

**LINKGOVERNOR QUICK START SHEET  
FOR  
SCHOOLS AND LINK GOVERNORS**

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

(Quick Start Worksheet SLG V.1, 14 July 2004)

<p style="text-align: center;"><b>Step 1: Starting Off</b></p> <ol style="list-style-type: none"> <li>1. Log in with the User Name and Password which you should have received by e-mail when your training provider set up your account Then go to the Our Details area and change the password to one that is unique and known to you only.</li> <li>2. Check out the other details about you and your school in the Our Details area.</li> <li>3. 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 for specific queries.</li> </ol>	<p style="text-align: center;"><b>Step 3: Using your Reports</b></p> <ol style="list-style-type: none"> <li>1. You have two sorts of reports: Quick Reports on a particular governor which can be accessed from the Governors Area</li> <li>2. Global reports, based on a start and end date, are accessed from the Reports Area – you can find out about individual governors between certain dates, absentees, and overall attendance levels.</li> <li>3. See the profile of events attended and determine which areas have been omitted enabling a more rounded training profile for your governing body.</li> </ol>
<p style="text-align: center;"><b>Step 2: Add a Governor</b></p> <ol style="list-style-type: none"> <li>1. In order to add a Governor to the system go to the Governors Area.</li> <li>2. Click the link to register a new governor on the system</li> <li>3. You will be presented with an on-line form to be completed for each governor.</li> <li>4. You must be able to fill in all the fields – including an e-mail address unique to that governor!</li> </ol> <p style="text-align: center;"><b>Governors with no e-mail address</b></p> <ol style="list-style-type: none"> <li>1. You will need to assign them a temporary "fictitious" e-mail address. Use the following format: <a href="mailto:firstname.secondname@linkgovernor.co.uk">firstname.secondname@linkgovernor.co.uk</a> . We are happy at LinkGovernor to allow you to use our name just to set up the account temporarily. An example would be: <a href="mailto:john.smith@linkgovernor.co.uk">john.smith@linkgovernor.co.uk</a></li> </ol>	<p style="text-align: center;"><b>Step 4 Governors with no Internet Access</b></p> <ol style="list-style-type: none"> <li>1. Governors with no Internet access need to have their events booked on line so that your training provider can arrange the necessary place and documentation.</li> <li>2. You can do this through the Governors area and by clicking the "Log in as me" link next to the name of the relevant governor.</li> <li>3. Typically these governors will also be a governor with no e-mail address as set up in <b>Step 2.</b></li> <li>4. Make sure that you remember that you will not receive e-mail confirmation until they have a proper e-mail box of their own.</li> <li>5. You will be able to give these governors a print out of the courses and a schedule of their past and future registered events by printing out an appropriate report in the traditional way from the LinkGovernor system.</li> </ol>
<p>Once the governor has been registered then Log-In as that governor and make bookings as usual. Please note that you will not receive e-mail confirmations relating to their bookings until that governor has a new independent e-mail box of their own.</p> <p>When the governor has an e-mail box of their own then the e-mail address in the My Profile can be amended and e-mail confirmations will start flowing.</p> <p>Their course bookings, attendance record etc can still be viewed from the Reports Area of the website.</p> <p>Every time you set up a new Governor he or she will be sent an e-mail by the system advising them of their User Name and Password and the location of the Quick Start Guide which will get them up and running.</p>	<p style="text-align: center;"><b>Step 5: Activate your training provider</b></p> <p>Click the check box on your home page and click the opt-in/opt-out button to activate your training provider's courses. This will give your governors the opportunity to browse and view your training providers events – as well as book them for attendance.</p> <p style="text-align: center;"><b>We appreciate that you may come up against the odd unexpected difficulty!</b></p> <p>If in any doubt about use of the system then please do use the LinkGovernor Help system which is extensive in its scope and detail.</p> <p>You will find a link to the Help system at the top of every page on the LinkGovernor website.</p>