

**LINK GOVERNOR QUICK START SHEET
FOR
SCHOOL GOVERNORS**

<http://www.linkgovernor.co.uk>

(Quick Start Worksheet TP V1, 14 July 2004)

Step 1: Starting Off

1. Log in with the User Name and Password assigned by your school/link governor. You should have received this by e-mail. Then go to the My Profile area and change the password to one that is unique and known to you only
2. Check out the other details about you in the My Profile area and amend if appropriate.
3. If you ever change your e-mail address then the new e-mail address will be your new User Name and not your original e-mail address. Just amend your address in the My Profile area and the system will automatically send the information to your new e-mail address and the next time you log in you will use the new e-mail address.
4. If you haven't the time to read through the Help system then read this Quick Start Sheet to get you going and use the Help System if you need to for specific queries.

Step 2: Browse for and Book an Event

1. In order to browse for a training event you have to go to the Events Area.
2. You will be offered a list of events to which your school has subscribed with your training providers.
3. Find an event which is of interest and you can find out more about the event by clicking the More Info link.
4. If you wish to book a place at the event then click the book now button.
5. An e-mail will be sent to you and the training provider confirming the booking and the database will be updated.
6. If you now go back to your home page you will see your registered events.

Step 3: Cancel an Event

1. Go to your Home Page and you will see a list of your forthcoming events – click the Cancel Booking link.
2. An e-mail confirming cancellation will be sent to you and your training provider.
3. You will also be able to cancel a booking from your Events Area

**DO NOT FORGET THE EXTENSIVE HELPDESK ON THE LINKGOVERNOR SYSTEM
CLICK THE LINK IN THE TOP RIGHT HAND CORDER!**