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.
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.
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](https://example.com/checkout)

  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’
• 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: 19177
DATE: 17/10/2018
EMAIL: michelle@excelcpd.co.uk
TOTAL: £200.00

Order details

<table>
<thead>
<tr>
<th>CPD Course</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Orthopaedic Nurse x 1</td>
<td>£200.00</td>
</tr>
<tr>
<td>Course time: 29/11/2018 9:30 am - 4:30 pm</td>
<td></td>
</tr>
<tr>
<td>Course location: Croydon</td>
<td></td>
</tr>
<tr>
<td>Subtotal:</td>
<td>£200.00</td>
</tr>
<tr>
<td>Discount:</td>
<td>-</td>
</tr>
<tr>
<td>Total:</td>
<td>£200.00</td>
</tr>
</tbody>
</table>

Excel CPD <michelle@excelcpd.co.uk> to michelle >

ADD TO CALENDAR

Your booking for THE ORTHOPAEDIC NURSE

29/11/2018 9:30 AM - 4:30 PM
DATE: 20178-10177-4361
Michele Morris michelle@excelcpd.co.uk
Croydon, Selston Estate, 126 Addington Road, South Croydon, CR2 8YH
Alison Young

Your order is complete!

In line. Your recent order on Excel CPD have been completed. Your order details are shown below for your reference:

Order #19177 17/10/2018

<table>
<thead>
<tr>
<th>CPD Course</th>
<th>Quantity</th>
<th>Price</th>
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</table>
• **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.

If you have any questions, please email us on info@excelcpd.co.uk