

## HOW TO CHECK BOOKINGS, SEND EMAILS TO PARTICIPANTS AND PREPARE FOR THE COURSE

e-PD also enables you to check who has booked on your course, send emails and joining instructions to participants and download their details to prepare Signing In Sheets.

### Checking Bookings

Once a course has been uploaded to e-PD, you will receive an automated email whenever someone books a place on your course. If you want to see those details, click on **My Account, Our Courses** and **Details**.

The screenshot shows the 'Our Courses' page on the e-PD website. At the top, there is a navigation bar with links for Home, Our Services, Courses, My Account, Contact Us, and Help. Below the navigation bar is a search bar with the text 'Enter your search text here' and a 'Search' button. The main content area is titled 'Our Courses' and features a sidebar on the left with buttons for 'Edit Your Details', 'My Courses', 'Our Bookings', 'Our Courses', and 'View Users'. The main content area contains a table of courses with the following columns: 'My Courses', 'Location', 'Credit', 'Date', 'Booking Detail', 'Edit', 'Duplicate', and 'View Reviews'. The first row of the table has a 'Details' link in the 'Booking Detail' column, which is highlighted by a blue arrow pointing from the text 'Details' in the paragraph above.

My Courses	Location	Credit	Date	Booking Detail	Edit	Duplicate	View Reviews
<a href="#">New Curriculum for Children's Education has standards in number, skills and language. CANCELLED</a>	AMEX	200	06 Nov 2014	<a href="#">Details</a>	<a href="#">Edit</a>	<a href="#">Duplicate</a>	<a href="#">View</a>
<a href="#">Whole School Imbedded Numeracy Across Learning as a Key Driver for pupils' achievement. CANCELLED</a>	Brighton, AMEX Stadium	200	26 Sep 2014	<a href="#">Details</a>	<a href="#">Edit</a>	<a href="#">Duplicate</a>	<a href="#">View</a>
<a href="#">Wellness - Managing Disruptive Aspects of...</a>	Online webinar	35	10 Jul 2014	<a href="#">Details</a>	<a href="#">Edit</a>	<a href="#">Duplicate</a>	<a href="#">View</a>

When you click on Details, it shows the name who booked a place, their email address, their school, when they made the booking and how many Credits they paid.

There are also three buttons at the bottom of the participant information, as follows:



### Badges

If you click on that, it will produce badges, showing the name of the person booked on the course and their school.

## Send Message

If you wish to email all the people booked on the course, for example to send Joining Instructions before the event, click on Send Message and it will bring up the following template.

### Send Email

Please enter email details below.


**From:**

**To:**

**Subject:**

**Message:**

Format  Size  Source



**BCC Me:**  Yes

**Keywords:** name = {name}

In the message box, type the message that you want to send to people (it is a good idea to tick the BCC Me box so that you are also sent the message so you know that it has been sent) and click **Send**.

## Export

If you click on **Export**, it will take all the booking information from e-PD and place it in an Excel Spreadsheet. This enables you to manipulate the booking information however you want. It can be used to produce a Signing In Sheet, you can produce your own badges with your own logos, collate the bookings by school – whatever you want to do. Just remember to save the Excel document after you have done what you want.