

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

1. In your web browser go to: [coursebooking.enhancealliance.com](https://coursebooking.enhancealliance.com) or use the link in the 'Courses' section of the Governor Support Service website home page: [www.governor.support](https://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).

New Registration

School Name

Enter School Name

Email Address

Enter Email Address

Confirm Email Address

Enter Confirm Email Address

First Name

Enter your First name

Last Name

Enter your Last name

Job Title

Enter your Last name

Password

Enter Password


Confirm Password

Confirm your password

I understand by ticking this box and registering my account that I am accepting the [Terms and Conditions of Use](#) and [Privacy Policy](#)

☐

☐ I'm not a robot

  
reCAPTCHA  
Privacy Terms

Register

Cancel

## HOW TO BOOK A COURSE

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

[Courses](#)[Contact Us](#)[Register](#)[Sign In](#)

### COURSES

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

Please Sign In

☐ Remember Me

Click here to register

Forgotten my password

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.

# COURSE

## BOOKER

**BOOK OUR  
LEARNING &  
DEVELOPMENT  
COURSES HERE**

Courses	
NQT COURSES 2019 - 2020	
SAFER RECRUITMENT	
SAFEGUARDING DSL TRAINING (FORMERLY LEVEL 3)	
EDEN ACADEMY 2018/19 SEND OUTREACH PROGRAMME	
<b>GOVERNOR SUPPORT COURSES 2019 - 2020</b>	

**Thursday**  
03 Oct  
2019

### Intro to Governance Part 1 – Autumn 2019

Course venue: Britannia Court UB7 7PN  
Course Capacity: 10 - Course places available: 10  
Course cost: £140.00 or free as part of our Governor Support Package

6:30pm - 8:30pm

View course

☐

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**Wednesday**  
09 Oct  
2019

### Intro to Governance Part 2 – Autumn 2019

Course venue: Britannia Court UB7 7PN  
Course Capacity: 10 - Course places available: 10  
Course cost: £140.00 or free as part of our Governor Support Package

6:30pm - 8:30pm

View 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.

# COURSE

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COURSES HERE**

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6:30pm - 8:30pm

View course

☐

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

Tuesday  
19 Nov  
2019

### Governors briefing on the role of the Local Authority Designated Officer

Course venue: To be confirmed  
Course Capacity: 10 - Course places available: 10  
Course cost: £140.00 or free as part of our Governor Support Package

6:30pm - 8:30pm

View course

☐

Thursday  
28 Nov  
2019

### Hot Topics - Autumn 2019

Course venue: Britannia Court UB7 7PN  
Course Capacity: 10 - Course places available: 10  
Course cost: £140.00 or free as part of our Governor Support Package

6:30pm - 8:30pm

View course

☐

Book Course

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.

GOVERNOR SUPPORT COURSES 2019 - 2020

Course Title	Date	Time	Venue
Governors briefing on the role of the Local Authority Designated Officer	19/11/2019	6:30pm - 8:30pm	To be confirmed
Hot Topics - Autumn 2019	28/11/2019	6:30pm - 8:30pm	Britannia Court UB7 7PN

Your Details

First Name

First Name required

Last Name

Last Name required

School Name

School Name required

Job Role

Job Role required

Contact Number

Contact Number required

Finish

Cancel

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

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## HOW TO CANCEL A COURSE

1. In your web browser go to: [coursebooking.enhancealliance.org](https://coursebooking.enhancealliance.org) or use the link in the 'Courses' section of the Governor Support Service website home page: [www.governor.support](https://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.



[Courses](#) [My Account](#) [Delegates](#) [My Bookings](#) [Contact Us](#) [Logout](#)

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

### MY BOOKINGS

Course Title	Course Date	Course Time	Course Venue	Attendee Name	Booking Status	
Clerks briefing meeting (evening)	12/09/2019	6.30pm - 8.30pm	Britannia Court UB7 7PN	Mandeep Anand	Confirmed	Cancel
Clerks briefing meeting (morning)	13/09/2019	10.00am - 12.00pm	Britannia Court UB7 7PN	Mandeep Anand	Confirmed	Cancel
New Ofsted Inspection Framework	19/09/2019	6.30pm - 8.30pm	Colham Manor Primary School	Mandeep Anand	Confirmed	Cancel
Intro to Governance Part 1 - Autumn 2019	03/10/2019	6.30pm - 8.30pm	Britannia Court UB7 7PN	Mandeep Anand	Confirmed	Cancel
Intro to Governance Part 2 - Autumn 2019	09/10/2019	6.30pm - 8.30pm	Britannia Court UB7 7PN	Mandeep Anand	Confirmed	Cancel

**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**