

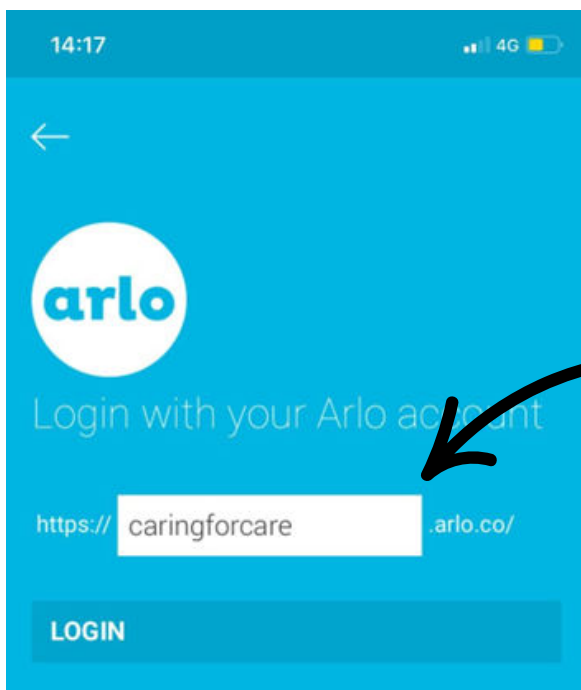
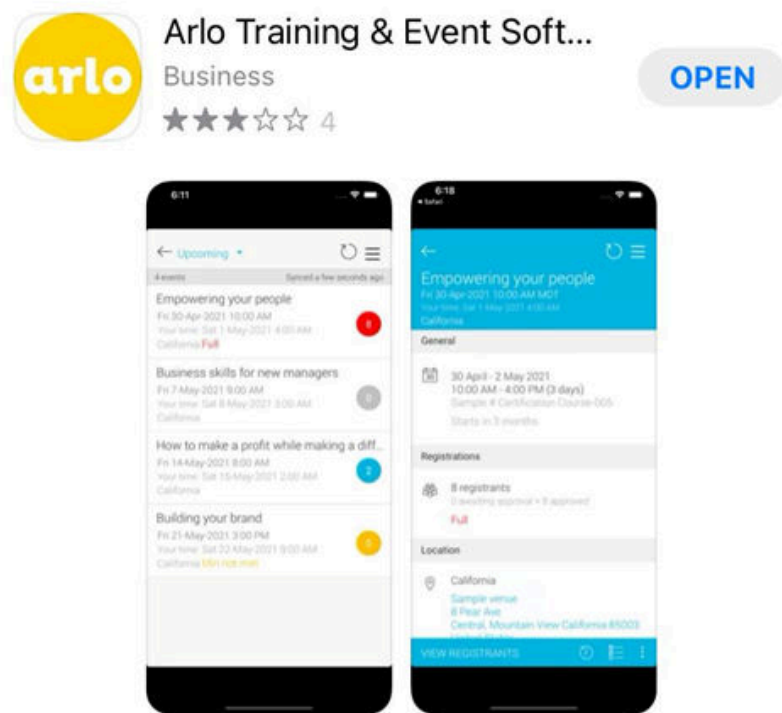


arlo

**ARLO TRAINER  
MANUAL – PUBLIC**

# Logging in & Registering Delegates To A Public Booking

Please download from the app store



Head to the login section and type "caringforcare" into the domain section



Sign in to Caring For Care

Username

Usually your email address

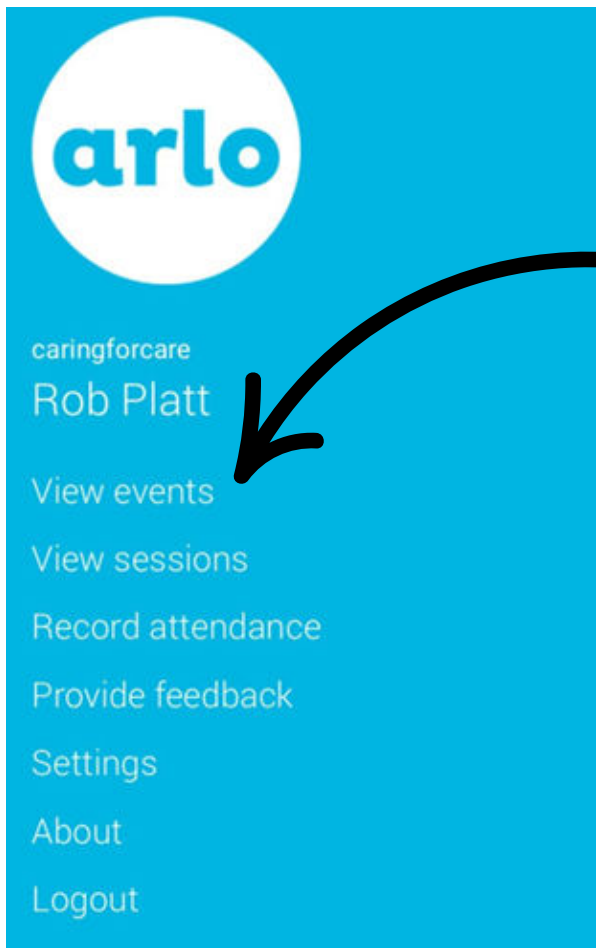
Password

Remember me

Sign in

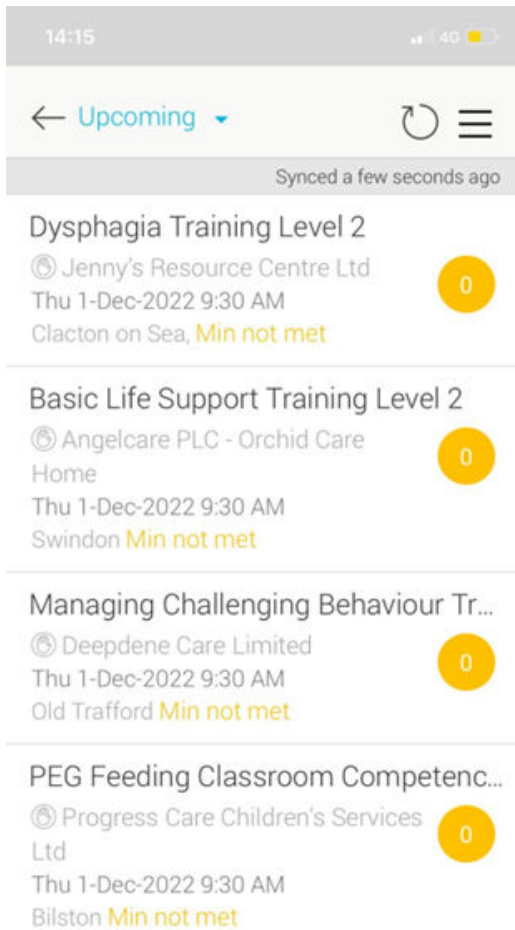
[Forgot username or password?](#)

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

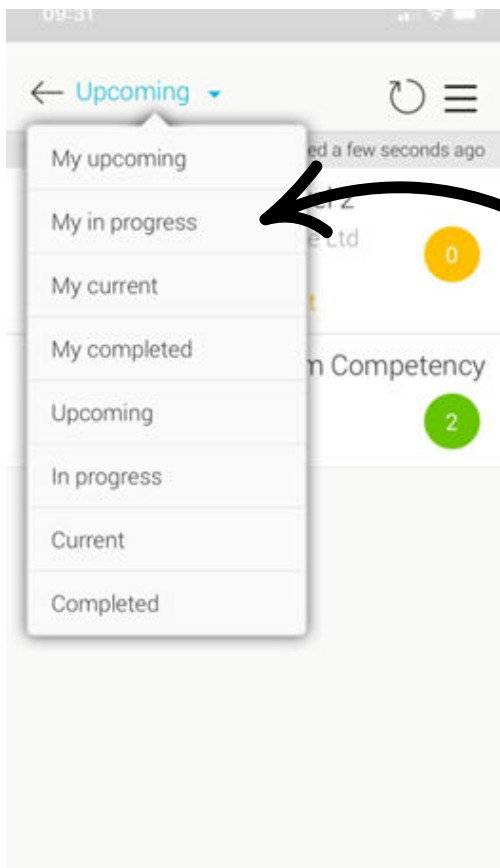


When logged in you will see the home screen, you will need to click “**view events**”

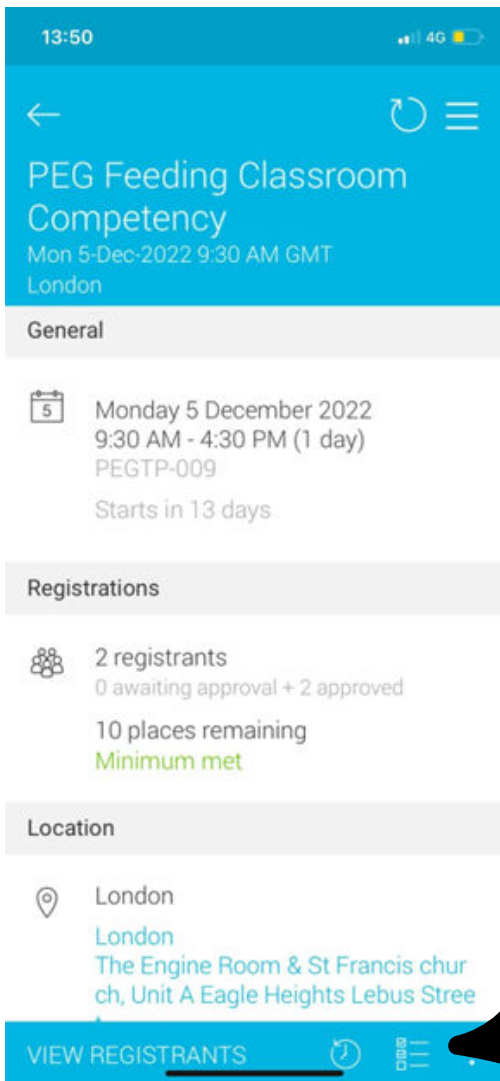
Here is where you will see the list of courses and sessions you are booked onto.



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



If you click **“upcoming”** and switch to **“my in progress”** to view the current course.



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.