## TO BOOK ONTO A TRAINING COURSE (after creating an account)

Www.volunteernow.co.uk and click on Login (top right corner).

Choose Login page—click on Training Login.

On the next page, complete your details under Login.

Now click on Training—Courses Scheduled and go to the course you want to book onto.

Scroll down and the form 'Book Now' should already be visible. Click 'I accept the above Cancellation Policy, Terms & Conditions and Privacy Policy' then click Proceed to Booking.

Scroll down and your details should be completed, click Next Step.

If the course is free, you just need to click on Confirm Booking on the next screen.

The next screen is Booking Confirmed and will show all the details. You will also receive a confirmation email of your booking.

If the course is paid for, you will need to enter your card payment details then click Make Payment.



