

**LINK GOVERNOR QUICK START SHEET
FOR
TRAINING PROVIDERS**

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

<p style="text-align: center;">Step 1: Starting Off</p> <ol style="list-style-type: none"> 1. Log in with the User Name and Password assigned by LinkGovernor and then go to the Our Details 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 Our Details area 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 to for specific queries. 	<p style="text-align: center;">Step 4: Add your Schools</p> <ol style="list-style-type: none"> 1. Go to the Schools Area and register a new school on the system to browse your events (or invite an existing school to browse your events if they are already registered on the system and you know their user name) 2. An e-mail will automatically be sent to the school/link governor advising them of their user name, password and an invitation to subscribe which they can activate. 3. We recommend using the first four letters of the school name followed by the first part of the school postcode as the school user name.
<p style="text-align: center;">Step 2: Add a Venue and a Trainer</p> <ol style="list-style-type: none"> 1. In order to create a training event you have to have at least one Venue and one Trainer entered on the system. The venues and trainers you enter will appear in a drop down box elsewhere on the system for you to use. 2. Go to the Venues area and add at least one venue 3. Go to the Trainers Area and add at least one trainer 	<p style="text-align: center;">Step 5: Using your Reports</p> <ol style="list-style-type: none"> 1. You have two sorts of reports: Quick Reports on a particular school, event, trainer, event absentees, and venue which are accessed from the relevant area. 2. Global reports, based on a start and end date, are accessed from the Reports Area 3. Check out your work to date from these two different areas! See which schools are using the system and have entered their governors on it.
<p style="text-align: center;">Step 3: Create an Event</p> <ol style="list-style-type: none"> 1. Go to the Events area and click the link to create a new event. 2. Fill in the form and if you will be creating a similar event (same titles and descriptions) on another occasion save it as a template to improve speed of creation 3. Preview the event and if happy then submit for publication and it will be available for your registered Schools and Governors to browse 	<p style="text-align: center;">Step 6: Keeping Things Tidy</p> <ol style="list-style-type: none"> 1. Once an event has taken place record absentees from that event so that you and the schools can monitor those absentees. 2. Make sure you de-register any school, venue or trainer that you are not using. 3. Remember there is detailed help available from the help system on-line.