

EVENTS BOOKING SYSTEM USER INSTRUCTIONS

Section Title
Registering as a new User
Booking onto an event
Delegate Substitutions
Updating/Changing your Email Address
Updating your Centre Details

Registering as a New User

Step 1 Register on the system

The first time you use the system you need to register yourself as a New User. To do this you need to click on the New User? [Register Now](#) link, you will be asked for your email address and you will need to create a password.

Once you have done this you have completed Step 1 and will receive an email from SQA to confirm that you have successfully registered onto the system. You now need to complete Step 2 by creating your profile.

Step 2 Create your delegate profile

You now need to log back into the system again <https://athena.sgameet.net/>

Please ensure you use the same e-mail address and password you registered with. You now need to create your delegate profile. The system should take you to this page when you log in for the first time but, if not you need to click on the **My Details** link from the first page.

The delegate profile must be fully complete before you can book onto any events. (When it asks for your Centre - this is your school or organisation, type in the first few letters of the name and you will be able to select from the drop-down list and the address will fill in automatically).

Booking onto an event

Once you have completed and saved the delegate profile you will be able to book onto the event that you wish to attend.

All **Future Open Events** are listed on the system in date order. There is a **next** button at the top right of the page to navigate through the pages of dates. You can also narrow your search by selecting **Location**, **Subject** or **Name Contains** which will filter the results for you.

Once you have found the event that you wish to attend, click on the Blue name link for the event, **you must agree to the terms and conditions before you can make the booking** - read them and then tick the box to agree to them. Then click on **Confirm Booking**.

If you are booking onto a Paid event the payment card/purchase order will be required at the time of booking.

Once you have booked onto an event you will receive an email from SQA to confirm your booking. You can also check which events you are booked onto by clicking on the **My Booked Events** link from the front page.

Registration and Booking your event is now complete!

Delegate Substitutions

To substitute a colleague into your place on an event, please follow the instructions below:

1. Original Delegate must be booked onto Event through Events Booking System
2. The Colleague planning to attend the event in place of the original booking **MUST** be registered on the Events Booking System and have completed their delegate profile in the My Details Section

If not registered on the Events Booking System please follow the instructions above on how to create a registered delegate profile.

3. The original delegate logs into their account on Event Booking System and clicks on the **My Booked Events** section
4. Click on **Substitute Colleague**
5. Click on the drop-down list arrow next to the Delegate Name section. This will bring up a list of all delegates who are registered at your centre. Select the person that you wish to attend in your place and click on **Substitute Colleague** again. If your colleague does not appear on this list then they are either not registered with your centre details or they have not completed their delegate profile on the My Details section. Ask them to update their details and try again.

Or you can enter your colleagues email address that they used to register onto the Events Booking System in the Colleagues Email section and then click on Substitute Colleague – if the email address is registered on the system and they have completed their delegate profile the substitution will be made.

6. If there are already the maximum number of delegates attending from your centre you will receive a message saying **“To Change this Booking Please Call the events team”**
7. Events Booking System will send an email to the new delegate to inform them that they have been booked onto the event.
8. The event details disappear from the Original delegates My Booked Events section as the booking has now been transferred to the new delegate

Updating/Changing your Email Address

Step 1 Login to System

If you have changed your email address you need to log into the system using the email address that you originally registered and then click onto the **My Details Section** to update your details.

Step 2 My Details section

Click on **Change Email Address** and insert your new email address, then re-enter your new email address to confirm.

Click on **Change Email Address** again.

You can now use your new email address to log into the system from now on.

If you cannot remember what email address you used to register on the system or cannot remember your password and no longer have access to the old email address, please contact the Events Team on 0345 213 5580 or by email at sqaevents@sqa.org.uk and we can update your details for you.

PLEASE DO NOT SET UP A NEW ACCOUNT JUST TO CHANGE YOUR DETAILS AS ACCOUNT DETAILS CANNOT ALWAYS BE MERGED AND YOUR EVENT HISTORY MAY NOT TRANSFER TO YOUR NEW ACCOUNT.

Updating Your Centre Details

Step 1 Login to System

If you have changed school or centre you need to update your centre details. Log into the system and click on **My Details Section** to update your details.

Step 2 My Details Section

Click on the **Centre Box** and type in the first few letters of your new centre. A dropdown list will appear. Select your centre from the list and all the details including the address will update

If your contact telephone number has changed update this at the same time.

Click on Save and Close

PLEASE DO NOT SET UP A NEW ACCOUNT JUST TO CHANGE YOUR DETAILS AS ACCOUNT DETAILS CANNOT ALWAYS BE MERGED AND YOUR EVENT HISTORY MAY NOT TRANSFER TO YOUR NEW ACCOUNT