



## [The Events and Training Planner](#) – User guide

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## Search and book

Go to the [Events and Training Planner](#) and click on **Search** on the left menu

- Use the search tools to locate the course(s) that you wish to book, tick the selection box and click **add to cart**
  - Click on the title of the course to see an overview
  - The rate defaults to £GBP however you will be able to select USD/EUR at a later stage if required
  - You can book multiple courses in one session
  - You can book for multiple people in one session
- Click on **My cart** to confirm your purchase and click **Book**
  - If you have not already logged in or created an account you will be asked to do so here.
- In the 'Qty' box select the number of places you would like to book
- To pay by card select the currency you want to be charged in. The event prices will update when the selection changes. Click **confirm** to proceed
- To invoice your centre enter the centre number in the box and Click **confirm** to proceed
  - The centre number must not include any spaces (i.e. 'XX999')

# How to make a booking

**Search**

Search for courses by keyword or date. To search all courses, click the 'Search' button below.

Search

Course date From

To

**Result**

Course	Date
<input checked="" type="checkbox"/> Cambridge IGCSE Mathematics (0580) - Extension   Bogota, Colombia EXTENSION Who is this workshop for? Extension Training i... Course code: ext-0580-Bogota-Colombia-28Jan19	Monday, January 28 2019
Early Bird <span style="float: right;">GBP 40.50</span>	

**My cart**

If you select 'Invoice to centre' we will send an invoice to the centre that you are connected to. The centre will then need to arrange for the invoice to be paid.

Course	Date	Fee
Cambridge IGCSE Mathematics (0580) - Extension   Bogota, Colombia	Monday, January 28 2019	Early Bird <span style="float: right;">GBP 40.50</span>
Qty: <input type="text" value="2"/>		
Cambridge IGCSE Mathematics (0580) - Extension   Cali, Colombia	Thursday, January 31 2019	Early Bird <span style="float: right;">GBP 50.00</span>
Qty: <input type="text" value="5"/>		
<b>Total</b>		<b>GBP 283.50</b>

Payment Method

Online card payment

Invoice to centre



## Add participants and make payment

6. Add the details of the participants attending the event(s) and click **Book**.

- Your name will automatically appear in the first event, this can be changed if you are not attending the event
- All participants will receive a booking confirmation email.

7. Accept the terms and conditions and select **submit**.

## Credit card bookings

Select your card type and **proceed to checkout**. Follow the steps on screen to make payment.

A receipt will be provided in your confirmation email once the booking is complete.

## Invoice to centre

This option is only available to registered Cambridge International centres.

Your booking will be provisional until approved by the centre.

If your school is still in the registration process you will need to pay by credit card.

If you do not know your centre number please contact your exams officer.

If you can not find the answer to your question visit our help pages or contact us: <https://help.cambridgeinternational.org/>

### My cart

If you select 'Invoice to centre' we will send an invoice to the centre that you are connected to. The centre will then need to arrange for the invoice to be paid.

[Back to shopping cart](#)

Course: Cambridge IGCSE Mathematics (0580) - Extension | Bogota, Colombia

First name *	Last name *	Email *
<input type="text" value="Marc"/>	<input type="text" value="Ramshaw"/>	<input type="text" value="info@cambridgeinternational.org"/>

  

First name *	Last name *	Email *
<input type="text" value="Participant"/>	<input type="text" value="One"/>	<input type="text" value="participant.one@cambridgeinternational.org"/>

Course: Cambridge IGCSE Mathematics (0580) - Extension | Cali, Colombia

First name *	Last name *	Email *
<input type="text" value="Mathematics"/>	<input type="text" value="Teacher"/>	<input type="text" value="maths.teacher@cambridgeinternational.org"/>

## Manage your upcoming bookings

Click on **My bookings** on the left hand menu

- **Courses waiting for approval** are provisional and require authorization from your centre. Contact your exams officer if you do not know who is the approver.
- **Courses booked** are confirmed bookings

## Cancelling your booking

Click **Cancel** to cancel your booking, read the terms and conditions before accepting as there may be associated charges. If you made payment by credit card a refund will be processed within 5-10 working days.

Our full terms and conditions can be found [here](#).

## Digital Materials

If the event has a digital material pack you will be able to download them by clicking on the title of the booked course. This will not be available for courses waiting for approval.

# How to manage bookings

Bookings

Courses waiting for approval

Course	Fee	Date	
A101: Introducing the Principles of Assessment	Monitored	Monday, January 14 2019 - Sunday, March 17 2019	<a href="#">Cancel</a>

Courses Booked

Course	Fee	Date	
Cambridge IGCSE Mathematics (0580)	Ext Participant	Wednesday, January 30 2019 - Sunday, March 24 2019	<a href="#">Cancel</a>

[Print](#)

Cambridge IGCSE Mathematics (0580)

Course code	Start date	End date	Time
IGCSE_0580_Mathematics	Wednesday, January 30 2019	Sunday, March 24 2019	

[Course Materials](#)  
[View](#)

## Manage past bookings

Click on **Past bookings** on the left hand menu.

## Certificates

If you were awarded a certificate for your course you will be able to claim it on this page by clicking the **Certificate** button.

## Digital Materials

If the event has a digital material pack you will be able to download them by clicking on the title of the booked course.

Bookings

Course		Date	Certificate
Introductory IGCSE Mathematics (0580)	Participant	Monday, December 17 2018 - Monday, December 17 2018	

Print



## Connect your account to a centre

Click on **Connections** on the left hand menu.

Enter your Centre number in the request box, do not include any spaces (i.e. 'XX999') and click **submit**.

Your request will go to your centre administrator(s) to approve.

To remove the connection to a centre click **remove**.

## Edit your details

Click on **View Profile** on the left hand menu.

The name on your profile is the name that will appear on your certificate(s). It is your responsibility to ensure that this name is in the correct format.

### Connections

On this page you can see the Cambridge International centre (school) or organisation that you are currently connected to. This usually means that you are a member of staff at this centre in either a teaching or administrative role.

Any training courses or events that you book using the Events and Training Planner will need to be approved by an administrator at the centre you are connected to. Your booking will not be finalised until your connected centre has approved your booking. If you choose to pay for any training courses via invoice, this will be sent to the centre that you are connected to for payment.

Current Affiliation(s):	Lahore Acadia ( <i>Requested</i> )	<input type="button" value="Remove"/>
	WATERFRONT LEARNING CENTRE	<input type="button" value="Remove"/>
Request Affiliation:	<input type="text"/>	<input type="button" value="Submit"/>