

# 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**}:

SCSP1R

**Time management and motivation (P1R)**

**Summary**

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This event has been organised by Student Careers and Skills. For any enquiries please contact [pgresearchskills@warwick.ac.uk](mailto:pgresearchskills@warwick.ac.uk).  
 Doing a research degree can be a real challenge in terms of managing your time and staying motivated.  
 This highly participatory workshop will help you understand how you work best and share tips on how to manage your time and increase your motivation.  
 During the workshop you will consider and discuss:

- how to plan and organise your work to meet deadlines
- how you spend your time and prioritise your activities
- how you prefer to work and what steals your time
- what you can do to manage your time more effectively.

**Additional Information**

**Who is it for?** All postgraduate research students registered one of the following degrees: PhD, MPhil, Masters by Research, EngD, EdD, professional doctorate.

**Is any preparation required?** No.

**Is catering provided?** No.

**Who is the tutor?** Kiley Brown / Vicky Crawford

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**Available Dates**

You have previously cancelled a booking.

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

Session 1	Session 2
<p>25 Apr 2019 09:00 - 11:00 <i>i</i></p> <p>Workshop PLACES</p> <p>Venue: R0.03/4, Ramphal Building,....</p>	<p>03 May 2019 11:00 - 14:00 <i>i</i></p> <p>Workshop PLACES</p> <p>Venue: R0.03/4, Ramphal Building,....</p>

➤ [Click] on the sessions you want book:

### Session 1

### Session 2

**26 Jul 2017 10:00 - 11:00** *i*

**Workshop PLACES**

**Venue: R0.14 Seminar Room, Ram...**

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**02 Aug 2017 10:00 - 11:00** *i*

Workshop PLACES

Venue: R0.14 Seminar Room, Ram...

**01 Aug 2017 21:00 - 22:00** *i*

**Workshop PLACES**

**Venue: Space 14, Arden, Westwood**

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**08 Aug 2017 21:00 - 22:00** *i*

Workshop PLACES


Venue: Space 14, Arden, Westwood

**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:

Session 1	Session 2
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p style="background-color: #006633; color: white; padding: 2px;"><b>26 Jul 2017 10:00 - 11:00</b> <span style="float: right; font-size: small;">i</span></p> <p><b>Workshop</b>      <b>PLACES</b></p> <p><b>Venue: R0.14 Seminar Room, Ram...</b></p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p style="background-color: #cccccc; padding: 2px;"><b>02 Aug 2017 10:00 - 11:00</b> <span style="float: right; font-size: small;">i</span></p> <p><b>Workshop</b>      <b>PLACES</b></p> <p><b>Venue: R0.14 Seminar Room, Ram...</b></p> </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p style="background-color: #cccccc; padding: 2px;"><b>01 Aug 2017 21:00 - 22:00</b> <span style="float: right; font-size: small;">i</span></p> <p><b>Workshop</b>      <b>PLACES</b></p> <p><b>Venue: Space 14, Arden, Westwood</b></p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p style="background-color: #006633; color: white; padding: 2px;"><b>08 Aug 2017 21:00 - 22:00</b> <span style="float: right; font-size: small;">i</span></p> <p><b>Workshop</b>      <b>PLACES</b></p> <p><b>Venue: Space 14, Arden, Westwood</b></p> </div>


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

Session 1	Session 2
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p style="background-color: #cccccc; padding: 2px;"><b>26 Jul 2017 10:00 - 11:00</b> <span style="float: right; font-size: small;">i</span></p> <p><b>Workshop</b>      <b>PLACES</b></p> <p><b>Venue: R0.14 Seminar Room, Ram...</b></p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p style="background-color: #006633; color: white; padding: 2px;"><b>02 Aug 2017 10:00 - 11:00</b> <span style="float: right; font-size: small;">i</span></p> <p><b>Workshop</b>      <b>PLACES</b></p> <p><b>Venue: R0.14 Seminar Room, Ram...</b></p> </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p style="background-color: #cccccc; padding: 2px;"><b>01 Aug 2017 21:00 - 22:00</b> <span style="float: right; font-size: small;">i</span></p> <p><b>Workshop</b>      <b>PLACES</b></p> <p><b>Venue: Space 14, Arden, Westwood</b></p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p style="background-color: #006633; color: white; padding: 2px;"><b>08 Aug 2017 21:00 - 22:00</b> <span style="float: right; font-size: small;">i</span></p> <p><b>Workshop</b>      <b>PLACES</b></p> <p><b>Venue: Space 14, Arden, Westwood</b></p> </div>

The information button will become available on selected sessions  [Clicking] on this button brings up the information box:

**Full venue details**  
R0.14 Seminar Room, Ramphal Building, Central Campus

**Facilitators**  
[Tracy](#)

- [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	Session 2
<div style="background-color: #f0f0f0; padding: 2px; border-bottom: 1px solid #ccc;"> <a href="#">26 Jul 2017 10:00 - 11:00</a> <span style="float: right;">i</span> </div> <div style="padding: 2px;"> <p><b>Workshop</b>      <b>PLACES</b></p> <p>Venue: R0.14 Seminar Room, Ram...</p> </div>	<div style="background-color: #f0f0f0; padding: 2px; border-bottom: 1px solid #ccc;"> <a href="#">01 Aug 2017 21:00 - 22:00</a> <span style="float: right;">i</span> </div> <div style="padding: 2px;"> <p><b>Workshop</b>      <b>PLACES</b></p> <p>Venue: Space 14, Arden, Westwood</p> </div>
<div style="background-color: #006633; color: white; padding: 2px; border-bottom: 1px solid #ccc;"> <a href="#">02 Aug 2017 10:00 - 11:00</a> <span style="float: right;">i</span> </div> <div style="padding: 2px;"> <p><b>Workshop</b>      <b>PLACES</b></p> <p>Venue: R0.14 Seminar Room, Ram...</p> </div>	<div style="background-color: #006633; color: white; padding: 2px; border-bottom: 1px solid #ccc;"> <a href="#">08 Aug 2017 21:00 - 22:00</a> <span style="float: right;">i</span> </div> <div style="padding: 2px;"> <p><b>Workshop</b>      <b>PLACES</b></p> <p>Venue: Space 14, Arden, Westwood</p> </div>

Register interest on waiting list

**Book**

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

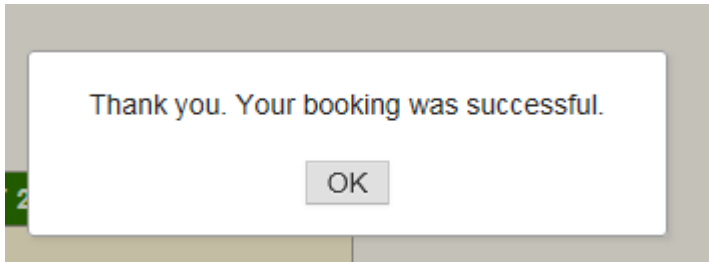
Please review your booking below and confirm:

<div style="background-color: #006633; color: white; padding: 2px; border-bottom: 1px solid #ccc;"> <b>02 Aug 2017 10:00 - 11:00</b> </div> <div style="padding: 2px;"> <p>Workshop</p> <p>Venue: R0.14 Seminar Room, Ramphal Building, Central Campus</p> </div>	<div style="background-color: #006633; color: white; padding: 2px; border-bottom: 1px solid #ccc;"> <b>08 Aug 2017 21:00 - 22:00</b> </div> <div style="padding: 2px;"> <p>Workshop</p> <p>Venue: Space 14, Arden, Westwood</p> </div>
<p><b>Full venue details</b></p> <p>R0.14 Seminar Room, Ramphal Building, Central Campus</p> <p><b>Facilitators</b></p> <p><a href="#">Tracy</a></p>	<p><b>Full venue details</b></p> <p>Space 14, Arden, Westwood</p> <p><b>Facilitators</b></p> <p><a href="#">Tracy</a></p>

Cancel

**Book**

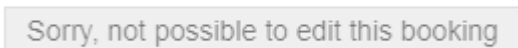
- [Click] *Cancel* to return to the previous event detail page
- [Click] the **Book** button to continue with the booking. You will receive a confirmation:



➤ [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.

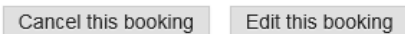
**To note:** where there is only one session or occurrence it is not possible to edit the booking so instead you will see the following button replace the 'Edit this booking' button:



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You have a booking:

<b>02 Aug 2017 10:00 - 11:00</b> Workshop Venue: R0.14 Seminar Room, Ramphal Building, Central Campus	<b>08 Aug 2017 21:00 - 22:00</b> Workshop Venue: Space 14, Arden, Westwood
<b>Full venue details</b> R0.14 Seminar Room, Ramphal Building, Central Campus	<b>Full venue details</b> Space 14, Arden, Westwood
<b>Facilitators</b> <a href="#">Tracy</a>	<b>Facilitators</b> <a href="#">Tracy</a>



### To cancel the booking:

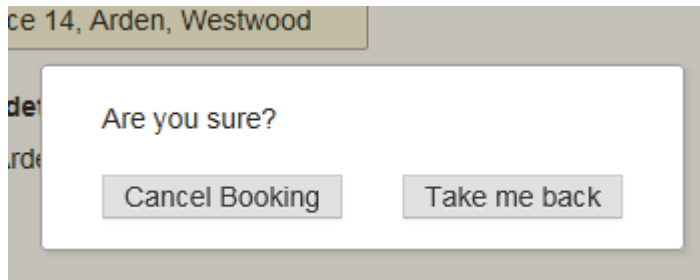
Whilst on this page:

You have a booking:

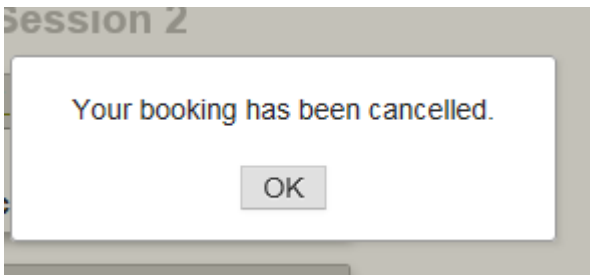
<b>02 Aug 2017 10:00 - 11:00</b> Workshop Venue: R0.14 Seminar Room, Ramphal Building, Central Campus	<b>08 Aug 2017 21:00 - 22:00</b> Workshop Venue: Space 14, Arden, Westwood
<b>Full venue details</b> R0.14 Seminar Room, Ramphal Building, Central Campus	<b>Full venue details</b> Space 14, Arden, Westwood
<b>Facilitators</b> <a href="#">Tracy</a>  <a href="#">View Register</a>	<b>Facilitators</b> <a href="#">Tracy</a>  <a href="#">View Register</a>



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



- 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:



- [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		Session 2	
<u>26 Jul 2017 10:00 - 11:00</u> <i>i</i>	<b>Workshop</b> <b>PLACES</b>	<u>01 Aug 2017 21:00 - 22:00</u> <i>i</i>	<b>Workshop</b> <b>PLACES</b>
Venue: R0.14 Seminar Room, Ram...		Venue: Space 14, Arden, Westwood	
<u>02 Aug 2017 10:00 - 11:00</u> <i>i</i>	<b>Workshop</b> <b>PLACES</b>	<u>08 Aug 2017 21:00 - 22:00</u> <i>i</i>	<b>Workshop</b> <b>PLACES</b>
Venue: R0.14 Seminar Room, Ram...		Venue: Space 14, Arden, Westwood	
<input type="button" value="Register interest on waiting list"/>		<input type="button" value="Book"/>	

To edit a booking:

Whilst on the page:

You have a booking:

<b>02 Aug 2017 10:00 - 11:00</b> Workshop Venue: R0.14 Seminar Room, Ramphal Building, Central Campus	<b>08 Aug 2017 21:00 - 22:00</b> Workshop Venue: Space 14, Arden, Westwood
<b>Full venue details</b> R0.14 Seminar Room, Ramphal Building, Central Campus	<b>Full venue details</b> Space 14, Arden, Westwood
<b>Facilitators</b> <a href="#">Tracy</a> <a href="#">View Register</a>	<b>Facilitators</b> <a href="#">Tracy</a> <a href="#">View Register</a>
<a href="#">Cancel this booking</a>	<a href="#">Edit this booking</a>

- [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		Session 2	
<b>26 Jul 2017 10:00 - 11:00</b> ⓘ	<b>Workshop</b> <b>PLACES</b>	<b>01 Aug 2017 21:00 - 22:00</b> ⓘ	<b>Workshop</b> <b>PLACES</b>
Venue: R0.14 Seminar Room, Ram...		Venue: Space 14, Arden, Westwood	
<b>02 Aug 2017 10:00 - 11:00</b> ⓘ	<b>Workshop</b> <b>BOOKED</b>	<b>08 Aug 2017 21:00 - 22:00</b> ⓘ	<b>Workshop</b> <b>BOOKED</b>
Venue: R0.14 Seminar Room, Ram...		Venue: Space 14, Arden, Westwood	
<a href="#">Cancel this booking</a>	<a href="#">Update booking</a>		

- [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

<b>26 Jul 2017 10:00 - 11:00</b> <a href="#">i</a>
<b>Workshop</b> <b>PLACES</b>
<b>Venue: R0.14 Seminar Room, Ram...</b>
<b>02 Aug 2017 10:00 - 11:00</b> <a href="#">i</a>
<b>Workshop</b> <b>BOOKED</b>
<b>Venue: R0.14 Seminar Room, Ram...</b>

### Session 2

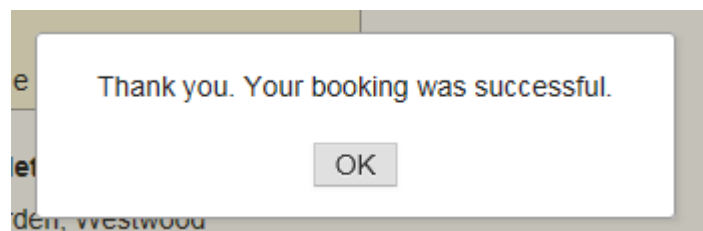
<b>01 Aug 2017 21:00 - 22:00</b> <a href="#">i</a>
<b>Workshop</b> <b>PLACES</b>
<b>Venue: Space 14, Arden, Westwood</b>
<b>08 Aug 2017 21:00 - 22:00</b> <a href="#">i</a>
<b>Workshop</b> <b>BOOKED</b>
<b>Venue: Space 14, Arden, Westwood</b>

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

Please review your booking below and confirm:

<b>26 Jul 2017 10:00 - 11:00</b>	<b>08 Aug 2017 21:00 - 22:00</b>
Workshop	Workshop
Venue: R0.14 Seminar Room, Ramphal Building, Central Campus	Venue: Space 14, Arden, Westwood
<b>Full venue details</b>	<b>Full venue details</b>
R0.14 Seminar Room, Ramphal Building, Central Campus	Space 14, Arden, Westwood
<b>Facilitators</b>	<b>Facilitators</b>
<a href="#">Tracy</a>	<a href="#">Tracy</a>

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



A confirmation dialog box with a white background and a grey border. The text inside reads "Thank you. Your booking was successful." Below the text is a single button labeled "OK".

- [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:

Session 1		Session 2	
<a href="#">26 Jul 2017 10:00 - 11:00</a> <i>i</i>	<b>Workshop</b> <b>PLACES</b>	<a href="#">01 Aug 2017 21:00 - 22:00</a> <i>i</i>	<b>Workshop</b> <b>PLACES</b>
Venue: R0.14 Seminar Room, Ram...		Venue: Space 14, Arden, Westwood	
<a href="#">02 Aug 2017 10:00 - 11:00</a> <i>i</i>	<b>Workshop</b> <b>PLACES</b>	<a href="#">08 Aug 2017 21:00 - 22:00</a> <i>i</i>	<b>Workshop</b> <b>PLACES</b>
Venue: R0.14 Seminar Room, Ram...		Venue: Space 14, Arden, Westwood	
<input type="button" value="Register interest on waiting list"/>		<input type="button" value="Book"/>	

- [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.

Session 1		Session 2	
<input type="checkbox"/> <a href="#">26 Jul 2017 10:00 - 11:00</a> <i>i</i>	<b>Workshop</b> <b>PLACES</b>	<input type="checkbox"/> <a href="#">01 Aug 2017 21:00 - 22:00</a> <i>i</i>	<b>Workshop</b> <b>PLACES</b>
Venue: R0.14 Seminar Room, Ram...		Venue: Space 14, Arden, Westwood	
<input type="checkbox"/> <a href="#">02 Aug 2017 10:00 - 11:00</a> <i>i</i>	<b>Workshop</b> <b>PLACES</b>	<input type="checkbox"/> <a href="#">08 Aug 2017 21:00 - 22:00</a> <i>i</i>	<b>Workshop</b> <b>PLACES</b>
Venue: R0.14 Seminar Room, Ram...		Venue: Space 14, Arden, Westwood	

- [Click] in all the check box of the sessions that you can attend:



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

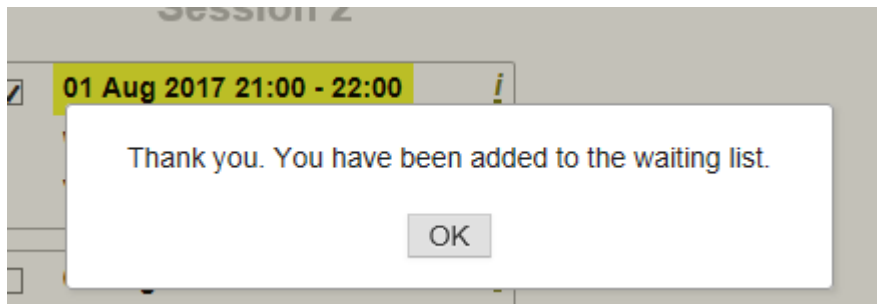
Session 1		Session 2	
<input checked="" type="checkbox"/>	<b>26 Jul 2017 10:00 - 11:00</b> <i>i</i> Workshop PLACES Venue: R0.14 Seminar Room, Ram...	<input type="checkbox"/>	<b>01 Aug 2017 21:00 - 22:00</b> <i>i</i> Workshop PLACES Venue: Space 14, Arden, Westwood
<input type="checkbox"/>	<b>02 Aug 2017 10:00 - 11:00</b> <i>i</i> Workshop PLACES Venue: R0.14 Seminar Room, Ram...	<input checked="" type="checkbox"/>	<b>08 Aug 2017 21:00 - 22:00</b> <i>i</i> Workshop PLACES Venue: Space 14, Arden, Westwood

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:



- [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

### labelling 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

<b>16 Sep 2017 21:00 - 22:00</b> <i>i</i>
<b>Workshop FULL</b>
<b>Venue: WA0.06, Avon, Westwood</b>
<input checked="" type="checkbox"/>

### Session 2

<b>17 Sep 2017 21:00 - 22:00</b> <i>i</i>
<b>Workshop FULL</b>
<b>Venue: WA0.06, Avon, Westwood</b>
<input checked="" type="checkbox"/>

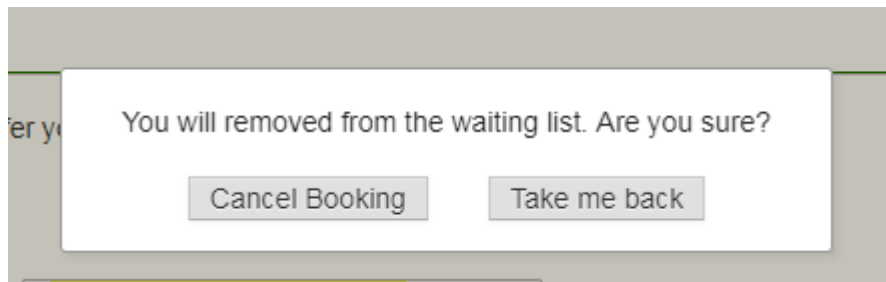
[Select all](#) | [Select none](#)

Cancel place on waiting list

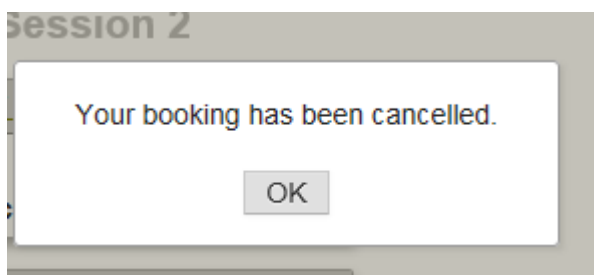
Update waiting list selection

#### To cancel your waiting list place:

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



- 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:



- [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

<input checked="" type="checkbox"/>	16 Sep 2017 21:00 - 22:00	<a href="#">i</a>
	Workshop	FULL
	Venue: WA0.06, Avon, Westwood	

### Session 2

<input checked="" type="checkbox"/>	17 Sep 2017 21:00 - 22:00	<a href="#">i</a>
	Workshop	FULL
	Venue: WA0.06, Avon, Westwood	

[Select all](#) | [Select none](#)

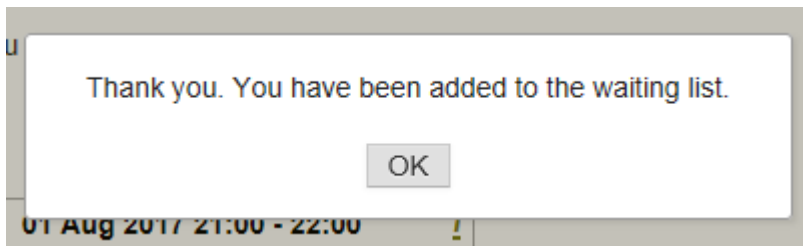
Cancel place on waiting list

Update waiting list selection

- [Click] into the session boxes you want to change

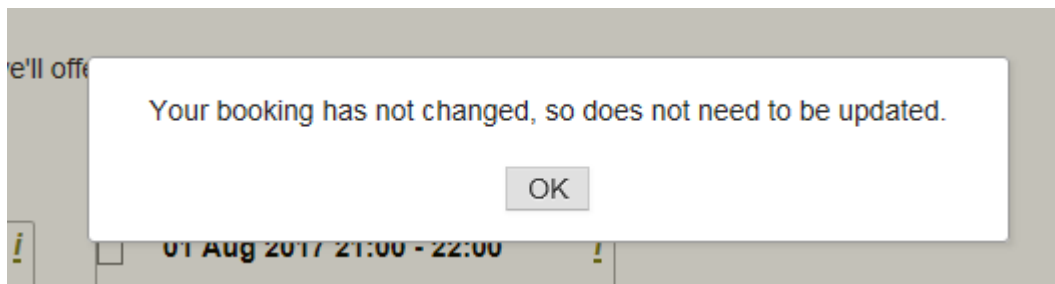
**To note:** you need to click in the dates before selecting the Update button

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



Your changes will have been executed

**To note:** If you have not made any changes, the following will appear:



- [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:

RSSPTEST

## SkillsForge Test Event

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### Summary

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This event has been organised by Research Student Skills Programme. For any enquiries please contact [t.horton@warwick.ac.uk](mailto:t.horton@warwick.ac.uk).  
This event has been created by the SkillsForge team for testing purposes. Please do not make adjustments. It is not visible to end users.

### Available Dates

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Please confirm you are happy with this booking offer:  
You have been offered a place, if it is suitable then please accept the offer to confirm your booking:

17 Aug 2018 09:00 - 12:00	18 Aug 2018 09:00 - 17:00
Workshop Venue: Test venue, Warwick	Workshop Venue: Test venue, Warwick
<b>Full venue details</b> Test venue, Warwick	<b>Full venue details</b> Test venue, Warwick
<b>Facilitators</b> <a href="#">Test</a>	<b>Facilitators</b> <a href="#">Test</a>

- [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:

### Available Dates

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You have a booking:

17 Aug 2018 09:00 - 12:00	18 Aug 2018 09:00 - 17:00
Workshop Venue: Test venue, Warwick	Workshop Venue: Test venue, Warwick
<b>Full venue details</b> Test venue, Warwick	<b>Full venue details</b> Test venue, Warwick
<b>Facilitators</b> <a href="#">Test</a>	<b>Facilitators</b> <a href="#">Test</a>

**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!**

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**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 Doctoral College via: **[PGRDevelopment@warwick.ac.uk](mailto:PGRDevelopment@warwick.ac.uk)** or tel: **024 761 50401 (ext. 50401)**