

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.

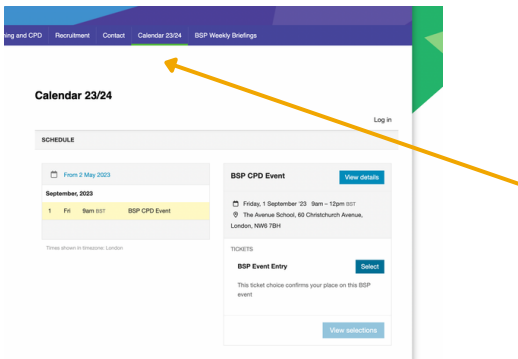
The booking system has been designed to be accessible to all, regardless of technical expertise. It is user-friendly and easy to navigate, allowing educators to find the training they need and book onto events in just a few clicks.

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.

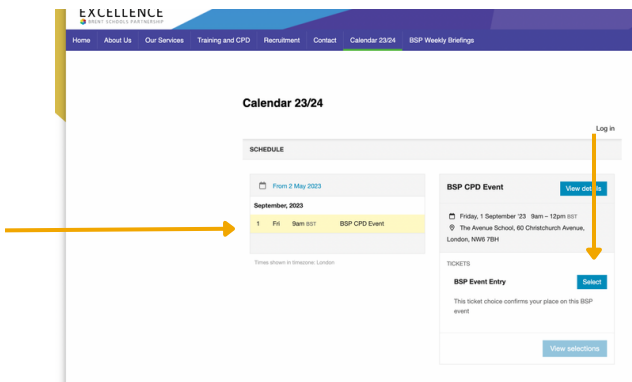
Step 1.

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



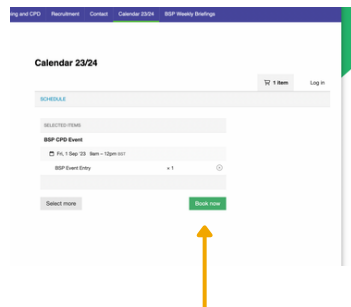
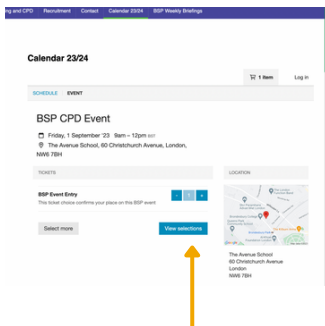
Step 2.

From there, you will be taken to the main dashboard which provides an 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 an event, click on select



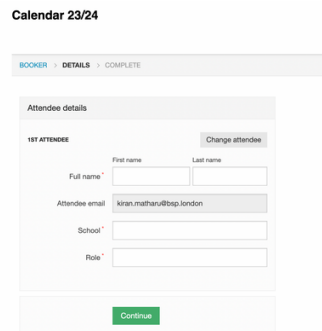
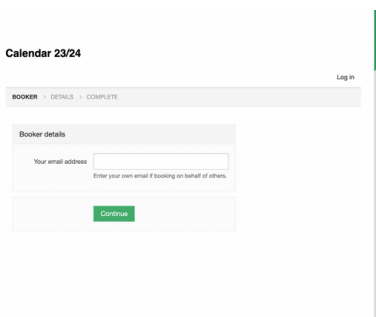
Step 3.

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



Step 4.

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



Step 5

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.

Calendar 23/24

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

Head Office:
The Avenue School
60 Christchurch Avenue
London
NW6 7BH

Jayne Jardine
Chair of Brent Schools Partnership Board
jjardine6.304@lgflmail.org

Beth Kobel
Strategic Lead
beth.kobel@bsp.london

Kiran Matharu
Communications and Operations Lead
kiran.matharu@bsp.london

BSP Booking System

2023 – 2024

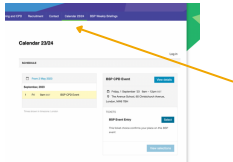
Welcome to the Brent Schools Partnership's new booking system for CPD events. This system has been designed to provide an easy-to-use, intuitive platform that allows educators to book CPD events hosted by the Brent Schools Partnership quickly and efficiently.

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.

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.

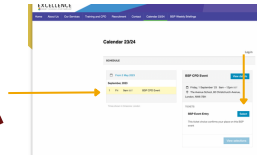
Step 1.

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



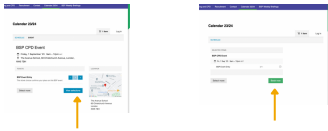
Step 2.

From there, you will be taken to the main dashboard which provides an 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 an event, click on select



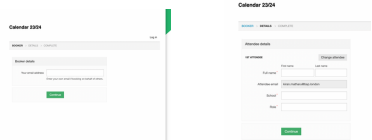
Step 3.

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



Step 4.

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



Step 5

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.

