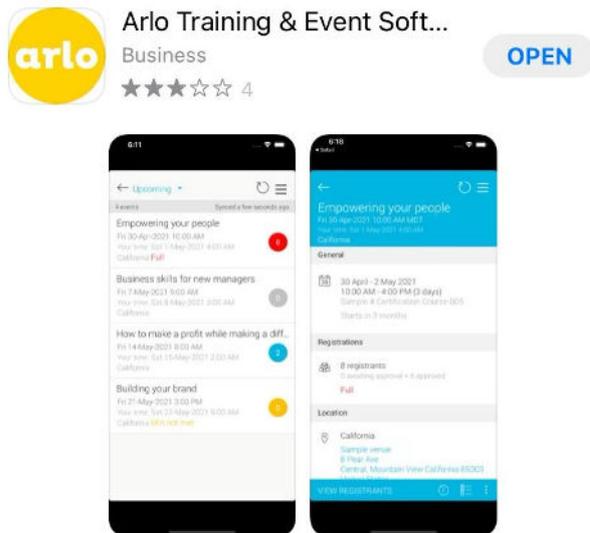


## ARLO – Caring For Care Trainer Manual

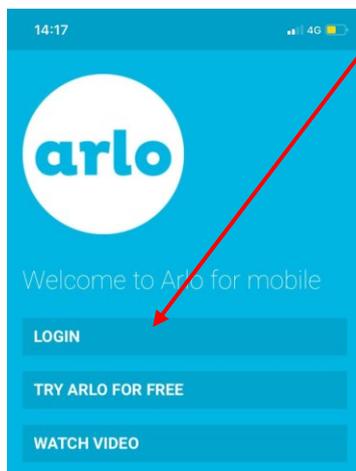
### Logging In & Adding Delegates To A Private Booking

Please download from the app store.

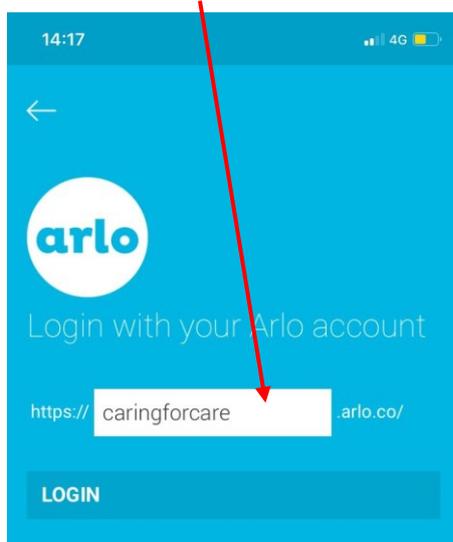
Logo looks like below:



Open the app to this screen. Click "login"



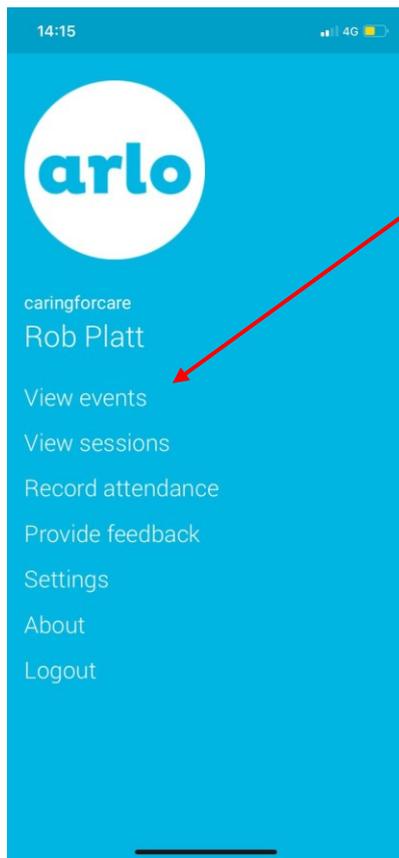
Type "caringforcare" into the domain section



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

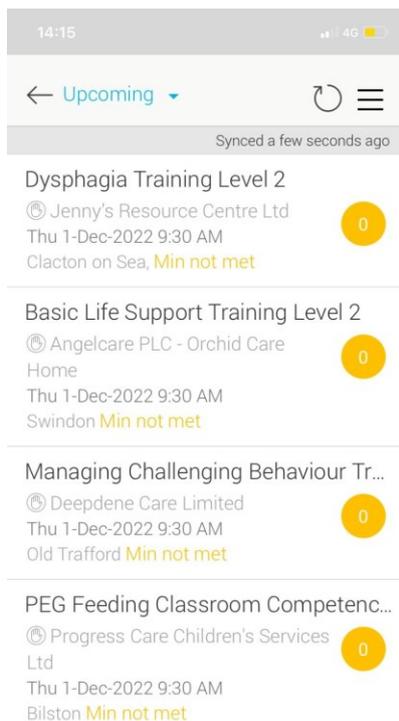


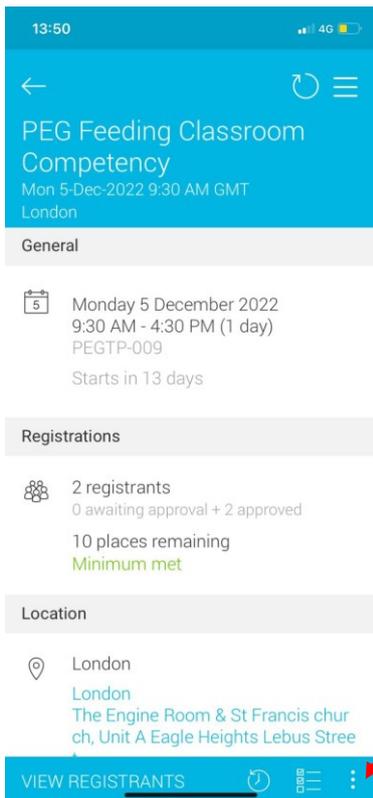
When logged in you will see this home screen, click “view events”



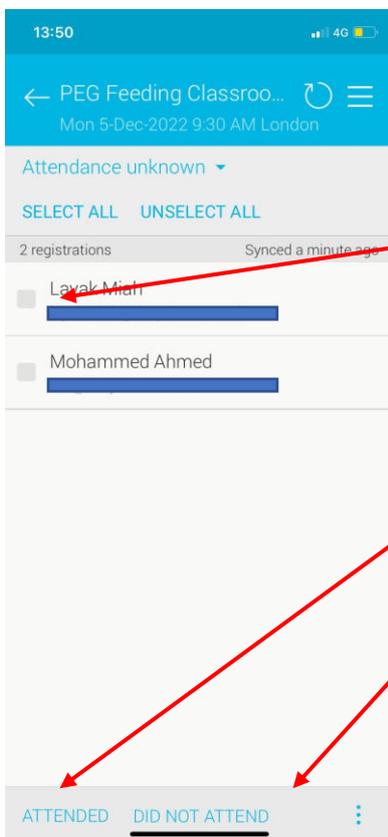
Here you will see a list of the courses and sessions you are booked onto.

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.





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



This will give you a list of delegates, click the tickboxes and then whether they ATTENDED or DID NOT ATTEND.

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