Course Booking Management System (CBMS)
Registration & Booking Instructions

In order to register an interest in any course/conference or book a place on any event you must be registered as a user with and signed into CBMS. If you have not previously registered as a user, please follow the Registering as a new user with CBMS instructions below.

If when you attempt to register as a new user CBMS informs you that an account already exists with your email address, it may be that you have been previously registered due to attending a previous Courses and Conferences Centre event. In this instance, please follow the Resetting a password instructions below.

**Registering as a user with CBMS**

1. Access the website [www.coursesandconferences.org.uk](http://www.coursesandconferences.org.uk)
2. Click register here on the left-hand side of the screen
   
   *Note:* If when you attempt to register as a new user CBMS informs you that an account already exists with your email address, it may be that you have been previously registered due to attending a previous Courses and Conferences Centre event. In this instance, follow the instructions for Resetting a password (below.)
3. Complete all fields (if you are a Wessex or Oxford trainee please ensure that you register with the email address the deanery holds for you) and click SUBMIT in the top right-hand corner of the screen

**Signing in to CBMS**

1. Access the website [www.coursesandconferences.org.uk](http://www.coursesandconferences.org.uk)
2. Enter your email address and password and click Sign in
3. Ensure your Personal Details screen is up to date and save any changes

**Resetting a password**

1. Access the website [www.coursesandconferences.org.uk](http://www.coursesandconferences.org.uk)
2. Click Forgotten your password? on the left-hand side of the screen
3. Enter your email address in the Email address: box and click Reset password
4. The system will reset your password and send confirmation to your email address
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5. Follow instructions for Signing in to CBMS (above). You may change your password once you have accessed your account, via My Account.

Registering an interest in a course/conference

1. Follow instructions for Signing in to CBMS (above)
2. Click on Courses & Conferences on the left-hand side of the screen
3. Find the course/conference you wish to attend and select it
4. Click Register interest
5. Your interest will be acknowledged via an onscreen message

Booking a place on a published event

1. Ensure you are registered as a user with CBMS (if you are not yet registered as a user; please follow the instructions (above) for Registering as a user with CBMS prior to proceeding below)
2. Follow instructions for Signing in to CBMS (above)
3. Click on Courses & Conferences on the left-hand side of the screen
4. Find the course you wish to attend and select it
5. Select the event date you wish to attend, from the DATE(S) tab
6. Click the BOOK NOW tab
7. Select your event cost(s) and wait for the Total to update
8. Select your response for How did you hear about this course?
9. Tick the box to agree to the Terms & Conditions and Cancellation & Refund Policy
10. Click BOOK/ADD TO BASKET

11. If there is nothing to pay, you will be directed to a BOOKING ACKNOWLEDGEMENT screen. If there is a fee your booking will be added to your My Basket
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12. Continue to book further events if necessary

13. Revisit your My Basket (click My Basket on the left-hand side of the screen) when you are ready to pay

14. Edit your Accommodation and Additional Options if you wish

15. Select your response for How do you wish to pay?

16. Click CHECKOUT (you will be directed to Netbanx)

17. Follow the onscreen payment instructions (you may be redirected to your online banking verification page via your bank)

18. Once authorized, you will be directed to a BOOKING ACKNOWLEDGEMENT screen.

19. Your booking will be acknowledged by an email from the Event Co-ordinator; detailing whether your booking has been confirmed or whether a confirmation will be forwarded following receipt of outstanding requirements

Booking a place on an invitation only event

1. Ensure you are registered as a user with CBMS (if you are not yet registered as a user; please follow the instructions (above) for Registering as a user with CBMS prior to proceeding below)

2. Follow instructions for Signing in to CBMS (above)

3. Click the invitation only event link from the flyer or email you have been sent

4. Click the BOOK NOW tab

5. Select your event cost(s) and wait for the Total to update

6. Select your response for How did you hear about this course?

7. Tick the box to agree to the Terms & Conditions and Cancellation & Refund Policy

8. Click BOOK/ADD TO BASKET

9. If there is nothing to pay, you will be directed to a BOOKING ACKNOWLEDGEMENT screen. If there is a fee your booking will be added to your My Basket

10. Continue to book further events if necessary
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11. Revisit your My Basket (click My Basket on the left-hand side of the screen) when you are ready to pay

12. Edit your Accommodation and Additional Options if you wish

13. Select your response for How do you wish to pay?

14. Click CHECKOUT (you will be directed to Netbanx)

15. Follow the onscreen payment instructions (you may be redirected to your online banking verification page via your bank)

16. Once authorized, you will be directed to a BOOKING ACKNOWLEDGEMENT screen.

17. Your booking will be acknowledged by an email from the Event Co-ordinator; detailing whether your booking has been confirmed or whether a confirmation will be forwarded following receipt of outstanding requirements