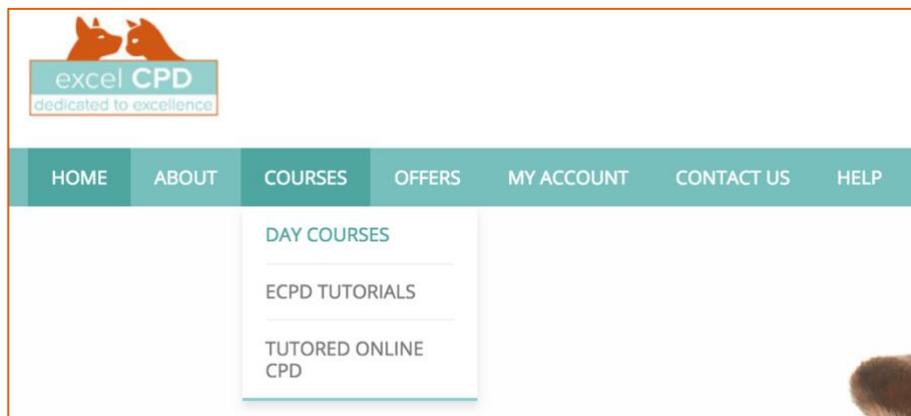




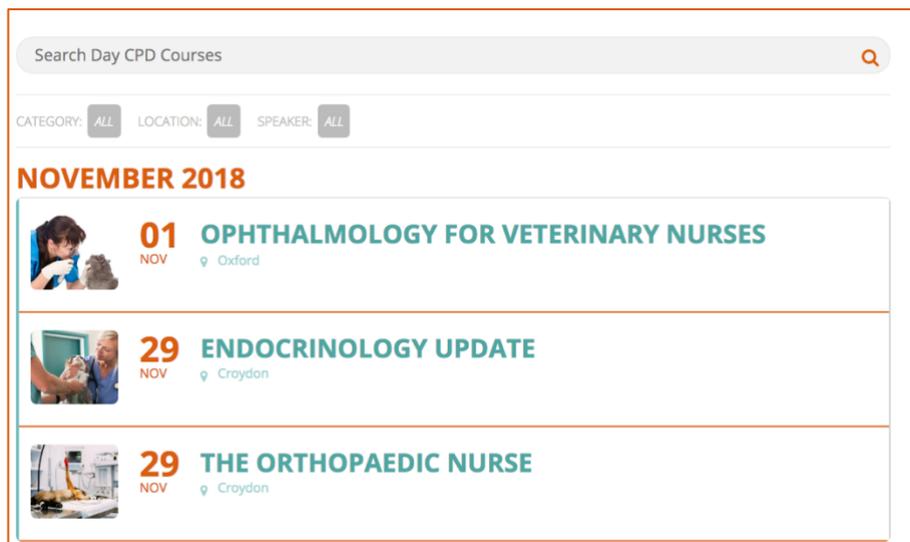
## How to Book a Day Course

- **Choose Your Course**

On the home page, from the main tabs at the top, select 'Courses' -> 'Day courses'.



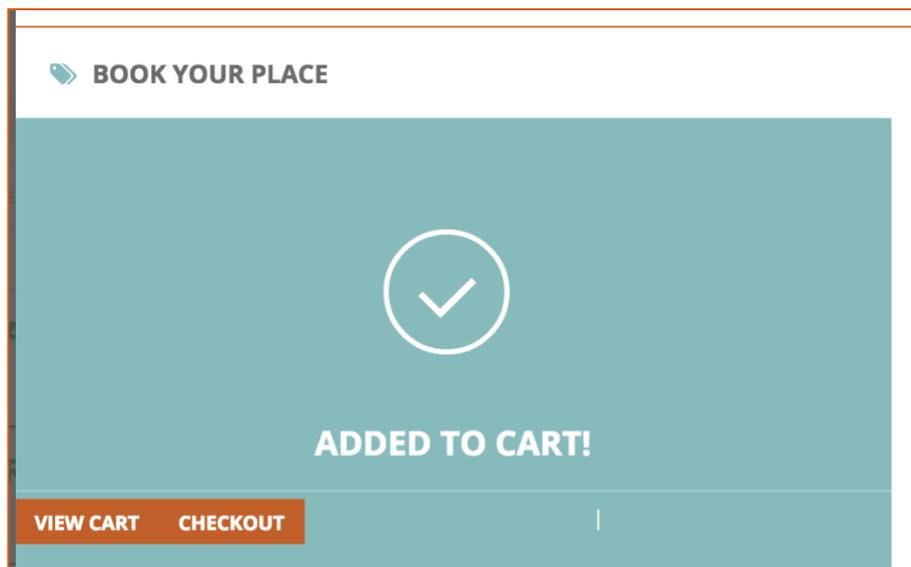
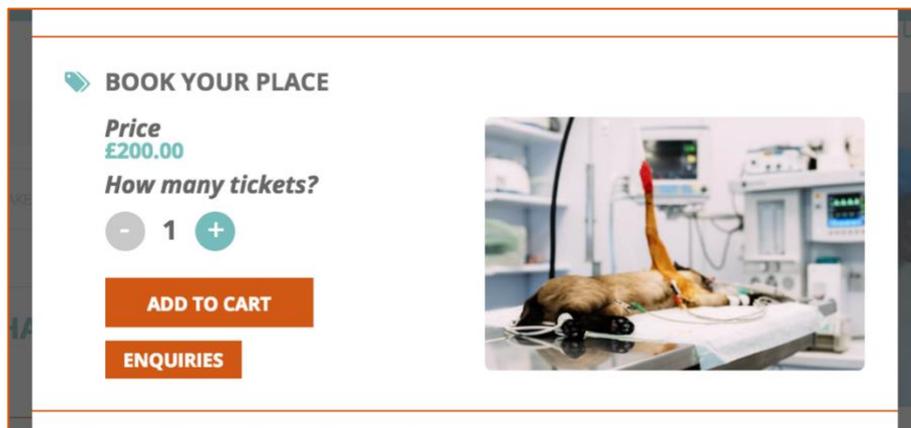
This will open up an events calendar, containing all the day courses we currently have available. There is a search function at the top, where you may select courses taking place at a particular venue or with a certain speaker, otherwise, the courses are arranged in date order.





- **Add to Basket**

Add your chosen course to the cart and then click 'checkout'



- **Complete Checkout**

If you are buying the course for yourself, please complete the 'practice details' section using your personal details, and complete the first line of 'day delegate details'. In the example below, I am buying a course for myself using my personal details.



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## Practice Details

First Name (for billing) \*  Last Name (for billing) \*

Practice Name \*

Practice Address \*

Town / City \*

County  Postcode \*

Practice Email Address \*  Practice Telephone \*

## Day Delegate Details

Day Delegate 1

Day Delegate 2

Day Delegate 3

If you are a practice manager or buying a course for another person, please complete the form using your own name, and practice address, and enter the delegate names in the section on the right. In the example below, there are two delegates (Joe and Sara) attending a course from Animals Veterinary Care, and the practice manager is Katrina.

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## Practice Details

First Name (for billing) \*  Last Name (for billing) \*

Practice Name \*

Practice Address \*

Town / City \*

County  Postcode \*

Practice Email Address \*  Practice Telephone \*

## Day Delegate Details

Day Delegate 1

Day Delegate 2

Day Delegate 3



You will be asked to provide a password, so that an account may be made for you. The account will be created using the details provided in the 'practice details' section.

- **Select Payment Method and Complete Booking**

If you have a voucher to use, please enter the code in the box provided.

### Checkout

"The Orthopaedic Nurse" has been added to your basket. [View basket](#)

Have a voucher? [Click here to enter your code](#)

If you have a coupon code, please apply it below.

[ADD VOUCHER CODE](#)

\* If you are buying a course for yourself - please enter your personal information in the 'practice details' section.

**Practice Details** **Day Delegate Details**

You may select to pay via debit or credit card, by Paypal, or using Pawprint points if you have sufficient saved. Please enter your details, read the terms and conditions, and tick the box to agree to them, and then click 'book my course'



## Your order

CPD Course	Total
The Orthopaedic Nurse Course time: 29/11/2018 9:30 am - 4:30 pm Course location: Croydon * 1	£200.00
<b>Subtotal</b>	<b>£200.00</b>
<b>VAT</b>	<b>£40.00</b>
<b>Total</b>	<b>£240.00</b>
<b>Cost in Pawprint Points</b>	<b>2,400</b> ( Your current balance: 145 )

Debit or Credit Card 

Pay with your debit or credit card

Card Number \*

Expiry Date \*  Card Code (CVC) \*

Save payment information to my account for future purchases.

PayPal   
[What is PayPal?](#)

Your personal data will be used to process your order, support your experience throughout this website, and for other purposes described in our [privacy policy](#).

I have read and agree to the website [terms and conditions](#) \*

**BOOK MY COURSE!**

- **Order Received**

You will be directed to the order received page, and you will receive two email from the website to acknowledge your booking.



## Order received

Save time next time you checkout by linking your account to your favorite social network. No need to remember another username and password.

 [Link your account to Facebook](#)
 [Link your account to Google](#)

Thank you. Your order has been received.

ORDER NUMBER: **10177**      DATE: **17/10/2018**      EMAIL: **michelle@excelcpd.co.uk**      TOTAL: **£0.00**

## Order details

CPD Course	Total
The Orthopaedic Nurse × 1 Course time: 29/11/2018 9:30 am - 4:30 pm Course location: Croydon	£200.00
<b>Subtotal:</b>	<b>£200.00</b>
<b>Discount:</b>	<b>-£200.00</b>
<b>Total:</b>	<b>£0.00</b>

Excel CPD <michelle@excelcpd.co.uk> 21:12 (1 minute ago) ★ ↶ ⋮  
to michelle -

[ADD TO CALENDAR](#)



Your booking for

### THE ORTHOPAEDIC NURSE

**29/11/2018 9:30 AM - 4:30 PM**  
DATE

Michelle Morris [michelle@excelcpd.co.uk](mailto:michelle@excelcpd.co.uk)  
DELEGATE NAME

Croydon, Selsdon Estate, 126 Addington Road, South Croydon, CR2 8YA  
LOCATION

Alison Young  
SPEAKER

**10178-10177-4361**  
BOOKING NUMBER

Your order is complete!

Hi there. Your recent order on Excel CPD has been completed. Your order details are shown below for your reference:

**Order #10177 (17/10/2018)**

CPD Course	Quantity	Price
The Orthopaedic Nurse Course time: 29/11/2018 9:30 am - 4:30 pm Course location: Croydon	1	£200.00
<b>Subtotal:</b>		<b>£200.00</b>
<b>Discount:</b>		<b>-£200.00</b>
<b>Total:</b>		<b>£0.00</b>



- **Registration / Confirmation Emails**

The delegate will receive a **registration** email from us within 48 hours to confirm course registration and provide further information, using the email address provided in the 'day delegate detail' section. A VAT receipt will be forwarded to the email address provided on the 'practice details' section.

Once we can guarantee that the course has sufficient delegates booked, we will send a course **confirmation** email to the delegate, and recommend that it is now appropriate to book travel tickets or accommodation.

- **Your Account**

If you would like to check on your booking, change your account address or passwords, then please go to the homepage, select 'My Account' from the main tabs at the top, and follow the menu on the left-hand side.

The screenshot shows the 'My Account' page with a navigation menu at the top: HOME, ABOUT, COURSES, OFFERS, MY ACCOUNT, CONTACT US, HELP. The page title is 'My Account' and the breadcrumb is 'Home | My Account'. A sidebar on the left lists: Dashboard, My Courses, My CPD Record, My Pawprint Points, Orders, Memberships, CPD vouchers, Addresses, Payment methods, Account details, Logout. The main content area shows 'Order #10177 was placed on 17/10/2018 and is currently Completed.' Below this is the 'Order details' section with a table:

CPD Course	Total
The Orthopaedic Nurse × 1 Course time: 29/11/2018 9:30 am - 4:30 pm Course location: Croydon	£200.00
<b>Subtotal:</b>	£200.00
<b>Discount:</b>	- £200.00
<b>Total:</b>	£0.00

Below the table is an 'Order again' button.

If you have any questions, please email us on [info@excelcpd.co.uk](mailto:info@excelcpd.co.uk)