Warwick SkillsForge
Researchers – Booking onto Events/
Register on a Waiting List

➢ Sign in to Warwick SkillsForge

From your Course Search and in the Course Description screen as below {from User Guide: Searching for Events}:

➢ [Click] on the sessions you want book:
To note: Chosen sessions will change colour. If there are two sessions as part of the event, when you click on one, both will automatically be chosen. If the provider has allowed mix and match bookings you can [Click] onto an alternative date and it will be chosen:

Alternatively the provider may require the same groups to attend both sessions and if this is the case the sessions will be locked:

The information button will become available on selected sessions. [Clicking] on this button brings up the information box:
➢ [Click] on the in the top right hand corner to close the information box. You will return to the Event Details page

To book onto events:

When you have selected sessions as below:

![Session 1 and Session 2 images]

➢ [Click] onto the Book button. The following review screen will appear:

![Review screen image]

➢ [Click] Cancel to return to the previous event detail page
➢ [Click] the Book button to continue with the booking. You will receive a confirmation:
[Click] OK

You will return to the Event Details Tab with booking confirmed. The Facilitator link will appear so you can email the Facilitator. You will also now be able to see a Cancel this booking and Edit this booking button.

**To note: where there is only one session or occurrence it is not possible to edit the booking so instead you will see the following button replace the ‘Edit this booking’ button:**

Sorry, not possible to edit this booking

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You have a booking:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>02 Aug 2017 10:00 - 11:00</td>
<td>Workshop</td>
<td>Venue: R0.14 Seminar Room, Ramphal Building, Central Campus</td>
</tr>
<tr>
<td>08 Aug 2017 21:00 - 22:00</td>
<td>Workshop</td>
<td>Venue: Space 14, Arden, Westwood</td>
</tr>
</tbody>
</table>

**Facilitators**

Tracy

---

**To cancel the booking:**

Whilst on this page:

You have a booking:

<table>
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</tbody>
</table>

**Facilitators**

Tracy

View Register

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Cancel this booking  Edit this booking
- Click on the *Cancel this booking* button. The following will appear:

```
Are you sure?

Cancel Booking  Take me back
```

- To return to the previous screen and not cancel the booking, [Click] on the *Take me back* button.
- To continue to cancel the booking, [Click] on *Cancel Booking*. A confirmation box will appear:

```
Your booking has been cancelled.

OK
```

- [Click] OK

You will return to the Event Details page with sessions cancelled and the event becomes bookable again:

*This course is delivered in 2 sessions. Please select from the available dates to make a booking:*

**Session 1**

- 26 Jul 2017 10:00 - 11:00
  - Workshop
  - Venue: R0.14 Seminar Room, Ram...

**Session 2**

- 01 Aug 2017 21:00 - 22:00
  - Workshop
  - Venue: Space 14, Arden, Westwood

- 02 Aug 2017 10:00 - 11:00
  - Workshop
  - Venue: R0.14 Seminar Room, Ram...

- 08 Aug 2017 21:00 - 22:00
  - Workshop
  - Venue: Space 14, Arden, Westwood

- Register interest on waiting list  Book
To edit a booking:

Whilst on the page:

- [Click] on the *Edit this booking* button. The following will appear:

This course is delivered in 2 sessions. Please select from the available dates to make a booking:

**Session 1**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Workshop</th>
<th>Venue: R0.14 Seminar Room, Ramphal Building, Central Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>26 Jul 2017</td>
<td>10:00 - 11:00</td>
<td>PLACE</td>
<td></td>
</tr>
<tr>
<td>02 Aug 2017</td>
<td>10:00 - 11:00</td>
<td>BOOKED</td>
<td></td>
</tr>
</tbody>
</table>

**Session 2**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Workshop</th>
<th>Venue: Space 14, Arden, Westwood</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 Aug 2017</td>
<td>21:00 - 22:00</td>
<td>PLACE</td>
<td></td>
</tr>
<tr>
<td>08 Aug 2017</td>
<td>21:00 - 22:00</td>
<td>BOOKED</td>
<td></td>
</tr>
</tbody>
</table>

- [Click] onto the session boxes to change dates:
This course is delivered in 2 sessions. Please select from the available dates to make a booking:

- **Session 1**
  - 26 Jul 2017 10:00 - 11:00
  - Workshop
  - Venue: R0.14 Seminar Room, Ramphal Building, Central Campus
  - Places

- **Session 2**
  - 01 Aug 2017 21:00 - 22:00
  - Workshop
  - Venue: Space 14, Arden, Westwood
  - Places

- 02 Aug 2017 10:00 - 11:00
  - Workshop
  - Venue: R0.14 Seminar Room, Ramphal Building, Central Campus
  - Booked

- 08 Aug 2017 21:00 - 22:00
  - Workshop
  - Venue: Space 14, Arden, Westwood
  - Booked

- [Click] on the **Update booking** button. The following screen will appear:

  Please review your booking below and confirm:

  - **26 Jul 2017 10:00 - 11:00**
    - Workshop
    - Venue: R0.14 Seminar Room, Ramphal Building, Central Campus
  - **08 Aug 2017 21:00 - 22:00**
    - Workshop
    - Venue: Space 14, Arden, Westwood

  **Full venue details**
  - R0.14 Seminar Room, Ramphal Building, Central Campus
  - Space 14, Arden, Westwood

  **Facilitators**
  - Tracy

- [Click] on the **Book** button. A confirmation screen will appear:

  Thank you. Your booking was successful.

- [Click] on **OK**

  The booking will be updated
To book onto the waiting list:

From the Event Detail page:

This course is delivered in 2 sessions. Please select from the available dates to make a booking:

<table>
<thead>
<tr>
<th>Session 1</th>
<th>Session 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>26 Jul 2017 10:00 - 11:00</td>
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- [Click] onto the Register interest on waiting list button:

The following review screen will appear:

*Click all the dates you can make* and we'll offer you a place when one becomes available.

- [Click] in all the check box of the sessions that you can attend:
The boxes will be checked and sessions date and time highlighted

You can also [Click] on the Select all link underneath, or the Select none link to select all sessions or to clear the selections respectively

➢ To continue with registering on the waiting list, [Click] on the Register on waiting list button

The following confirmation box will appear:

![Confirmation Box]

➢ [Click] OK.

You will return to the Event Details Tab with waiting list confirmed. You will now be able to see Cancel place on this waiting list and Update waiting list selection buttons

**Cancelling waiting list places or changing waiting list selections**

You can cancel a place or make changes to your waiting list once registered from this waiting list screen:
Click all the dates you can make and we’ll offer you a place when one becomes available.

### Session 1
- **16 Sep 2017 21:00 - 22:00**
  - Workshop: FULL
  - Venue: WA0.06, Avon, Westwood

### Session 2
- **17 Sep 2017 21:00 - 22:00**
  - Workshop: FULL
  - Venue: WA0.06, Avon, Westwood

**Select all | Select none**

- **Cancel place on waiting list**
- **Update waiting list selection**

**To cancel your waiting list place:**
- Click on the **Cancel this booking** button. The following will appear:

  ![Confirmation Box]

  **You will removed from the waiting list. Are you sure?**

  - **Cancel Booking**
  - **Take me back**

  - To return to the previous screen and not cancel, [Click] on the **Take me back** button.
  - To continue to cancel, [Click] on **Cancel Booking**. A confirmation box will appear:

  ![Confirmation Box]

  **Your booking has been cancelled.**

  - **OK**

- [Click] **OK**

**To change or update waiting list selections**

From the waiting list screen:
Click all the dates you can make and we'll offer you a place when one becomes available.

Session 1
- 16 Sep 2017 21:00 - 22:00
  - Workshop: FULL
  - Venue: WA0.06, Avon, Westwood

Session 2
- 17 Sep 2017 21:00 - 22:00
  - Workshop: FULL
  - Venue: WA0.06, Avon, Westwood

Select all | Select none

[Click] into the session boxes you want to change

To note: you need to click in the dates before selecting the Update button

[Click] on the Update waiting list selection button. A confirmation box will appear:

Thank you. You have been added to the waiting list.

[Click] on OK to return to the previous screen.

If you are being made an offer of a place from the waiting list, you will receive an email to your Warwick email account

[Click] onto the relevant link to book in Warwick SkillsForge (and by signing in)
The following screen should appear:

- [Click] on ‘Accept this offer’ to book a place;
- [Click] on ‘Reject this offer’ to not book a place;
- [Click] on ‘Cancel this booking’ to remove yourself from the list.

If you ‘Accept this offer’ the following will appear:

Please be advised that providers/departments have the ability to manually add you onto courses. Where this is the case you may receive an email to your Warwick account.

Emails should not go to your Junk folder but may go to Clutter, so please check when expecting emails from SkillsForge!
Contact:

Should you have any issues or queries (or feedback on this user guide) with regard to booking events or registering on a waiting list please contact the PGR Professional Development Officer in the Graduate School via: PGRDevelopment@warwick.ac.uk or tel: 024 761 50401 (ext. 50401)