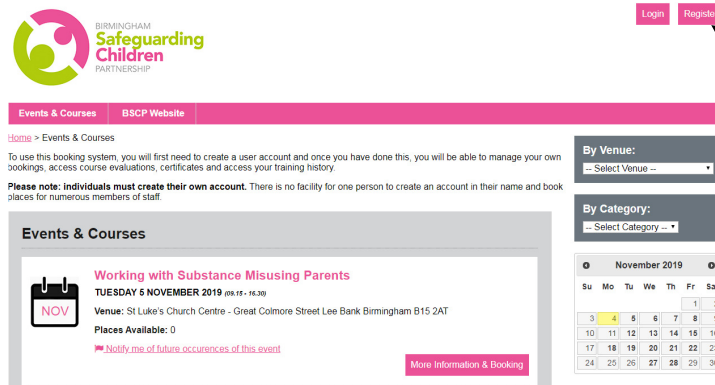


[How to book a BSCP Multi-Agency Course](https://booking.lscpbirmingham.org.uk/)

<https://booking.lscpbirmingham.org.uk/>

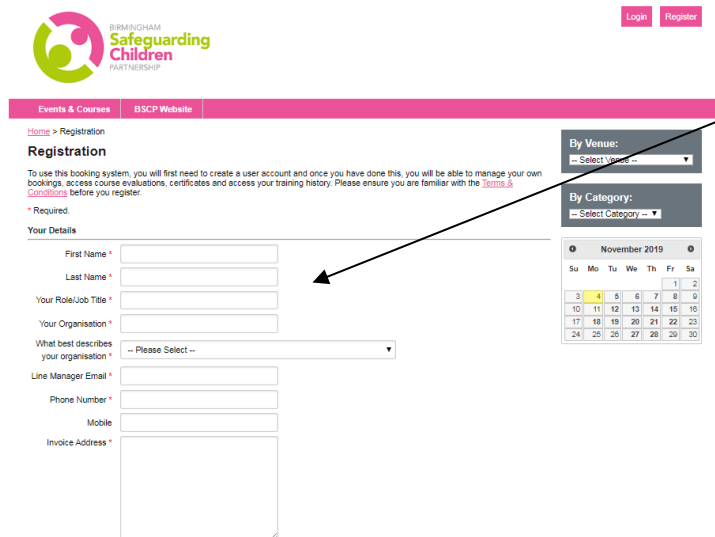
To use this booking system, you will first need to create a user account and once you have done this, you will be able to manage your own bookings, access course evaluations, certificates and access your training history.

Please note: You must create your own account. There is no facility for one person to create an account in their name and book places for numerous staff members.



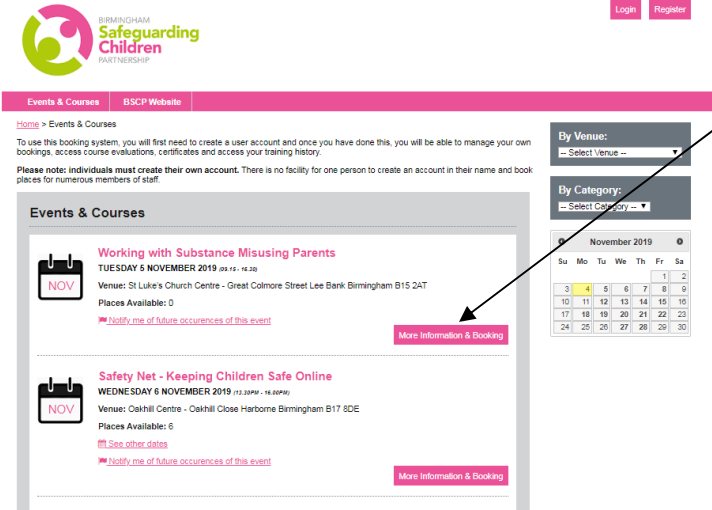
The screenshot shows the BSCP booking website home page. At the top right, there are 'Login' and 'Register' buttons. Below the navigation bar, there is a section for 'Events & Courses' featuring a course titled 'Working with Substance Misusing Parents' on Tuesday 5 November 2019. To the right, there are filters for 'By Venue' and 'By Category', and a calendar for November 2019.

Click on Register in the top right corner (or login if you have an account already).

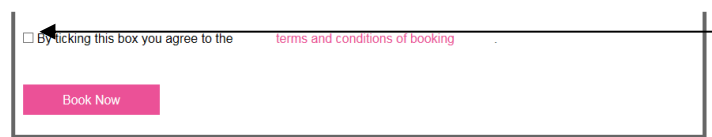


The screenshot shows the BSCP booking website registration page. At the top right, there are 'Login' and 'Register' buttons. The main heading is 'Registration'. Below this, there is a form titled 'Your Details' with the following fields: First Name, Last Name, Your Role/Job Title, Your Organisation, What best describes your organisation (a dropdown menu), Line Manager Email, Phone Number, Mobile, and Invoice Address. To the right, there are filters for 'By Venue' and 'By Category', and a calendar for November 2019.

Complete your details if you do not already have an account



Select the course you are interested in attending and click more information and booking.



Tick the box to agree to the terms and conditions of booking.

Click Book Now to book onto the course.

On this page you will find:

- Details of the course.
- Venue details.
- Map of the venue.



To cancel a booking 14 days prior to a course please select your Booking and History.

Here you will find a list of events you are booked onto – you can manage your bookings here.