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If you can not find the answer to your question visit our help pages or contact us: https://help.cambridgeinternational.org/
How to make a booking

Search and book

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

1. 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

2. 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.

3. In the ‘Qty’ box select the number of places you would like to book

4. 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

5. 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’)

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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.

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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](https://help.cambridgeinternational.org/).

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

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.

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How to manage your account

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.

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