BSP Booking System 2023 – 2024



Introduction

Welcome to the Brent Schools Partnership's new booking system for CPD events. This system has been designed to provide an easy-to-use, intuitive platform that allows educators to book CPD events hosted by the Brent Schools Partnership quickly and efficiently.

We understand the importance of professional development for educators and believe that the right training can have a significant impact on the quality of education provided to our students. Therefore, we are excited to launch this new booking system, which will enable teachers and school staff to browse and book CPD events with ease.

The booking system has been designed to be accessible to all, regardless of technical expertise. It is user-friendly and easy to navigate, allowing educators to find the training they need and book onto events in just a few clicks.

In this guide, we will take you through the process of using the Brent Schools Partnership's new booking system step by step. We will cover everything from finding and booking the right CPD event.

Before we get started, it is important to note that the booking system is exclusively for CPD events hosted by the Brent Schools Partnership. If you are looking to book onto an event hosted by another provider, you will need to use their respective booking system.





The booking system can be found on The Brent Schools Partnership on the homepage, www.bsp.london as shown below or in the Calendar 23/24 section

Log in
BSP CPD Event View datalis
Prose, I dependen 23 dem - Lppm Idol The Avenue School, 60 Christchurch Avenue, London, NW6 7BH
TICKETS
BSP Event Entry Soloct This ticket choice confirms your place on this BSP event
View selections

Step 2.

From there, you will be taken to the main dashboard which provides a overview of upcoming CPD events. This will provide a list of all upcoming events hosted by the Brent Schools Partnership, by clicking on the event the date, time and location will be shown on right hand side. To book on to a event, click on select

	a CPU Recruitment Contact Calendar 23	24 BSP Weekly Briefings
	Calendar 23/24	
	SCHEDULE	
	Evern 2 May 2023	BSP CPD Event New d
•	September, 2023 1 Pri 9am 657 BSP CPD Event	Friday, 1 September '23 Sam – 12pm SST The Avenue School, 60 Christchurch Avenue, London, NW6 78H
	Times shown in timecover. London	TICKETS BSP Event Entry This ticket choice confirms your place on this Bit event





You will then be shown the event and you will need to select the amount of tickets you require. Here you will confirm the event, date, time and location of the event, price and then select view selections. After you have confirmed, press book now

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Select more View selections		↑		
↑	The Avenue School 60 Christchurch Avenue London NWI 78H			

Step 4.

You will then be promoted to enter any aditonal details, such as email address, name, school and your role. If are booking on behalf of somebody else you can edit the attendee email.

alendar 23/24		BOOKER > DETAILS > C	OMPLETE	
MOKER > DETAILS > COMPLETE	Log in	Attendee details		
Deples datelle		1ST ATTENDEE		Change attendee
Your email address Enter your own email if booking on behalf of others.		Full name [*] Attendee email	First name	Last name
Continue		School [*] Bole [*]		





Once you have entered all the required details a automatic confirmation email will be sent to your email address. If this is a chargeable event or you are not a BSP member you will be invoiced after attending the session.

U		
	BOOKER > DETAILS > COMPLETE	
	Thank you for your booking A booking confirmation email has been sent to: kiran.matharu@bsp.london Booking ref: GTG2C Booker email: kiran.matharu@bsp.london	
	Message from BSP CPD Event	
	Thank you for booking.	

More information about this event will be shared by kiran.matharu@bsp.london



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🍓 BRENT SCHOOLS PARTNERSHIP

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