

# TO BOOK ONTO A TRAINING COURSE

## *(after creating an account)*

- [www.volunteernow.co.uk](http://www.volunteernow.co.uk) and click on Login (top right corner).
- On Our login options page—click on Training login.
- On Training account login page - complete your details under Login on the left.
- Click on [Training](#) and choose which type of training you would like to attend.
- If you wish to attend one of our scheduled courses, click on [Courses Scheduled](#) and choose your course.
- Click on the green Book Course Now button on the left.
- Click 'I accept the above Cancellation Policy, Terms & Conditions and Privacy Policy then click Proceed to Booking.
- If you have an Organisation account, you need to click on Add Participant (if they're already registered on your account) or complete their details. Click Next Step.
- If you have an Individual account, 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.