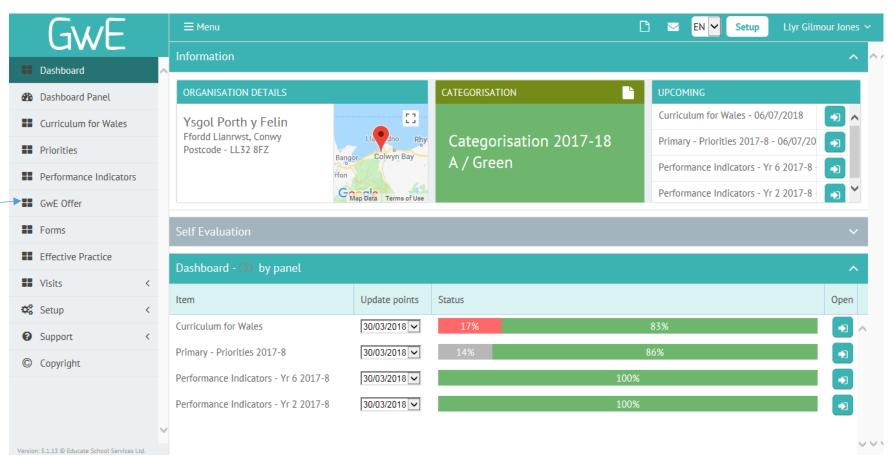
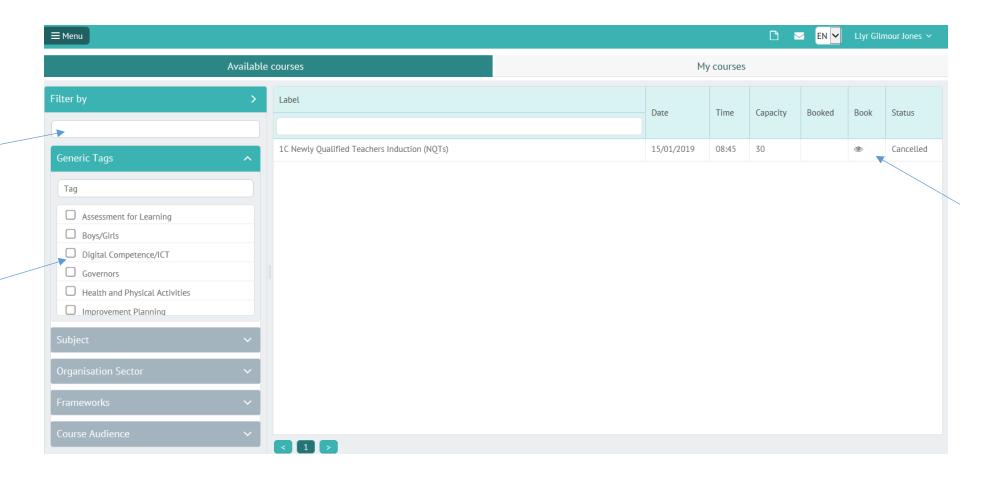


Tagget Regardent Guidance on booking professional development through the GwE Offer in G6.

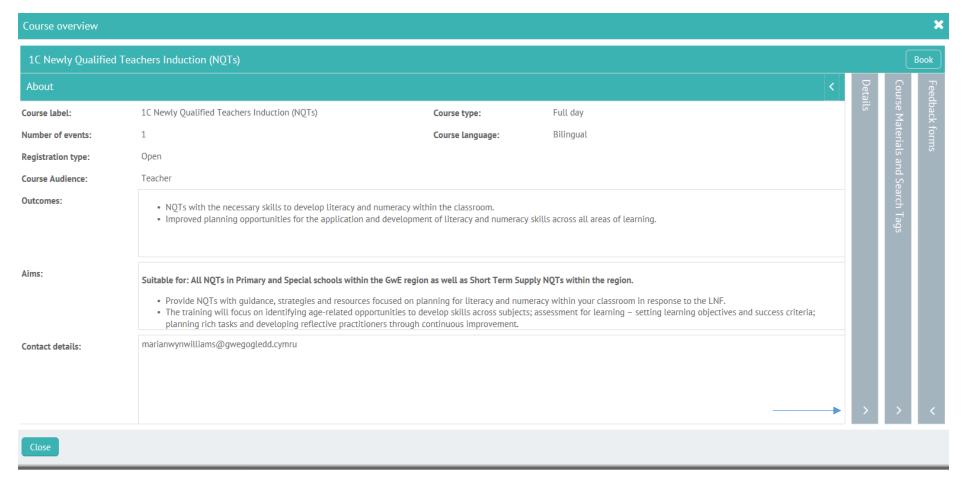
From the menu, select the GwE Offer module



From the tabs at the top of the page select the Available courses tab. You can then use the tags in the filtering system to find a course. To view the details of the professional development, click on this icon in the Book column

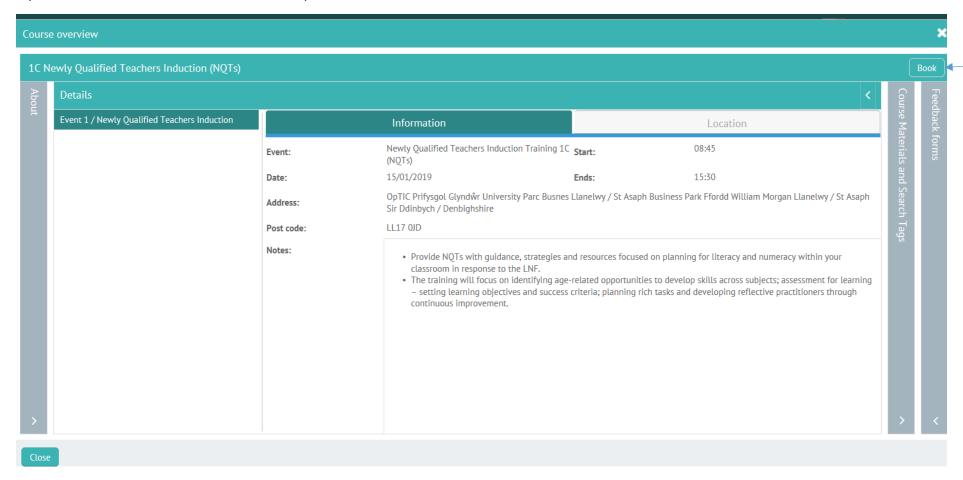


The next page offers you an overview of course information.

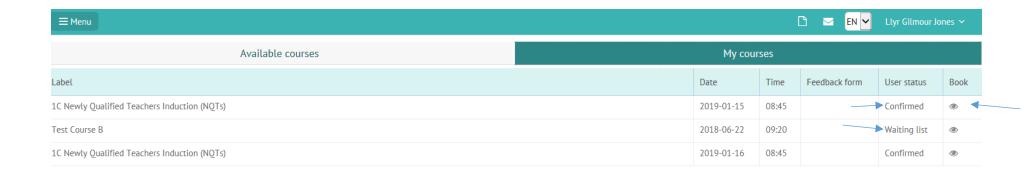


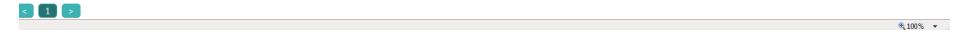
Clicking on the arrows at the bottom of the page provides you with further information such as course details, materials and search tags.

If you wish to attend the event, click on Book to proceed.



The booking will then appear under the My courses tab with a status informing you if your place is confirmed or if you are currently on a waiting list if the event is over subscribed.





You can review your booking by clicking on the icon in the Book column. This will also allow you to cancel the booking if required.

The system will also send you an e-mail to confirm the booking (this is dependent on your G6 account details including to your current email address).

From: post@appmail.g6.gwegogledd.cymru <post@appmail.g6.gwegogledd.cymru>

Sent: 26 June 2018 15:42

To:

Subject: Course Confirmation

Dear,

This is a short note to let you know that you have been allocated a place on

1C Newly Qualified Teachers Induction (NQTs)

Which is taking place on 2019-01-15 at 08:45.

At OpTIC Prifysgol Glyndŵr University Parc Busnes Llanelwy / St Asaph Business Park Ffordd William Morgan Llanelwy / St Asaph Sir Ddinbych / Denbighshire

Additional information such as course materials and an interactive map are available by previewing the course in the My Bookings tab of the GwE Offer module on G6.

Please do not reply to this email as it is for outbound emails only. The contact details for this course are detailed in the course details in G6 and if known at this point, follow here, marianwynwilliams@gwegogledd.cymru

The system will also send out reminders:

- when a course you are attending is imminent
- when a course is full and you are on the waiting list
- when a space becomes available on a course which was previously full
- when the details or arrangements for a course you have booked are altered.

Please note that the system also informs your head teacher via email whenever you book a training event.