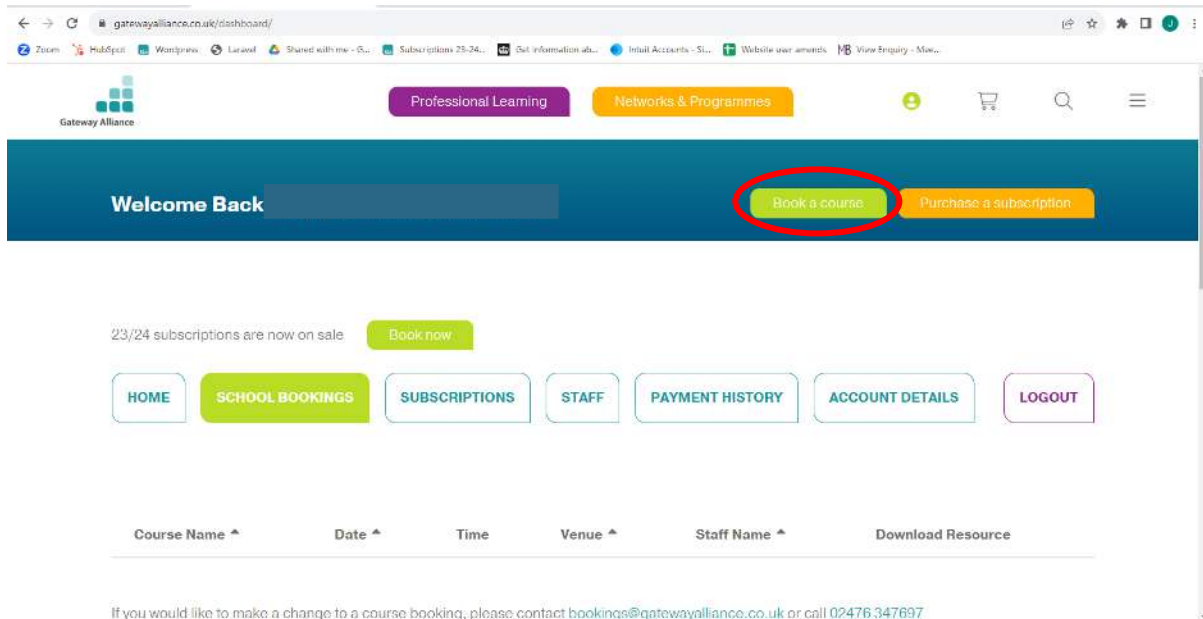


## Adding Courses to your Subscriptions

When your school purchases bundles / subscriptions, the Gateway Alliance team will add these to your members area on our website. But many of our subscriptions have a choice of venues and dates. To give your school the most flexibility in choosing the right location or date for you, you will need to select these from our bookings pages.

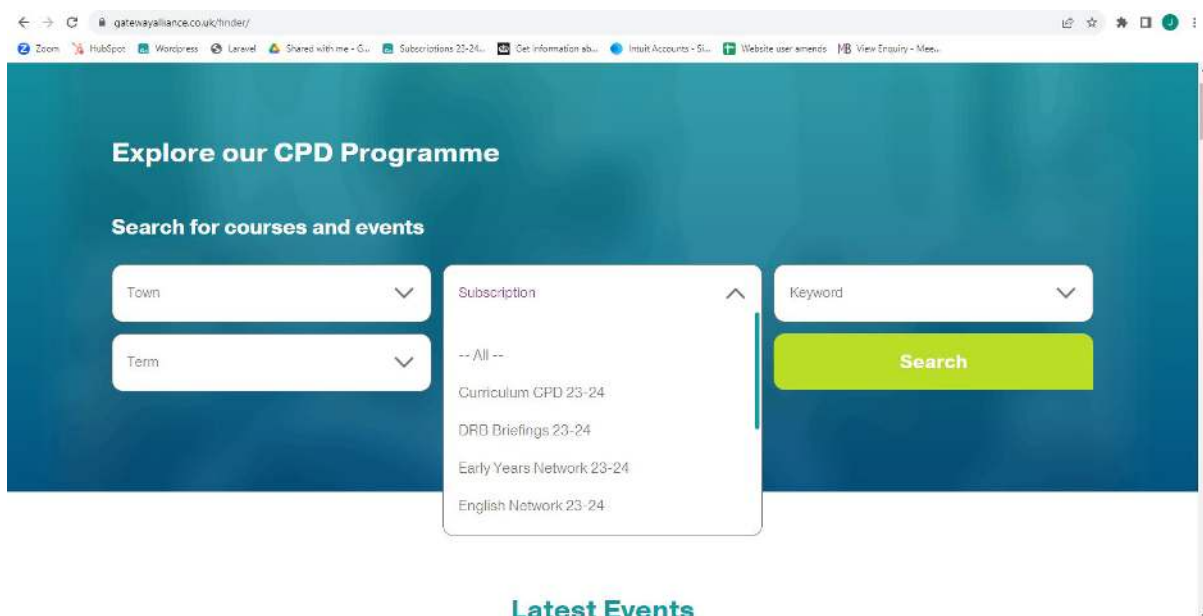
1. Login to your account at [www.gatewayalliance.co.uk](http://www.gatewayalliance.co.uk).

Click the 'Book a course' button. This will take you to our main website.



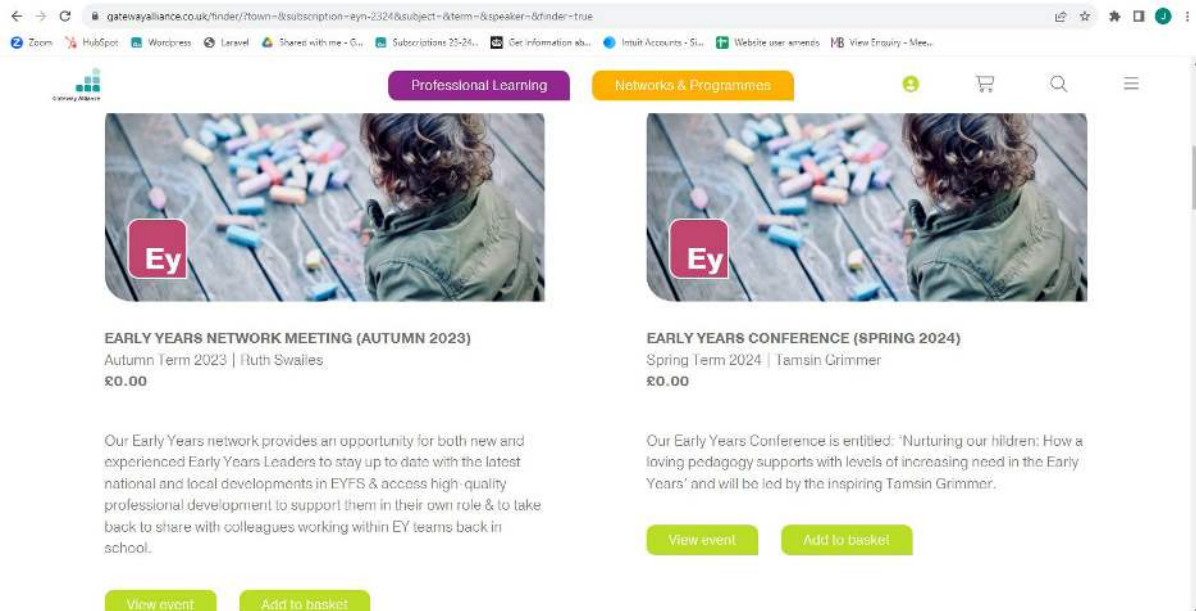
The screenshot shows the Gateway Alliance dashboard. At the top, there are navigation tabs for 'Professional Learning' and 'Networks & Programmes'. Below these, a 'Welcome Back' message is displayed. A red circle highlights the 'Book a course' button, which is next to a 'Purchase a subscription' button. Below the navigation, there is a section for '23/24 subscriptions are now on sale' with a 'Book now' button. A horizontal menu contains buttons for 'HOME', 'SCHOOL BOOKINGS', 'SUBSCRIPTIONS', 'STAFF', 'PAYMENT HISTORY', 'ACCOUNT DETAILS', and 'LOGOUT'. Below the menu, there is a table header with columns: 'Course Name', 'Date', 'Time', 'Venue', 'Staff Name', and 'Download Resource'. At the bottom, there is a contact information line: 'If you would like to make a change to a course booking, please contact [bookings@gatewayalliance.co.uk](mailto:bookings@gatewayalliance.co.uk) or call 02476 347697'.

2. Find the course(s) you would like to add to your members area. Feel free to use the search filters if you are looking for a specific subscription, subject area, location or term. Click 'search' to activate the filter(s).

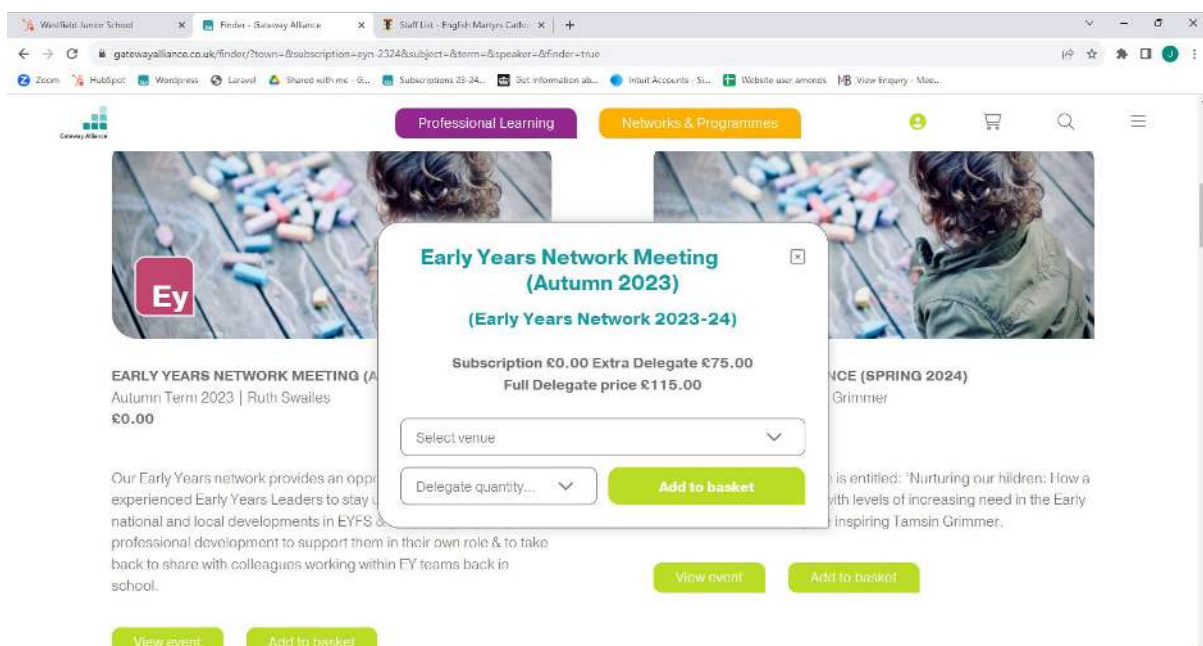


The screenshot shows the 'Explore our CPD Programme' page. It features a search section titled 'Search for courses and events'. There are three search filters: 'Town', 'Term', and 'Subscription'. The 'Subscription' filter is expanded, showing a list of options: '-- All --', 'Curriculum CPD 23-24', 'DRD Briefings 23-24', 'Early Years Network 23-24', and 'English Network 23-24'. A 'Keyword' search box is also present, followed by a green 'Search' button. Below the search section, there is a heading for 'Latest Events'.

- The events which match your search will display. You can click the button 'View Event' if you want to find out more about the event, or select 'Add to Basket' to add this event to you cart.



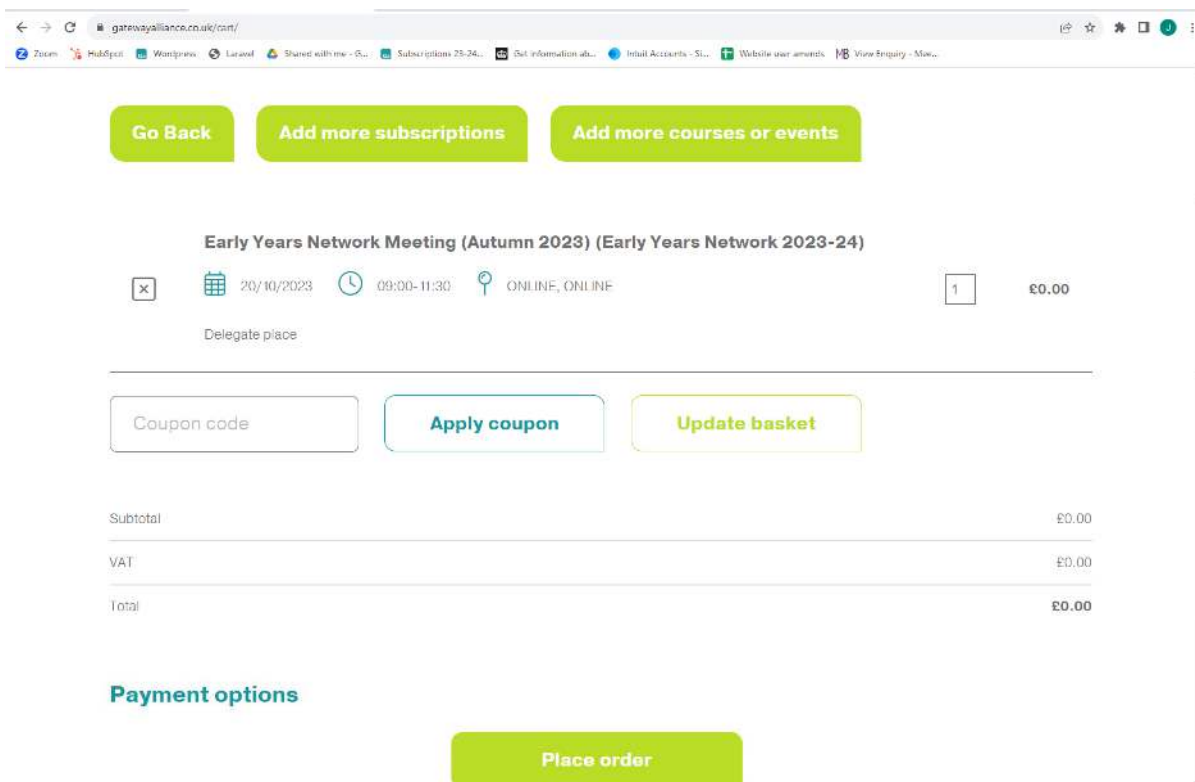
- Selecting the 'Add to Basket' option will open a pop-up asking you to select the location of the event (where multiple locations are available) and the number of delegates you wish to book for. Click Add to Basket when completed. The page will refresh and a 1 will show against your shopping cart in the top right corner of the screen. You can then add your next event or click the cart to check out.



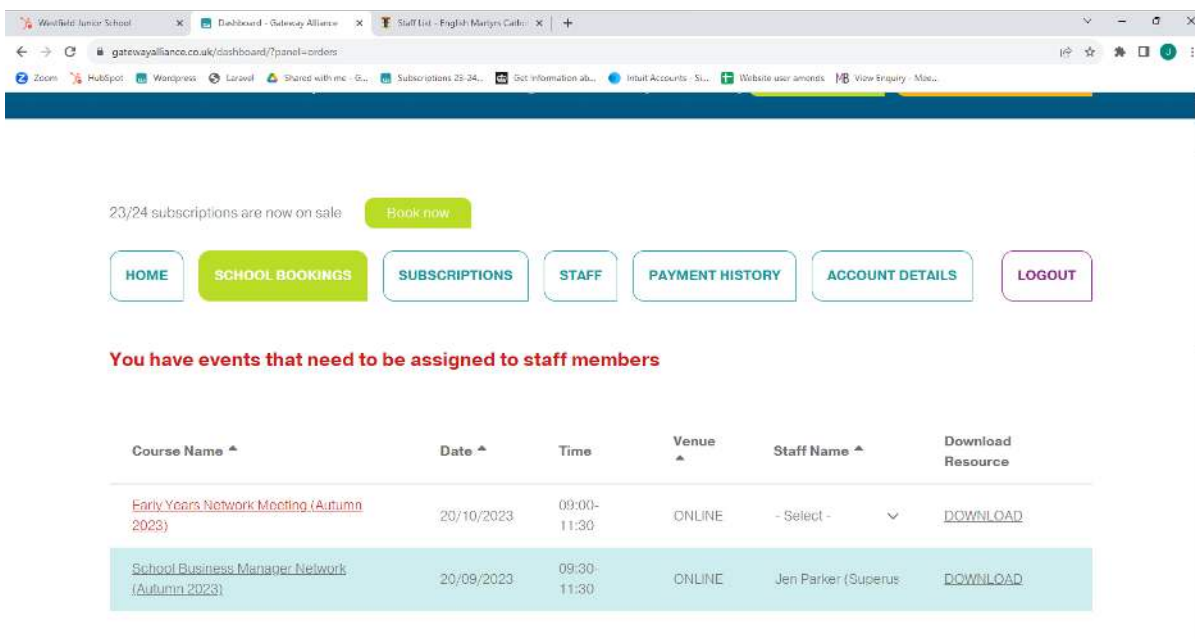
- Once you click the cart to check out, the schools billing information followed by the order information (shown below) will show. Where you have selected events to which



your school is already subscribed, these will show as free events. Check to see if you have any erroneous costs before selecting the checkout button. If you've added an event by mistake, you can select the x to the left of the event to remove it from your cart. If you need to update delegate numbers, you can change the number showing to the right of the event name. If you are happy with your selections, click Place order. The website will send the superuser an email confirmation of the booking for their records.



- The website will return you to the members area pages on the school bookings tab, with all the events you have just 'bought' showing in red. Red events are those which currently don't have a staff member named to attend.





- To add a staff member to attend the event, select the drop-down arrow under the staff name column to display your staff and select the person attending the event. The event name should then show in black text.

Please Note: The staff member will not receive any emails about the event from us until 1 week before the event. This is because occasionally things (such as the venue or start time) need to change and we want to ensure the attendee has only the final and correct details of each event. We will of course update superusers of any event changes as they happen so they can make any amendments to staff cover as required.

23/24 subscriptions are now on sale [Book now](#)

[HOME](#) [SCHOOL BOOKINGS](#) [SUBSCRIPTIONS](#) [STAFF](#) [PAYMENT HISTORY](#) [ACCOUNT DETAILS](#) [LOGOUT](#)

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

Course Name ^	Date ^	Time	Venue ^	Staff Name ^	Download Resource
<a href="#">Early Years Network Meeting (Autumn 2023)</a>	20/10/2023	09:00-11:30	ONLINE	- Select - - Select - Jen Parker (Superuser) Mickey Mouse	<a href="#">DOWNLOAD</a>
<a href="#">School Business Manager Network (Autumn 2023)</a>	20/09/2023	09:30-11:30	ONLINE		<a href="#">DOWNLOAD</a>