

## **Accessing Event Resources**

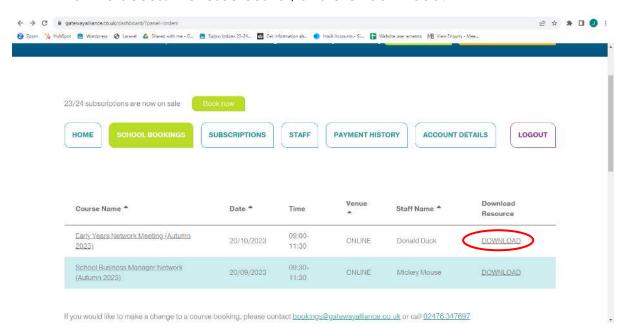
After each event any resources (such as slides, handouts and useful links) will be shared with all delegate who attended or who were due to attend. Superusers at the school and Headteachers can also access the resources but will not receive an email advising the resources are available to view. We recommend you download any resources you want to keep or access again as we only allow access to them via our website for the remainder of the academic year.

An email will be sent to the attendee following each event for which they have registered or showing in the school bookings tab, to advise the resources are available to view and download.

In addition, we have members area pages for all the subscriptions your school have purchased for the year. The members area pages have the event resources, recordings of webinars (where speakers have given permission), useful links and information noted from the event, links to our Facebook Closed Network Groups and information on how to get involved in our planning teams helping to design and shape our courses so they remain relevant to the subject leads.

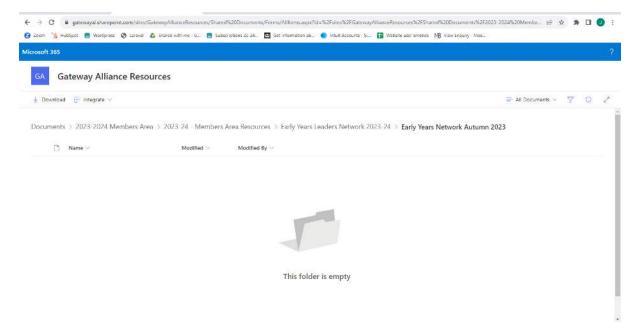
## To just access the resources from the event

- 1. Login to your school's members area at <a href="www.gatewayalliance.co.uk">www.gatewayalliance.co.uk</a> by clicking on the person icon in the top right corner.
- 2. Navigate to the School Bookings tab if you are a superuser or headteacher or the My Bookings tab if you are any other member of staff. Find the course you want to access the resources for, and click download.



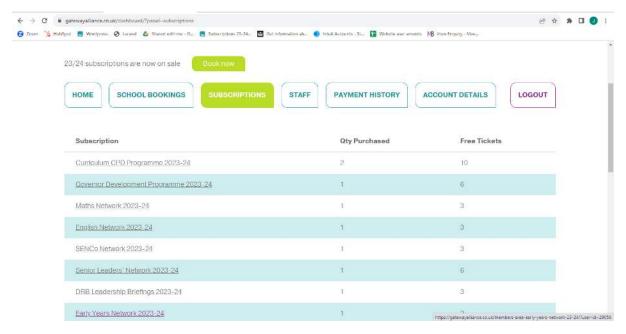


3. You will be taken to a sharepoint area for that event which will hold the presentation slides (where permission has been given by the speaker), and any handouts from the event.



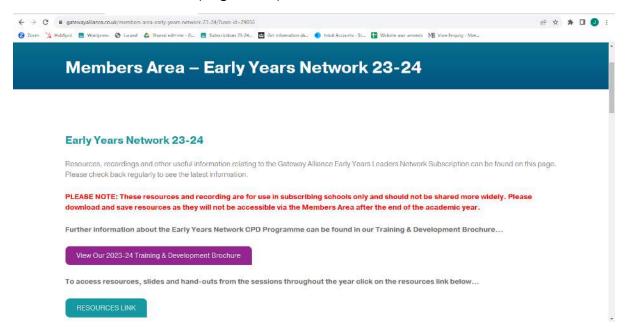
## To access the members area pages

- 1. Login to your school's members area at <a href="www.gatewayalliance.co.uk">www.gatewayalliance.co.uk</a> by clicking on the person icon in the top right corner.
- 2. Navigate to the Subscriptions tab. Find the subscription you want to access the resources for and click on the Subscription Name once.





3. The members area page will open.



4. If the Subscription is for the Curriculum CPD programme, you will be asked for a password if you select any of the subjects on the members area page. This password will be given in the email sent to the attendee following the event. Passwords are only provided on this page as schools have the option to either purchase 5 or 10 of the curriculum subjects. Where schools purchase 5, they will only be provided with the password for those 5 subjects.

