

## How to sign up for a Live Training Day

Live training days are now very common across each of the schools. You can book on to these days via Bridge. The easiest way to see what is coming up for you to book on to is via the 'Training Calendar'.

1. To access the Training Calendar, firstly log in to your Bridge account. You will then need to select the 'Learn' button which has been circled below. You will be able to see all live, upcoming events by selecting the 'Training Calendar'.

	LEARN Learning Journeys	Q SEARCH	Health Education England Central Learning Hub							
			TODAY			April 2022				
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2. Once you find the training day you would like to book on to click on the title and press 'Register'.



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3. Once registered, the booking will appear in your 'Learner Library' under the 'Added by you' section. You will receive any reminders or information for this training day via Bridge.



4. Please remember to join via Bridge or your attendance will not be registered and you will not receive a certificate. If you are 15 minutes late to the vent, you will not automatically be registered, you will need to contact your school admin to update your attendance at the event.

FAQs:

- I have signed up for a live training day but can no longer attend You can simply 'unregister' for any event that you can no longer attend.
- 2) The training day I would like to book on to is full

Some events have a waitlist that trainees can book onto if an event is full. You will automatically be notified if another trainee has unregistered. If there is no waitlist set up and the event is full, we recommend contacting your local school administer.

## 3) I can't see my certificate from attending a live training day

If your certificate is not available to view, it could be that you joined directly via the teams/zoom link, joined 15 minutes late or the session took place in person. You will need to contact your local school administrator to check you in manually on Bridge.

- 4) My name is spelled incorrectly on the certificate If you notice any spelling errors on your account or certificate, please contact BlendedLearning.eoe@hee.nhs.uk
- 5) I am having other problems with Bridge If you are experiencing any other problems with Bridge, please contact BlendedLearning.eoe@hee.nhs.uk in the first instance.



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