

## APPENDIX C - Booking your training

### Overview

- **Accept the position (and go back to the home page)**
- **Book your Training**
- **Select Book for both your time slots**

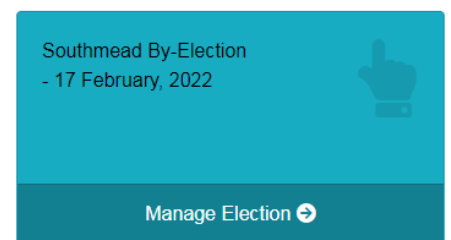
Please note that the examples below are for a different election but the process to follow will be exactly the same.

The new system does not allow you to see the training until you have accepted the job position.

In order to book your training you must have already **accepted** the position in letters and messages.

### Go to the Home Screen

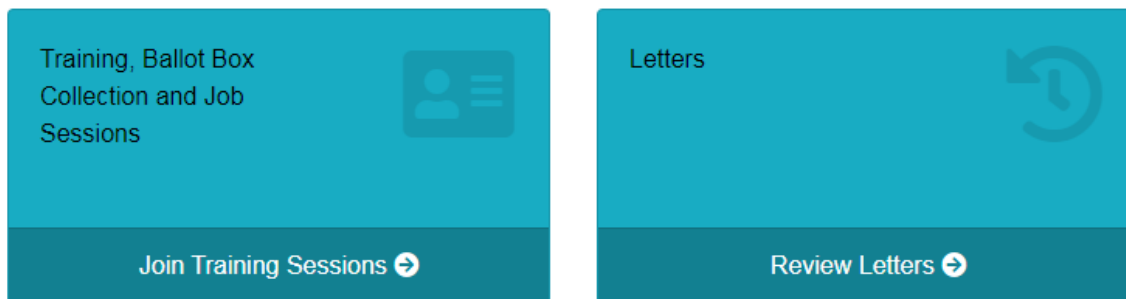
A new box will have appeared that says the name of the relevant election you have agreed to work at:



**Click** on the box

This screen below will appear:

### Southmead By-Election - 17 February, 2022



Select the first box - **training, ballot box collection and job sessions**.

Scroll down to **Available Training Sessions**

Select the location, date and time and select **BOOK**

*🌀* **If we need to send you information relevant to this referendum it would show up in Letters in the election.**

A pop up will appear with a summary of the training.

Select **Confirm Booking**

