


# tessello

## Events





Some of your learning activities may require registration on training courses and sessions.

My learning houses all the Events you are currently registered on, and enables further searching and registration for relevant Events.

This user guide explains how.



# Registering

The Events tab is located on the homepage. To search for an Event, simply use the search bar in the Events area and enter a search term. This could be a theme (such as 'sales' or 'project management') or it could be something more specific. If you find an Event you like the sound of, you can register! When you register on an Event, you'll be sent an email confirmation with a calendar attachment.

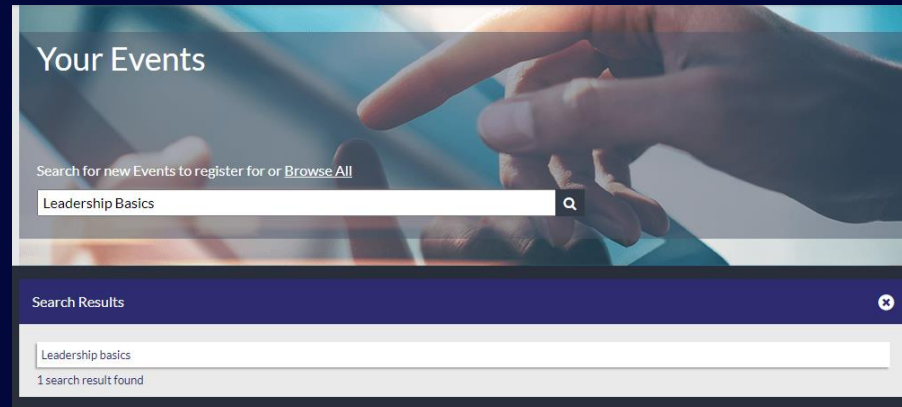


Welcome to the NCPL Digital Campus

Learning Pathways   Events   CPD Log   Communities

My Learning Pathways

- [Introduction to Leadership \(First Line Leaders\)](#) →
- [Partnership Working \(First Line Leaders\)](#) →
- [Test 1](#) →
- [Great Communication \(First Line Leaders\)](#) →



Your Events

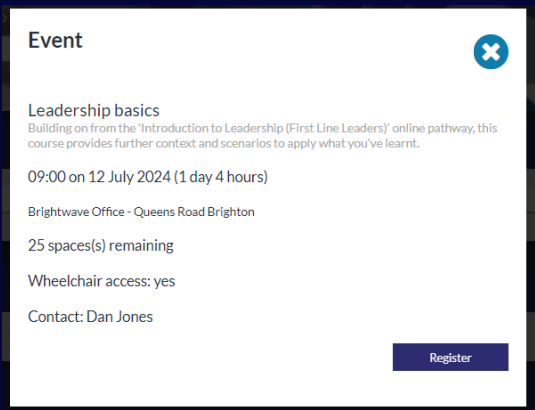
Search for new Events to register for or [Browse All](#)

Leadership Basics

Search Results

Leadership basics

1 search result found



Event

**Leadership basics**

Building on from the 'Introduction to Leadership (First Line Leaders)' online pathway, this course provides further context and scenarios to apply what you've learnt.

09:00 on 12 July 2024 (1 day 4 hours)

Brightwave Office - Queens Road Brighton

25 spaces(s) remaining

Wheelchair access: yes

Contact: Dan Jones

Register

# Cancelling

You can cancel your registration on an Event at any time. This can be done by clicking on the specific Event tile in the Events section. Then just click on 'Cancel registration'.

The screenshot shows a user interface with a search bar at the top. Below the search bar, it says "No search results returned". Underneath, there is a section for "Upcoming Events". One event tile is visible, titled "Leadership basics", with a calendar icon. The event details are: "09:00 on 12 July 2024 (1 day 4 hours)", "Brightwave Office - Queens Road Brighton", "Wheelchair access: yes", and "Contact: Dan Jones". A modal window is open over this event, showing the same details and a "Cancel Registration" button at the bottom right.

A confirmation dialog box with a white background and a dark blue border. It contains the text "Wheelchair access: yes" and "Contact: Dan Jones". Below this, it asks "Are you sure you want to unregister from this event?". At the bottom, there are two buttons: "No" and "Yes".

# Browsing

You can browse for Events at any time by looking through the Events tab, or via the search bar at the top of the platform.

The screenshot shows the top navigation bar of the platform. On the left, there are navigation icons for back and home. In the center, a search bar contains the text "Leadership Basics". To the right of the search bar are several utility icons: a calendar, a group of people, a head with a gear, a bell, a trophy with "#1" and "20,150", and a user profile picture. Below the search bar, a teal banner displays "Search - You searched for 'Leadership Basics'". A dark sidebar on the left lists navigation options: All, Resources, Learning Pathways, Communities, CPD Log, Events, and People. The main content area shows two search results, each with a calendar icon, the title, and a "Not registered" link with an information icon. The footer contains copyright information "tessello © Capita plc 2024" and links for Sitemap, Accessibility Statement, Disclaimer, and Privacy.

The screenshot shows the "Your Events" section. At the top, the heading "Your Events" is displayed over a background image of hands. Below the heading, there is a prompt "Search for new Events to register for or Browse All" and a search bar containing "Leadership Basics". Below the search bar, a dark blue "Search Results" header is visible. Underneath, a search bar contains "Leadership basics" and the text "1 search result found" is displayed below it.



If you are experiencing any difficulties with Events, please contact your administrator.