

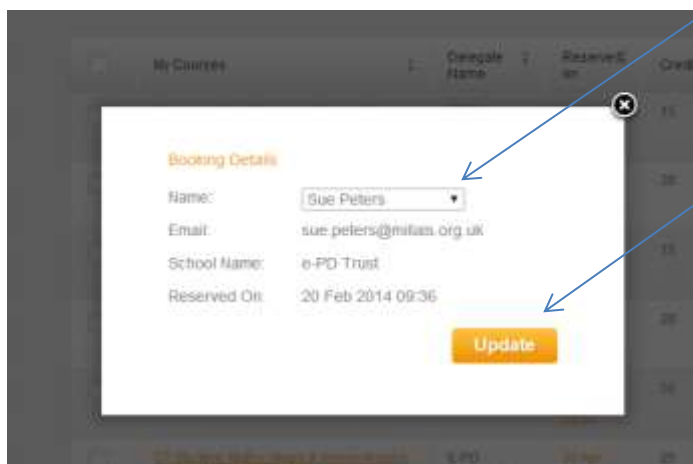
CHANGING THE NAME ON A COURSE BOOKING

If a booking has been made on behalf of someone else in your school, the CPD Coordinator for your School can change the name of the person booked to the correct one.

Click on **My Account** and then **Our Bookings** and then click on **Detail**



This will then bring up the box below. If you **click on the downward arrow**, it will bring up all the other names of people registered. You can then choose the correct name and click **Update**.



The name of the person booked on the course will then be changed to the correct one.