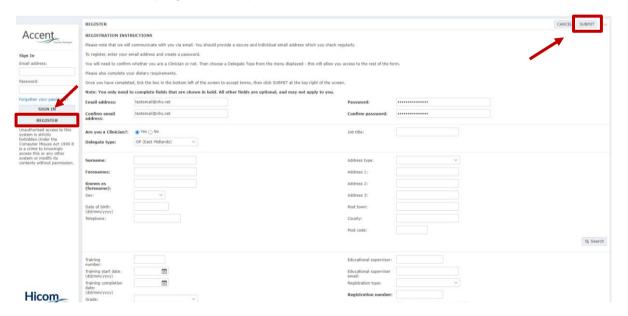# How to register and book onto an event, using Accent Course Manager

Registering

1. Go to the Course Manager website for the East Midlands (always use this link – do not use Google): https://accent.hicom.co.uk/CourseManager/Live/HEEM/Web/

2. If you have not registered on the system before, you will need to register now. To do so, click on '**Register'** on the left-hand side (highlighted below).

3. Complete the fields requested – any field labelled in **BOLD** is mandatory. The screen shot provided is for GPs, but the same applies for other 'delegate types'.

   • When registering, you much choose a 'Delegate Type'. These options have been determined by HEE – there should be a suitable option for all types of delegates.

   • Before you choose a Delegate Type, firstly click to confirm whether you are a **Clinician** or not. The list of Delegate Types varies depending on whether you say Yes or No to the Clinician question. If you are not sure, check which list best relates to you, then decide.

   • If you later encounter difficulties booking onto a course it may be that the course is not set up for the Delegate Type you selected – if this is the case, contact the Administrator at HEE for the course you are running – please email ESD.EM@hee.nhs.uk.

4. Please remember to include your dietary requirements. Whatever you record here is retained for all future bookings, so you don't have to tell us again.

5. When you have finished, tick the declaration box at the bottom left corner, and then click SUBMIT at the top right corner (these are **not shown** on this screenshot).

Booking onto an Event

1. From the home page, before logging in, or after logging in, go to the 'Events' section.

2. Refer to the flyer and put the key words into the white box and click on the search button.

3. Notice that in this example, 'Public Health', the search displays all events with the key word in the title. The search will display the dates, venues, and places available on these specific events. Click on an event for more details.

4. Click on the event and book a place. You will be directed to a booking confirmation page and will also receive an email confirming your booking (where payment is applicable you will receive a confirmation email for this too).

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