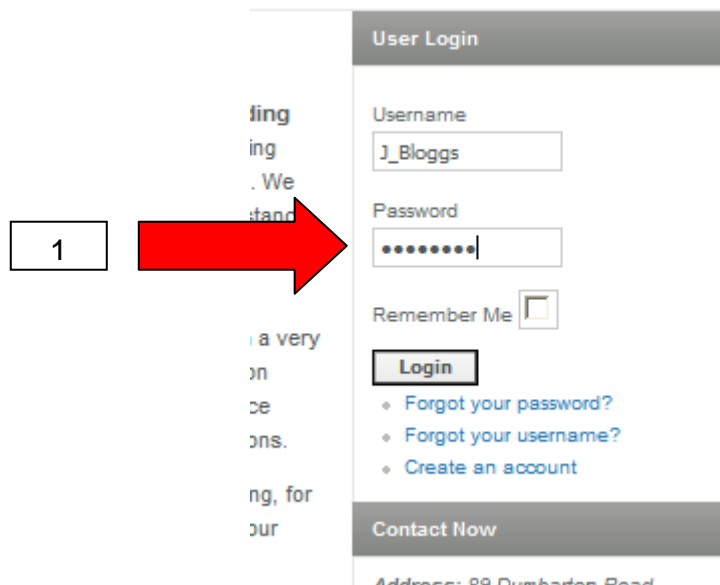


How to Book a Place on Training

Before you can book training you must be registered.

Enter your details into the log in box (Arrow 1):



The image shows a 'User Login' form. A red arrow labeled '1' points to the 'Username' input field, which contains the text 'J_Bloggs'. Below the username field is a 'Password' field with masked characters. There is a 'Remember Me' checkbox and a 'Login' button. Below the button are three links: 'Forgot your password?', 'Forgot your username?', and 'Create an account'. At the bottom of the form is a 'Contact Now' button and a partially visible address: 'Address: 88 Dumbarton Road'.

You will automatically be brought to the Training Events page.
Select the course title you want to attend from the list.

The next page will show you details for each delivery of the course.

Click on the title beside the date/venue you want to attend to proceed to the next stage (Arrow 2):


Filter: Title Go Reset Limit: 15

Date	Course	Title	Venue	Spaces
01.12.2008	SCA17	Motivational Interviewing	Eastbank Health Promotions Centre (Glasgow)	3
03.02.2009	SCA17	Motivational Interviewing	Summerhill Education Centre	2
09.02.2009	SCA17	Motivational Interviewing	Elgin City Social Club	14
21.02.2009	SCA17	Motivational Interviewing	Whitegales Office (Argyll & Bute)	16
26.05.2009	SCA17	Motivational Interviewing	Ormiston Institute (Borders)	14
12.08.2009	SCA17	Motivational Interviewing	St. Andrew's Building (University of Glasgow)	15

Note: Spaces column shows total number of spaces remaining for each event.

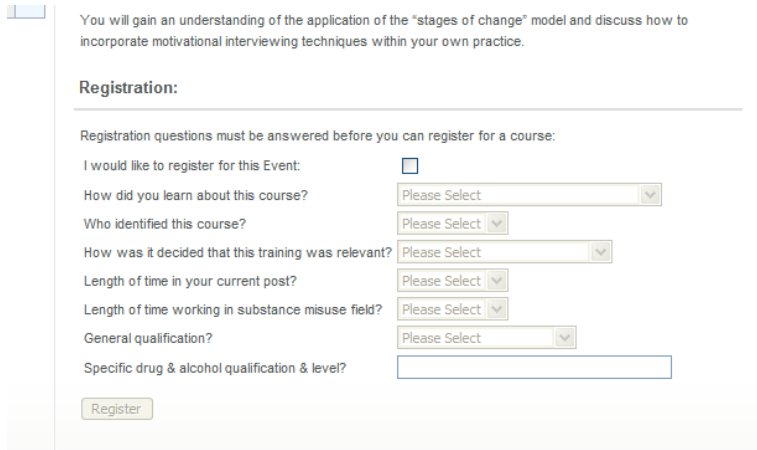
The next page will display the event information.

You can click on the course code to view the descriptor (Arrow 3) or on the venue name to view the full address and a map (Arrow 4).

Event Details 

Event Code:	1217
Course Title:	Motivational Interviewing
Course Code:	SCA17
Starts Date:	12.08.2009 (09.30 h - 16.00 h)
Trainer:	Anne Beaton
Course Category:	Regional Modular Course
Local Authority Area:	Glasgow City
Where:	St. Andrew's Building (University of Glasgow) - Glasgow
Max Places:	20
Booked Places:	5
Available Places:	15
Status:	Current
Cancellation Reason:	

If you want to go ahead and book a place **scroll down** until you can see the Registration section:



The screenshot shows a registration form with the following content:

You will gain an understanding of the application of the "stages of change" model and discuss how to incorporate motivational interviewing techniques within your own practice.

Registration:

Registration questions must be answered before you can register for a course:

I would like to register for this Event:

How did you learn about this course? Please Select

Who identified this course? Please Select

How was it decided that this training was relevant? Please Select

Length of time in your current post? Please Select

Length of time working in substance misuse field? Please Select

General qualification? Please Select

Specific drug & alcohol qualification & level?

Tick the box, **answer** the questions which appear and then **click** Register.

You will receive an email to confirm you have booked your place.

You will also receive an email directly from the STRADA Office which will give you details of your Pre Course Reading.

If you do not receive it please get in touch as soon as possible.