



Quick Booking Guide - ForeFront



Booking a Member of Staff

Full Guide

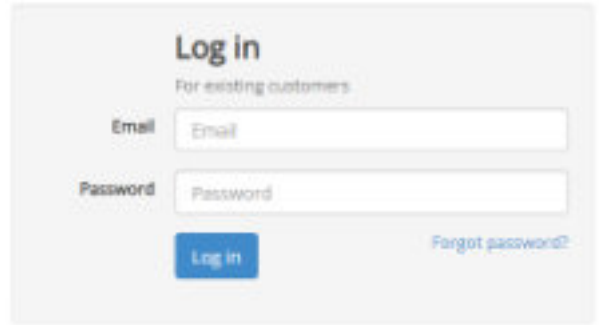
This leaflet will detail how to book yourself or another individual onto a course. It explains this in simple layman terms to help you understand how the booking system functions.

Step 1

Access our online portal by visiting: forefronttraining.co.uk/portal

Then enter your email and password that will be provided to you via an automated email.

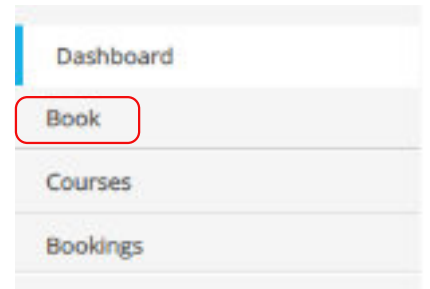
If you have forgotten your password or would like to change it please click "Forgot password?"



Step 2

Move your mouse over to the vertical menu on the left side of the web-page and click the "Book" option in that menu (Depicted in the image on the right).

The Page will refresh and direct you to the main booking page that will list all of the available courses that we have to offer.



Step 3

The list on this page is in date order, from nearest date to furthest.

Locate the course that suits you and your delegates, and make sure its the course that you are interested in booking your delegates onto.

Courses	Course provider
First Aid at Work - Requalification	ForeFront Training
Emergency First Aid at Work	ForeFront Training
Emergency First Aid at Work	ForeFront Training
First Aid at Work - Requalification	ForeFront Training



Step 4

Now you have located the course you want to book onto, just click the "Booking" button (Shown in the image example).

Location	Price	Available seats	
England View address	110.00	12 seats	Booking
Scotland			

Step 6

After clicking the "Booking" button you will be presented with a step-by-step form for filling in the booking information (It will look something like the image shown below).

First Aid at Work - Requalification, 21.02.2023 - 22.02.2023, England, 110 GBP

1 Select number of participants

1 participant

2 Named participants

Yes No

3 Book participants

Participant 1

Step 7

First we will start next to the box marked "1". This menu is asking how many delegates you would like to book onto this course.

1 Select number of participants

1 participant

Step 8

Next we will move to the box marked "2". This part of the menu is asking if you know the names of the delegate you would like to book onto the course.

2 Named participants

Yes No

Names can be added, changed, or removed at a later date if needed...



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Step 9

In the next section you can select an employee you have already added, or click add new to enter a new delegate you have not booked onto a course before.

Participant 1

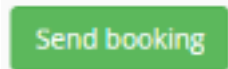
Step 10

Next step is to simply fill in the form that is presented to you. Some of the information may already be populated from the organisations profile.

If the person that is making the booking is also a delegate on the course, just click the button and the form will fill in this information for you.

Step 11

After you have completed the form simply click the "Send Booking" button (Pictured to the right) and all your entered information will be sent to us automatically and space will be reserved for your delegates on the course you have selected.



Step 12

Congratulations!

You have just successfully booked delegate(s) onto the course you selected.

If you are interested in learning more about our smart online portal please take a look at our extensive guide that walks you through all of the features on the portal and how they work.

If you have any questions or concerns please contact us through the information provided below:

General Enquires	-	info@forefronttraining.co.uk	-	01472 348800
Technical Assistance	-	max@forefronttraining.co.uk	-	01472 348800