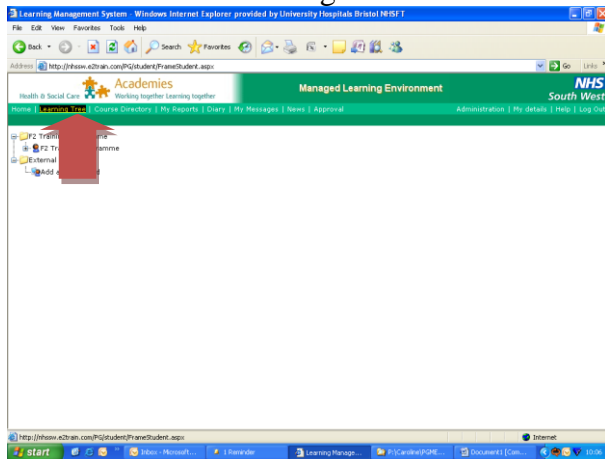
Username: DrInitialSurnameGMC
 Password: password; please change on first login.

A) Booking on to an F2 Regional Teaching Programme

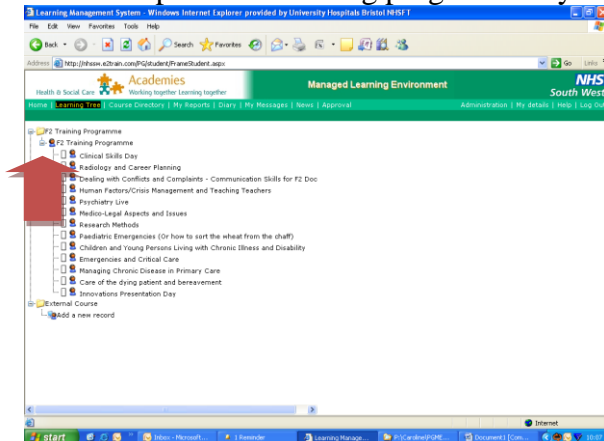
1. Log-on (change password) – home page below:



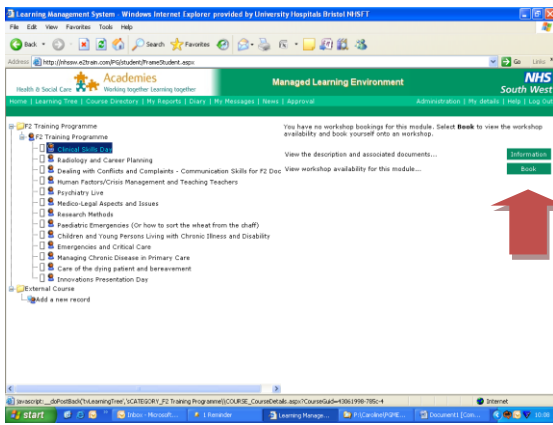
2. Click on 'learning Tree'



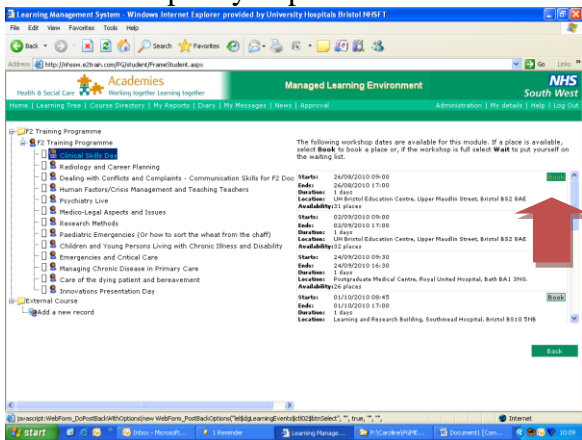
3. Expand F2 Training programme by clicking on '+' next to F2 Training programme:



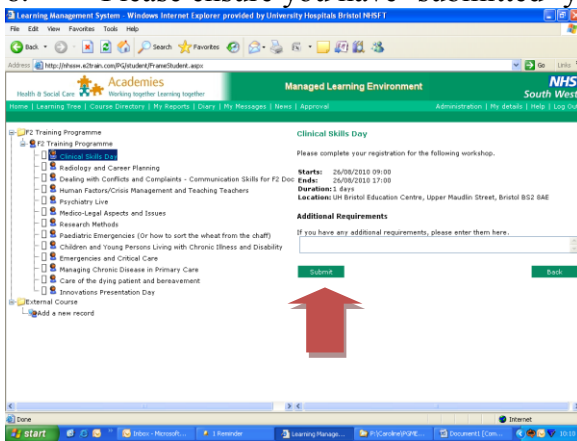
4. Click on a programme for further information/booking



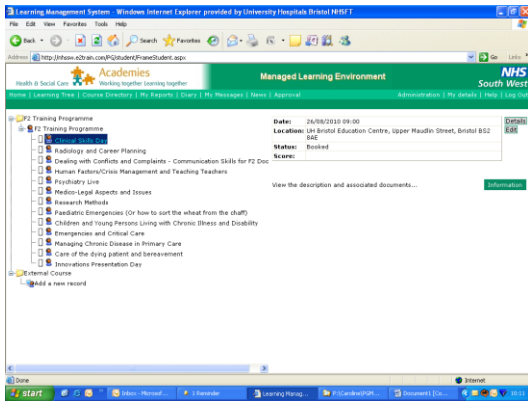
5. The 'Information' button will provide you with details of dates and information about the course aims. Alternatively click on 'Book' to view dates and availability. Please ensure you have study leave authorisation before booking on to any Regional course as there is a cancellation policy in place.



6. Please ensure you have 'submitted' your booking form.

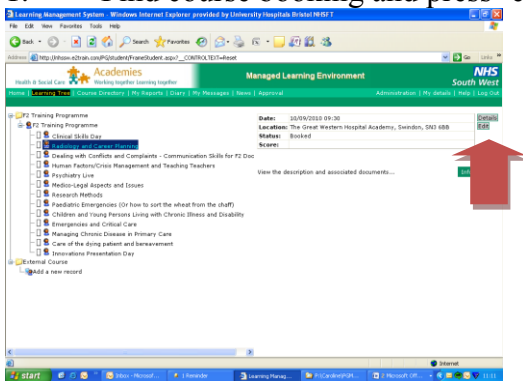


7. An email will be sent to you with confirmation of your booking. If the course is full, you will be added to the waiting list – if places become available, you will be notified by the MLE.



B) Cancelling a booking

1. Find course booking and press 'edit' to amend booking



2. Cancel Booking

