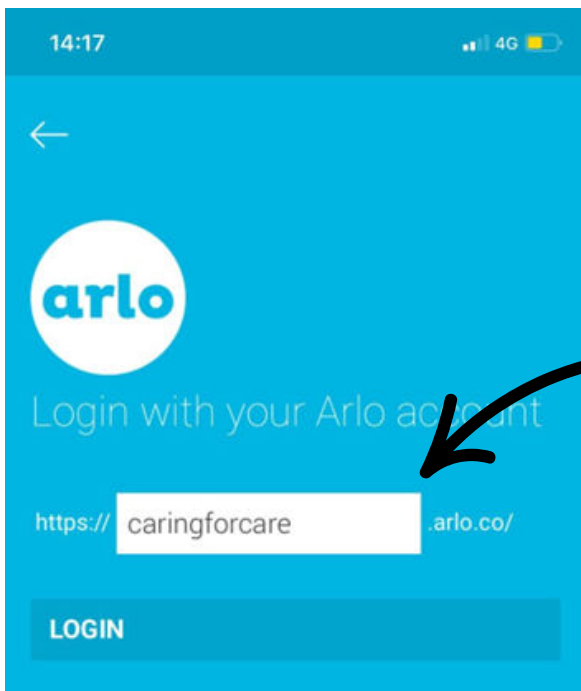
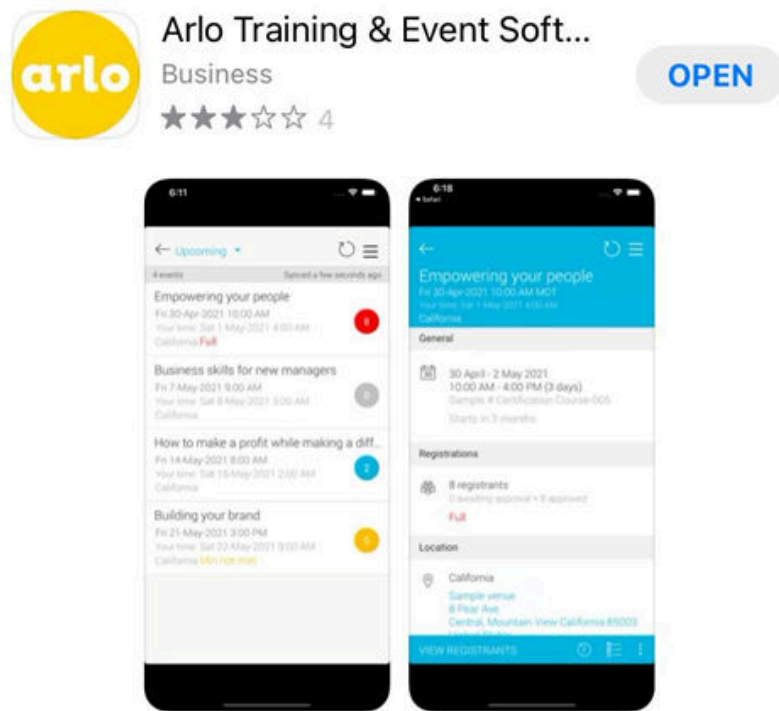




ARLO TRAINER MANUAL – PRIVATE

Logging in & Adding Delegates To A Private 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

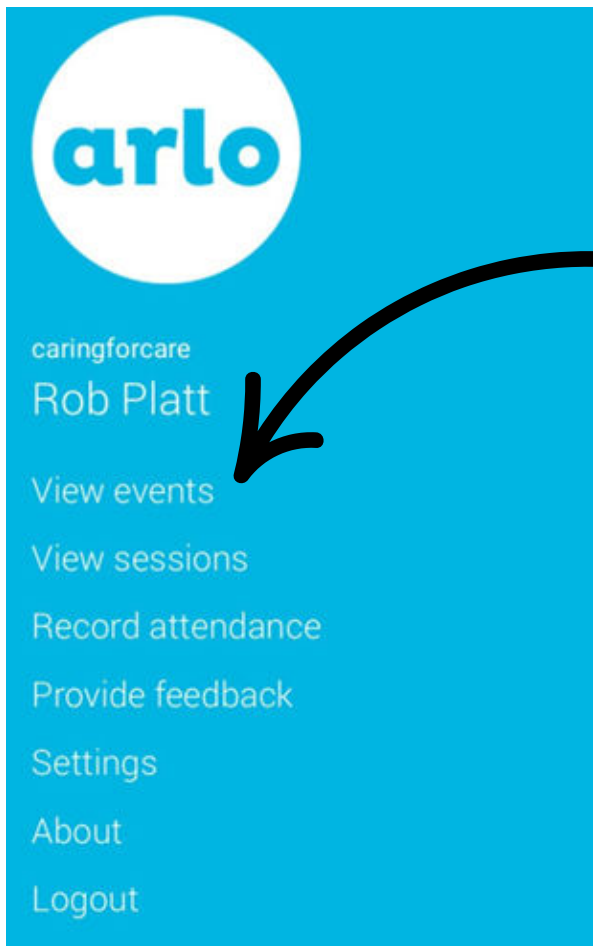
Username

Password

Remember me

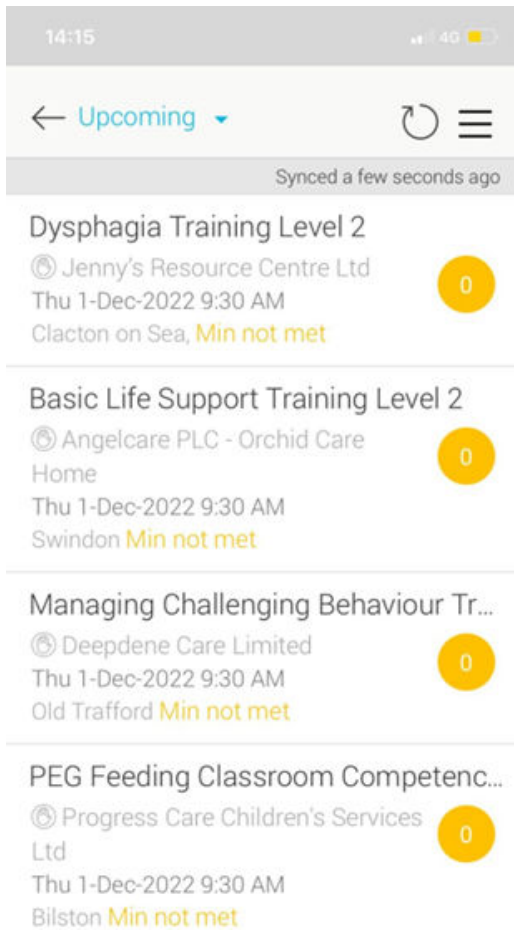
[Forgot username or password?](#)

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

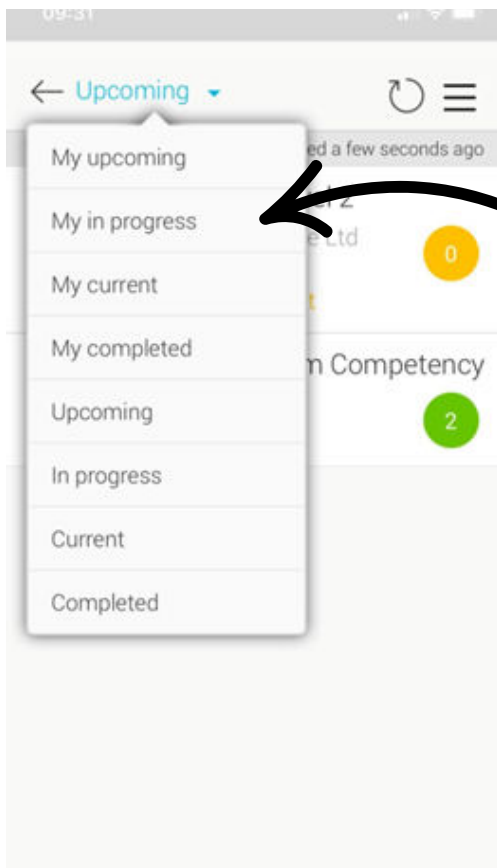


When logged in you will see the home screen, you will need to click “**view events**”

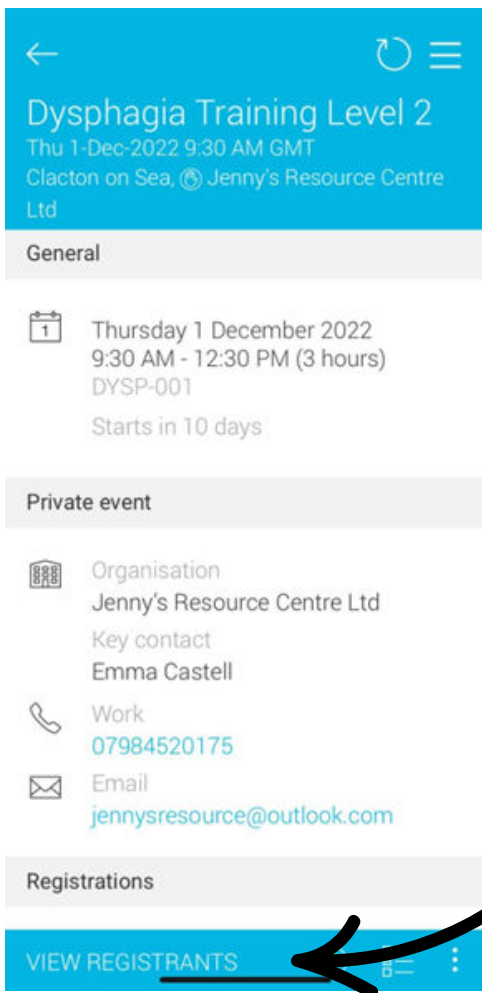
Here is where you will see the list of courses and sessions you are booked onto.



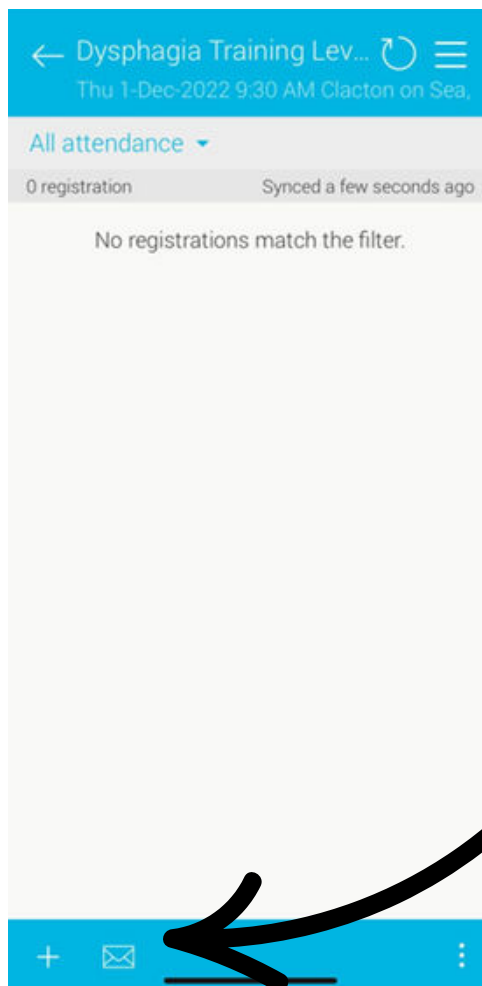
Select the session you are **currently teaching** – please note multiple courses on the same day will appear as multiple events and will need to be completed separately.



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



Once selected you will be presented with this screen, you need to click “**view registrants**” at the bottom of the screen.



This will take you to the registrants' screen, please click the **+ sign**

Registration

Create account

First name

Last name

Email

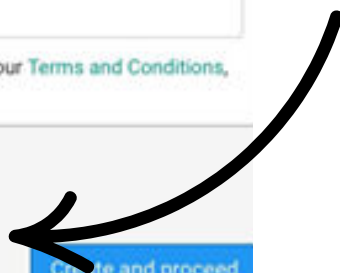
Password

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](#)

Once you have reached this page you will need to click **“skip and proceed as guest”**



This will change the screens appearance slightly and allow you to add your delegates to the register. Please note **all** delegates need to provide **first name, surname** and **email address**. Please note the **“add another attendee button”** to add multiple delegates simultaneously.

Registration

Bowel Management Training Level 3

Starting on Wednesday, 23 November 2022 9:30 AM (GMT)
London (BOWE-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](#)

The 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.



Once all names have been taken click **‘accept the terms and conditions’** and then **“register now”**



You can also access your course registration link via your **Team Up Calender**. Simply click the date of your course to bring up the box below:

Alison - Palliative & End of Life Care

From [Redacted] To [Redacted]

All day Repeats

Reminders: 0 Show

Calendar [Redacted]

Company Name [Redacted]

Training Location Show on map [Redacted]

Phone Number [Redacted]

Booked By Rach

AM Registration Link
<https://caringforcare.arlo.co/register?sgid=8a7bb8a249164e6b98d3e3ca596ad478>

PM Registration Link
<https://caringforcare.arlo.co/register?sgid=014c10d2eeb34e33b2827b0188516f15>

Description

You will see the **AM** and **PM** registration link boxes, once you have clicked on this, it will direct you to the page below and follow the steps above.

Registration

Palliative Care Awareness Training Level 2

Registration information

First name * [Redacted] Last name * [Redacted]

Email * [Redacted]

[Add another attendee](#)

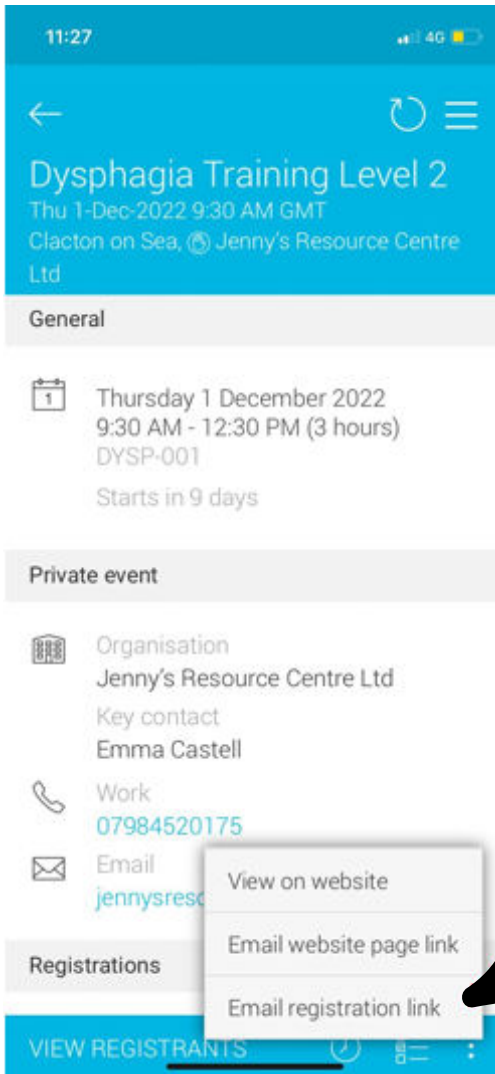
Terms and conditions

I accept the [terms and conditions](#) *

Cancel Register

Clear Cart

Palliative Care Awareness Training Level 2 [Remove](#)



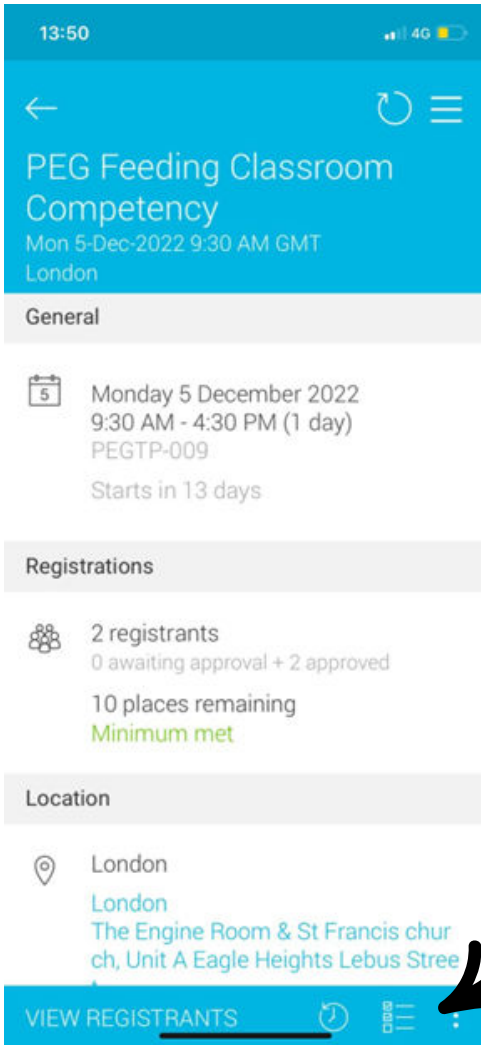
If you do not wish for delegates to handle your mobile phone, you can email this link to your laptop and complete the register this way.

Click the three circles from the main course page to bring up 'email registration link'

THIS PROCESS NEEDS TO BE COMPLETED FOR EVERY COURSE

If delegates arrive late you can repeat the process and add them separately. Once completed before the session ends, you then need to **confirm delegates attendance, following the steps below.**

If delegates leave 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.

THIS PROCESS NEEDS TO BE COMPLETED FOR EVERY COURSE