



Booking onto a training course: step by step guide

Please follow the instructions below to request a place at one of our training events.

If you have a query, or are interested in receiving training in your school or college, please complete our [customer query form](#) and a member of the team will get in touch with you to discuss your requirements.

Please make sure you familiarise yourself with our [Terms and Conditions](#) before placing your order.

Step 1: Select the course you would like to attend

You can browse our upcoming courses on our [training pages](#). Make your selection by choosing the level, subject area and course that you are looking for.

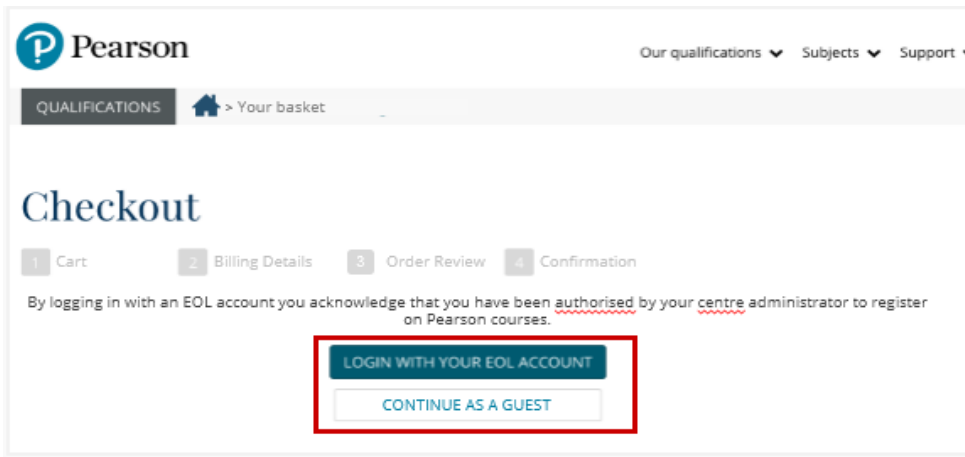
Once you've found the course you would like to attend, click on 'Book now' to be directed to the checkout pages.

The screenshot shows the Pearson Training website interface. At the top, there is a navigation bar with 'Training' selected. Below the navigation bar, a text block states: 'We offer face-to-face and online training events for educators who are teaching or interested in teaching BTEC, Edexcel, LCCI or EDI qualifications from Pearson.' Below this, a section titled 'Find and book your training' contains three steps: 'Step 1. A Level', 'Step 2. Drama and Theatre', and 'Step 3. Choose a course'. The 'Step 3' section is highlighted with a dark blue background and contains a filter by 'Location' or 'Month' dropdowns, a '1 - 16 of 16' indicator, and a 'May 2016' filter. Below the filter, the course details are displayed: 'ONLINE | 23 May 2016, 4pm - 6:30pm', 'AS and A level Drama and Theatre Getting Ready to Teach (Live Online Event)', and a description: 'This FREE online event will support you in delivering the Pearson Edexcel AS/A level Drama and Theatre specification, for first teaching from September 2016...'. The course code is '15GOAD02/02' and the price is 'EFREE'. A 'BOOK NOW' button is highlighted with a red box.

Step 2: Select your login type

When you reach the checkout page, you will be given the following two options:

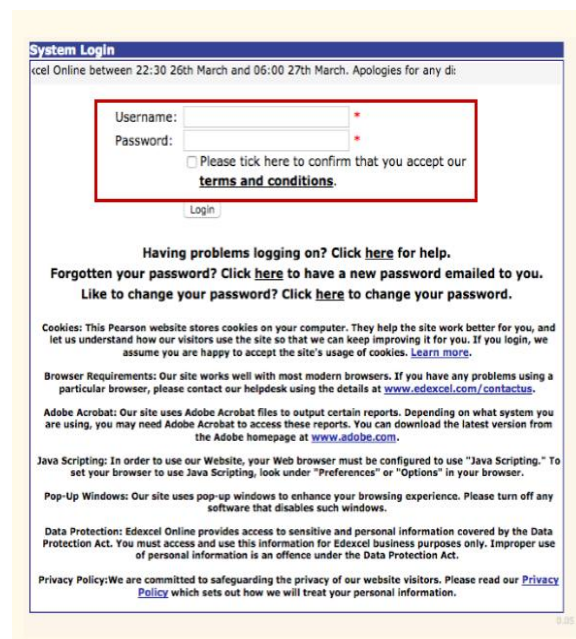
- Log into your Edexcel Online Account
- Continue as a guest



N.B Please be aware that if you choose to continue as a guest you will be asked to make payment either by credit card or by bank transfer. If you are booking onto an event as a member of staff in a Pearson registered centre, you should book your place by logging into your Edexcel online account. For help accessing your account please visit our [Edexcel Online support page](#).

Step 2a: Login as an Edexcel Online user

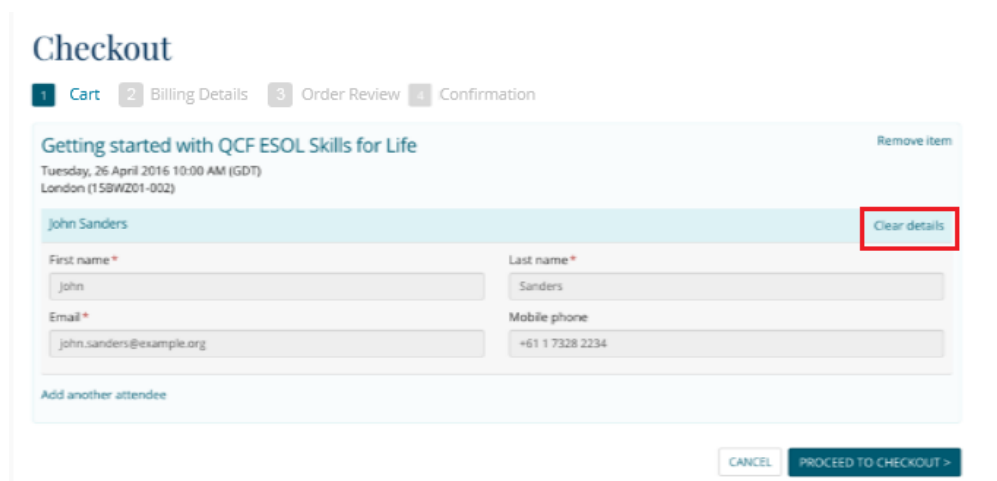
If you are booking a place as a registered Pearson centre, you'll be directed to the Edexcel Online login page and asked for your login details.



Step 3: Enter attendee details

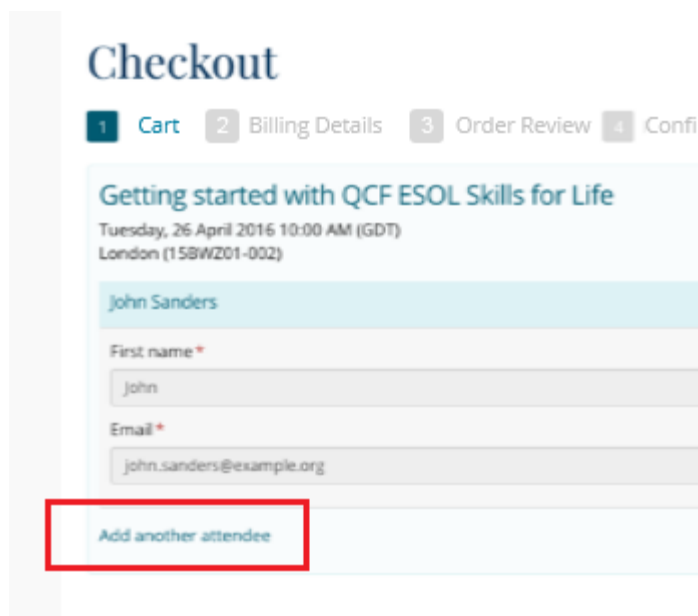
After selecting your login option, you will be directed to a Checkout page and asked to provide details of the person attending the training. Please enter the contact details of the person attending the event here.

If you are booking as an EOL account holder, some of these fields may be pre-populated. Click on 'Clear details' if you need to amend them.



The screenshot shows a checkout page titled "Checkout" with a progress bar indicating the current step is "2 Billing Details". The main heading is "Getting started with QCF ESOL Skills for Life". Below this, the event details are listed: "Tuesday, 26 April 2016 10:00 AM (GDT)" and "London (15BWZ01-002)". The attendee's name "John Sanders" is displayed in a light blue bar, with a "Clear details" button to its right. Below the name bar are four input fields: "First name*" (containing "John"), "Last name*" (containing "Sanders"), "Email*" (containing "john.sanders@example.org"), and "Mobile phone" (containing "+61 1 7328 2234"). At the bottom left of the form is a link "Add another attendee". At the bottom right are two buttons: "CANCEL" and "PROCEED TO CHECKOUT >".

At this point in the booking process you can add details of another attendee if you are planning on attending the event with a colleague:



This screenshot shows the same checkout page as above, but with the "Add another attendee" link at the bottom left highlighted with a red box. The rest of the page content, including the event details and the attendee's name "John Sanders", remains the same.

N.B Please be careful to provide the correct contact details, as all information relating to the event will be sent by email to the address provided.

Step 4a: Billing details – Edexcel Online users

As an EOL account holder, your billing and payment details should be pre-populated.

Checkout

1 Cart 2 **Billing Details** 3 Order Review 4 Payment 5 Confirmation

Order contact [Clear details](#)

First name* Anna Last name* Nicol
Email* anna.nicol@pearson.com Work phone 02071648979
Home phone Mobile phone

Billing address [Clear details](#)

Street/PO Box* Suburb
City* State
Post code* Country
United Kingdom

Step 4b: Billing details – Guests

As a guest user, you will be asked to enter your payment details before you can proceed onto the next step.

Payment details

Purchase order Total due
GBP 5.00

Promotional code

Voucher code

Payment method
Credit card (online)

Payment by credit card allows you to secure your registration(s) immediately. After you confirm your order you will be taken online.

- **Selecting 'Credit/Debit' card payment:** If you chose to pay by credit or debit card you will be asked to provide details of your payment card at the checkout stage. You will receive an email confirmation of your order once the payment is complete
- **Selecting 'Cash' payment:** If the card payment option is not available, you should be able to select 'Cash' payment as a temporary option. This will allow you to reserve a place at the event and continue with your booking. Once you have completed the order, you will be sent a confirmation of the event details and a follow up email within 14 days with instructions on how to finalise your order. Please be aware that your booking will be provisional until you have made full payment.

Step 5: Review and confirm your order

Please make sure that you take the time to check that all your details are correct before you finalise the order.

The screenshot shows the Pearson checkout process at the 'Order Review' stage. The page header includes the Pearson logo, navigation links for 'Our qualifications', 'Subjects', 'Support', 'About us', and 'Contact us', and a 'Your basket' link. The checkout progress bar shows four steps: 1. Cart, 2. Billing Details, 3. Order Review (active), and 4. Confirmation. The main heading is 'Checkout' followed by 'Review and confirm your order'. The 'Bill To' section lists the name 'Anna Nicol', address '90HH London, London London WC17 9EW United Kingdom', and 'Order Contact' information: 'Anna Nicol', 'anna.nicol@pearson.com', and '02071904979'. The 'Order items' table lists one item: 'Day Man and Nightman (DAYM-002), 20-Jul-2016 9:00 AM, London Anna Nicol (anna.nicol@pearson.com)' with a price of 5.00. A summary table shows 'Subtotal: 5.00', 'Total (GBP): 5.00', and 'Amount due (GBP): 5.00'. A note states: 'Payment by credit card allows you to secure your registration(s) immediately. After you confirm your order you will be taken to a secure page where you can pay online.' Below this is a 'Show terms and conditions' link. At the bottom are buttons for '< BACK', 'CANCEL', and 'CONFIRM'.

Step 6: Confirmation

After you have confirmed that all the information you have provided is correct, you will be directed to a confirmation screen like the one below.

The screenshot shows the Pearson confirmation page. The header is identical to the previous page. The checkout progress bar now shows step 4 'Confirmation' as active. The main heading is 'Checkout' followed by 'Thank you!'. A dark teal banner contains the message: 'Your order has been successfully submitted.' Below this, a note states: 'Each attendee will receive an email with the necessary event instructions once this order has been processed and approved.' At the bottom left, the 'Order reference: ORD-25' is displayed. At the bottom right, there is a button labeled 'BOOK ANOTHER COURSE'.

An email confirmation containing the course details will also be sent to the email address provided within the booking form.