

Booking Instructions

Practice Nurse Asthma Study Day – AM Practice Nurse COPD Study Day - PM 23 September 2020

1. Ensure you are registered as a user with Intrepid Course Manager (if you are not yet registered as a user; please follow the instructions (later in this guide) for **Registering as a user with Intrepid Course Manager** prior to proceeding below)
2. Follow instructions for **Signing into Intrepid Course Manager** (later in this guide)
3. Click **Courses**
4. Search for **Practice Nurse Asthma Study Day** or **Practice Nurse COPD Study Day** in the **Course/Conference** search field
5. Read the **Course Information**, **Event Information** and **Target Audience** to check you are eligible to attend
6. Click the **BOOK NOW** tab
7. Click **Book**
8. You will be directed to a **BOOKING CONFIRMATION** screen and will be sent an automated **BOOKING CONFIRMATION** email.

Signing into Intrepid Course Manager

1. Access the website www.coursesandconferences.org.uk
2. Enter your **email address** and **password** and click **Sign in**
3. Ensure your **Personal Details** screen is up to date and save any changes

Resetting a password

1. Access the website www.coursesandconferences.org.uk
2. Click **Forgotten your password?** on the left-hand side of the screen
3. Enter your email address in the **Email address:** box and click **Reset password**
4. The system will reset your password and send confirmation to your email address
5. Follow instructions for **Signing into Intrepid Course Manager** (above). You may change your password once you have accessed your account, via **My Account**.

NOTE – this only works if you have access to the email address that is registered with your CBMS record. If you need your email address changed in order to reset your password, please notify PDU.WX@hee.nhs.uk for further assistance

Amending your personal details (with the exception of 'Delegate type')

1. **Sign in** (follow instructions above)
2. Click **Personal** on the left-hand side of the screen
3. Click **My Personal Details**
4. Ensure your **Personal Details** are up to date
5. Click **Save**

Amending your 'Delegate type'

This is the only field you are unable to amend yourself.

Please therefore notify PDU.WX@hee.nhs.uk of your correct delegate type

Changing your email address

1. **Sign in** (follow instructions above)
2. Click **Personal** on the left-hand side of the screen
3. Click **My Account**
4. Click **Change Email Address**
5. Enter the new email address in the **New email address:** box
6. Enter the new email address in the **Confirm email address:** box
7. Click **Save**

Changing your password

1. **Sign in** (follow instructions above)
2. Click **Personal** on the left-hand side of the screen
3. Click **My Account**
4. Click **Change Password**
6. Enter the password you originally registered with in the **Current password:** box
5. Enter the new password in the **New password:** box
6. Enter the new password in the **Confirm password:** box
7. Click **Save**

Registering as a user with Intrepid Course Manager

1. Access the website www.coursesandconferences.org.uk

2. Click **register here** on the left-hand side of the screen

Note: If when you attempt to register as a new user Intrepid Course Manager informs you that an account already exists with your email address, it may be that you have been previously registered due to attending a previous event. In this instance, follow the instructions for **Resetting a password** (below.)

3. Complete all fields and click **SUBMIT** in the top right-hand corner of the screen