

## Assigning Staff members to Attend Gateway Alliance Events

Once all your events have been added to you school bookings tab, you need to assign the staff member attending each event.

1. Login to your school's members area at [www.gatewayalliance.co.uk](http://www.gatewayalliance.co.uk) by clicking on the person icon in the top right corner.
2. Navigate to the School Bookings Tab. Find the event you want to assign the member of staff to (events in red are events with no staff member assigned. Events in black have a staff member assigned).

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**You have events that need to be assigned to staff members**

Course Name ^	Date ^	Time	Venue ^	Staff Name ^	Download Resource
Early Years Network Meeting (Autumn 2023)	20/10/2023	09:00-11:30	ONLINE	- Select -	DOWNLOAD
School Business Manager Network (Autumn 2023)	20/09/2023	09:30-11:30	ONLINE	Mickey Mouse	DOWNLOAD

3. In the staff name column click the down arrow against the required event and select the member of staff due to attend the event.
4. If a staff member is already assigned, but you want to change the person due attend, click their name and the drop-down of staff will appear.

If you experience any problems with changing a staff member due to attend an event (sometimes the drop-down list doesn't appear – particularly when an event is only a few days away), please email [info@gatewayalliance.co.uk](mailto:info@gatewayalliance.co.uk) with the details of the event and the new staff member due to attend and we will make the changes.