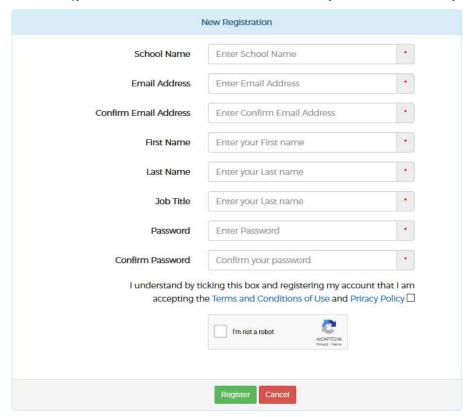
HOW TO REGISTER ON THE COURSE BOOKER WEBSITE [FIRST TIME USER]

- 1. In your web browser go to: coursebooking.enhancealliance.com or use the link in the 'Courses' section of the Governor Support Service website home page: www.governor.support
- 2. Once on the course booking website click on the 'Register' button in the top right corner.

3. Enter your registration information as requested on the registration form and then click the "Register" button (you will then receive an email to confirm you have successfully registered on our website).



HOW TO BOOK A COURSE

- 1. In your web browser go to: coursebooking.enhancealliance.com or use the link in the 'Courses' section of the Governor Support Service website home page: www.governor.support
- 2. Once on the course booking website click the "Sign In" link at the top right corner of the page



COURSES

3. Enter your email address and password then click the "Log in" button



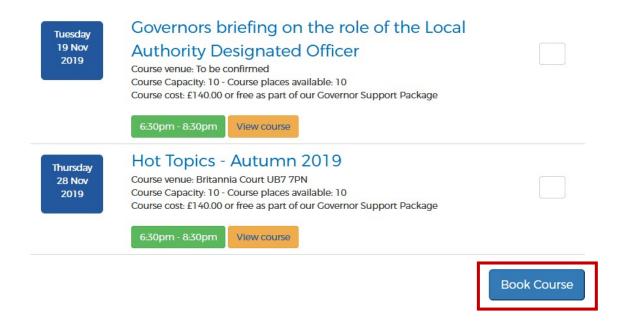
4. Click on GOVERNOR SUPPORT COURSES 2019-2020 to see the available courses and then click 'View Course' to see more details about the course.



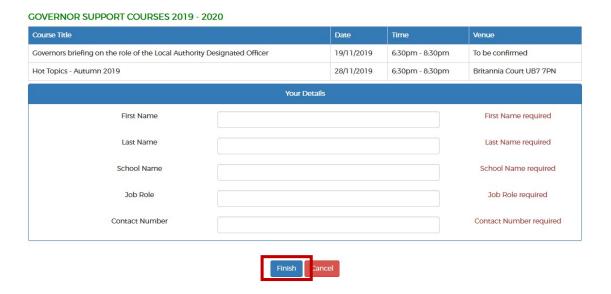
5. Select the course or courses you want to book by ticking the applicable box. Multiple courses can be booked at the same time so tick the box for all the courses you want to book.



6. Scroll to the bottom of the course list and click the "Book Course" button



7. Then on the next screen enter the information as requested and click on the "Finish" button. The information entered at this stage will be stored on the database so for all future bookings there will be no need to enter them again.



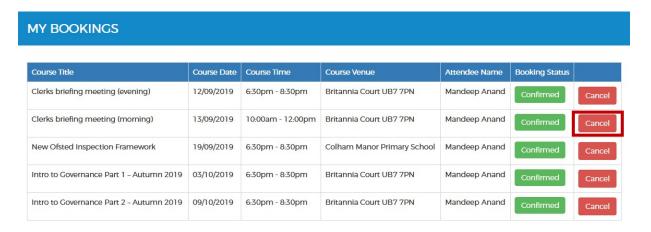
You will receive an email confirmation of your booking/s.

HOW TO CANCEL A COURSE

- 1. In your web browser go to: coursebooking.enhancealliance.org or use the link in the 'Courses' section of the Governor Support Service website home page: www.governor.support
- 2. "Sign In" using your username and password.
- 3. After sign in click on the "My Bookings" link at the top of the page.



4. Click the "Cancel" button to cancel the course.



You will receive an email confirmation of your cancelled booking/s.

IF YOU HAVE ANY QUESTIONS ABOUT HOW TO USE THE COURSE BOOKER
OR EXPERIENCE ANY PROBLEMS WHILE USING THE SERVICE
PLEASE CONTACT GOVERNOR SUPPORT AT:
OFFICE@GOVERNOR.SUPPORT OR 01895 717321