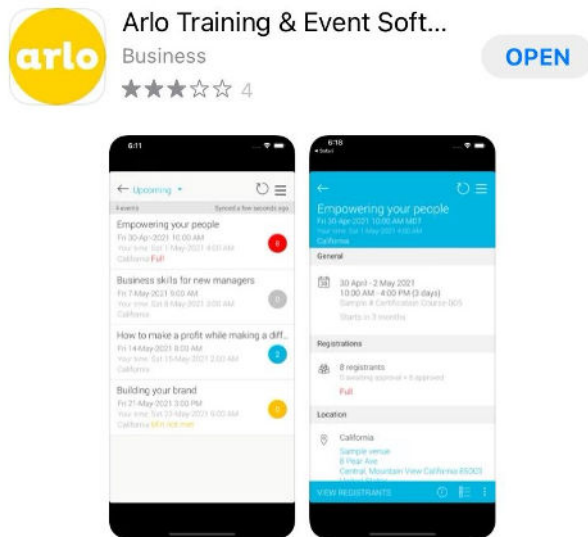


ARLO – Caring For Care Trainer Manual

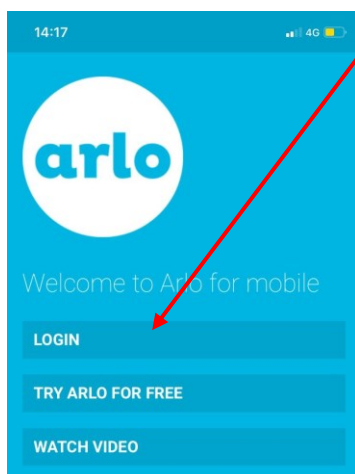
Logging In & Adding Delegates To A Private Booking

Please download from the app store.

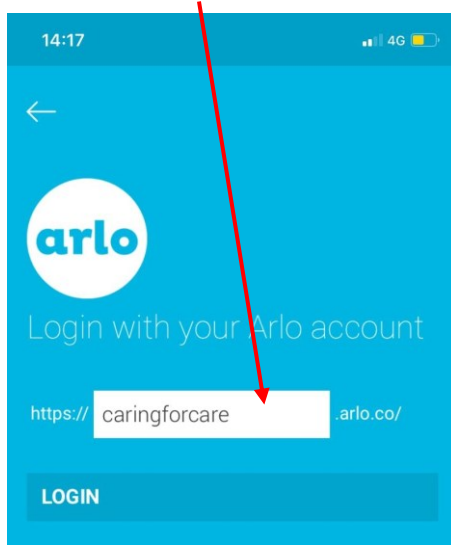
Logo looks like below:



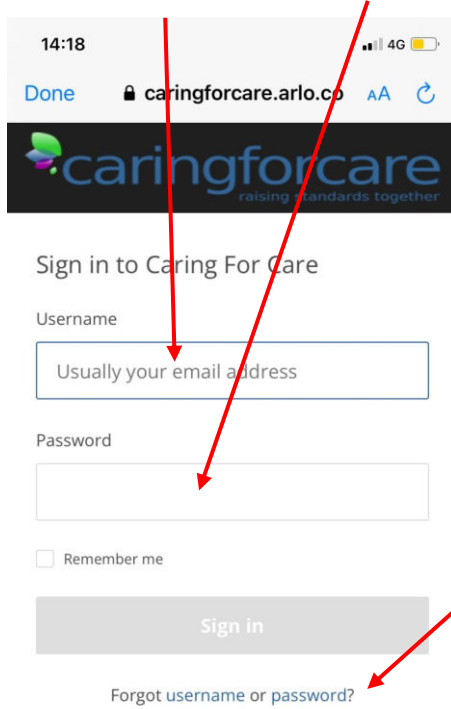
Open the app to this screen. Click “login”



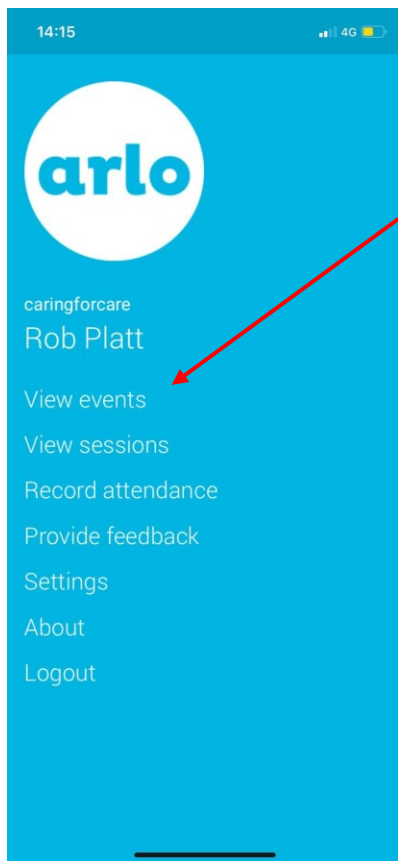
Type "caringforcare" into the domain section



Enter your email address and password, If you cannot remember these please use the reset function

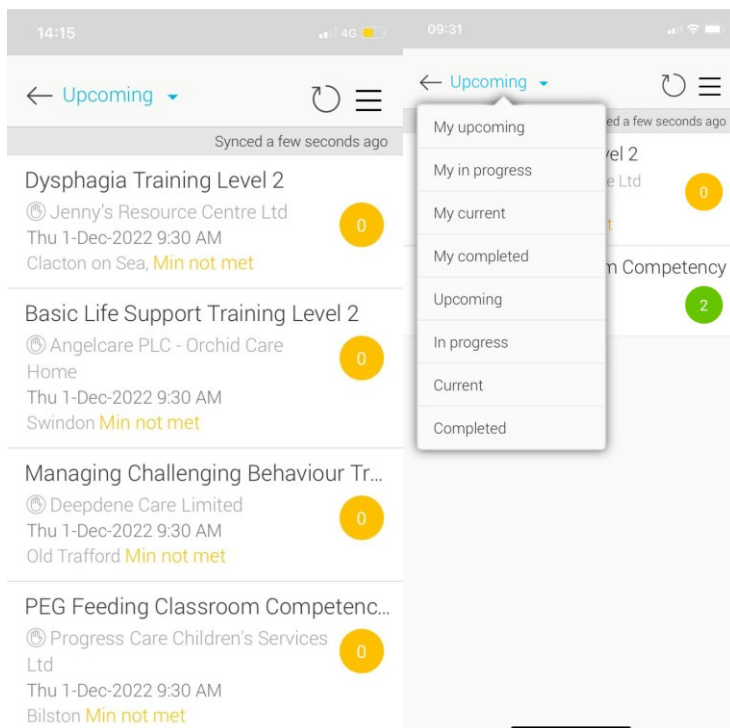


When logged in you will see this home screen, click “view events”



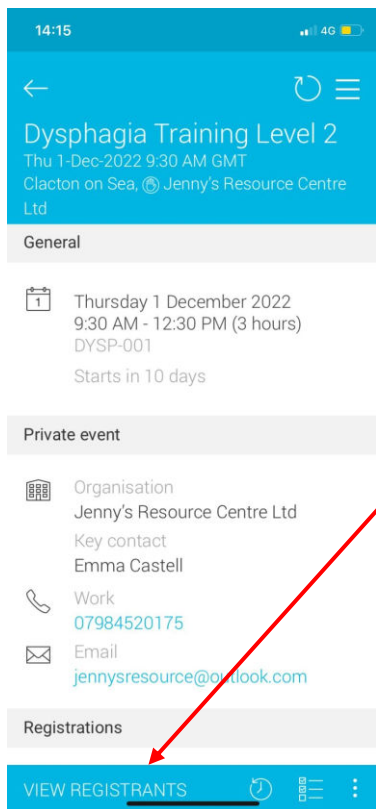
Here you will see a list of the courses and sessions you are booked onto.

Select the one you are currently teaching – please note multiple courses on the same day will appear as multiple events and will need to be completed separately.

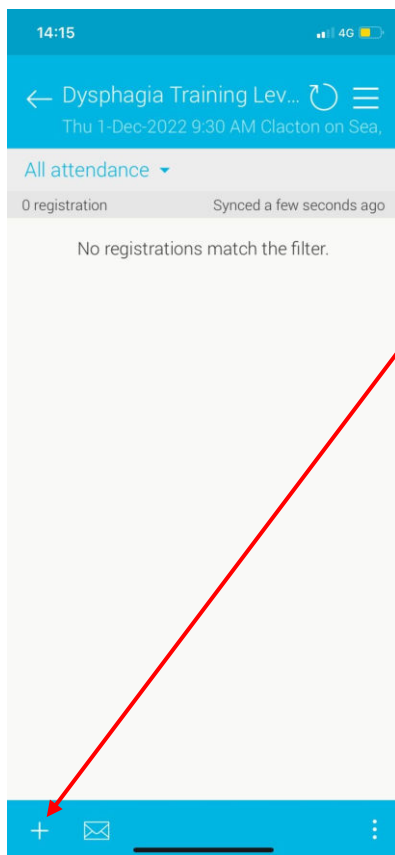


Click where it says “upcoming” and switch to “my in progress” to view the current course.

Once selected you will be presented with this screen, click the “view registrants” button



This will take you to the registrants screen as below, please click the “+” sign



This will then take you to the registration page seen below, please click on “skip and proceed as guest”

14:15
Arlo Training... caringforcare.arlo.co

Registration

Create account

First name

Last name

Email

Password

By creating an account, you agree to our [Terms and Conditions](#), and [Privacy Policy](#).

Login to existing account

Skip and proceed as guest Create and proceed

This will change the screens appearance slightly and allow you to add your delegates to the register. Please note all delegates need to provide an email address. We do not need a mobile number. Please note the “add another attendee button” to add multiple delegates simultaneously.

09:34
Arlo Training... caringforcare.arlo.co

Registration

Bowel Management Training Level 3

Starting on Wednesday, 23 November 2022 9:30 AM (GMT)
London (BOW-E-004)

(New attendee) Clear details

First name*

Last name*

Email

Organisation name*

Mobile phone

Add another attendee

Terms and conditions

I accept the Terms and Conditions

Register now

We require first name, last name and email address details to be taken for each delegate

Organisation name may appear on some registration links, if you start typing it will bring up suggestions, this needs to match what is listed in the course on the screen shot above.

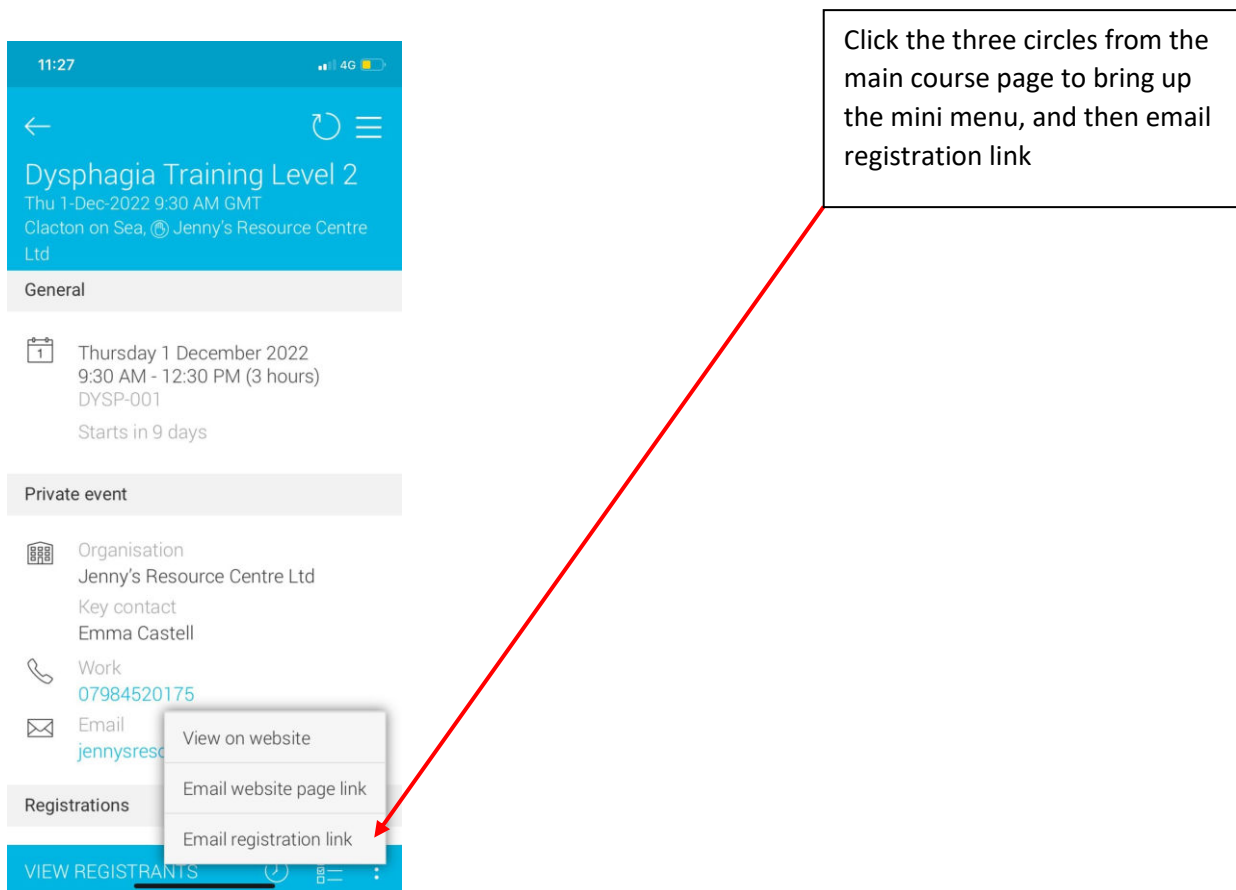
Once all names have been taken click to accept terms and conditions and then “register now”

This has now finished the registration process for this course.

The delegates will appear within the main system attached to the relevant account and course.

When you open this up it is a weblink unique to that particular event.

If you do not wish delegates to handle your mobile phone, you can email this link to your laptop and ask them to complete the register this way.

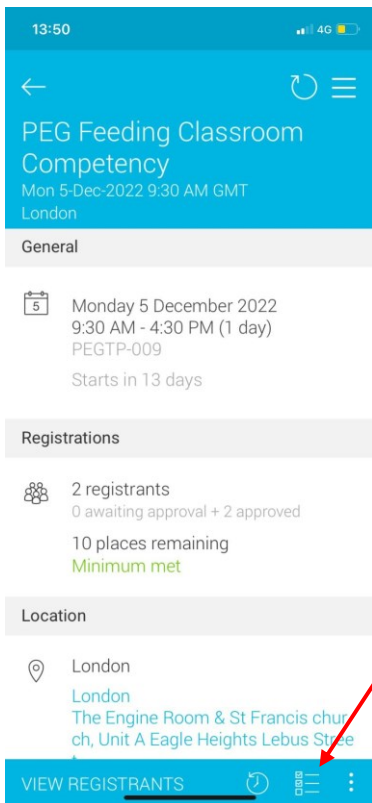


THIS PROCESS NEEDS TO COMPLETED AT THE START OF EACH COURSE

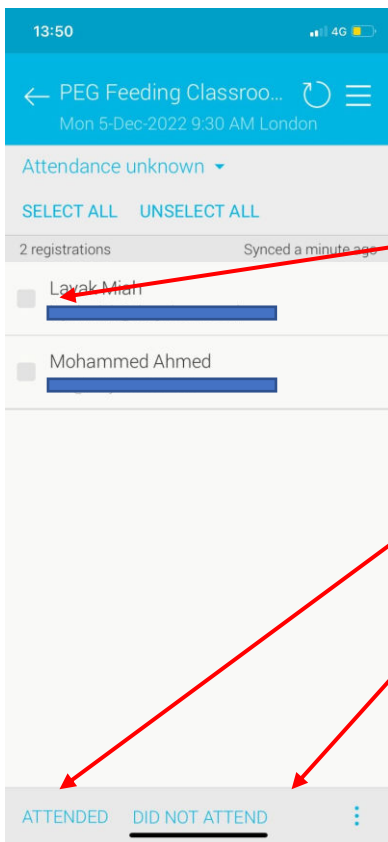
If delegates arrive late you can repeat the process and add them separately.

One completed towards the end of the day you need to confirm their attendance using the steps below.

If delegates left early or arrive late – Enough to not warrant a certificate – leave them unmarked.



When you open the course click on the "bullet point" option



This will give you a list of delegates, click the tickboxes and then mark them as ATTENDED

This will update the register for the course and update the system automatically.