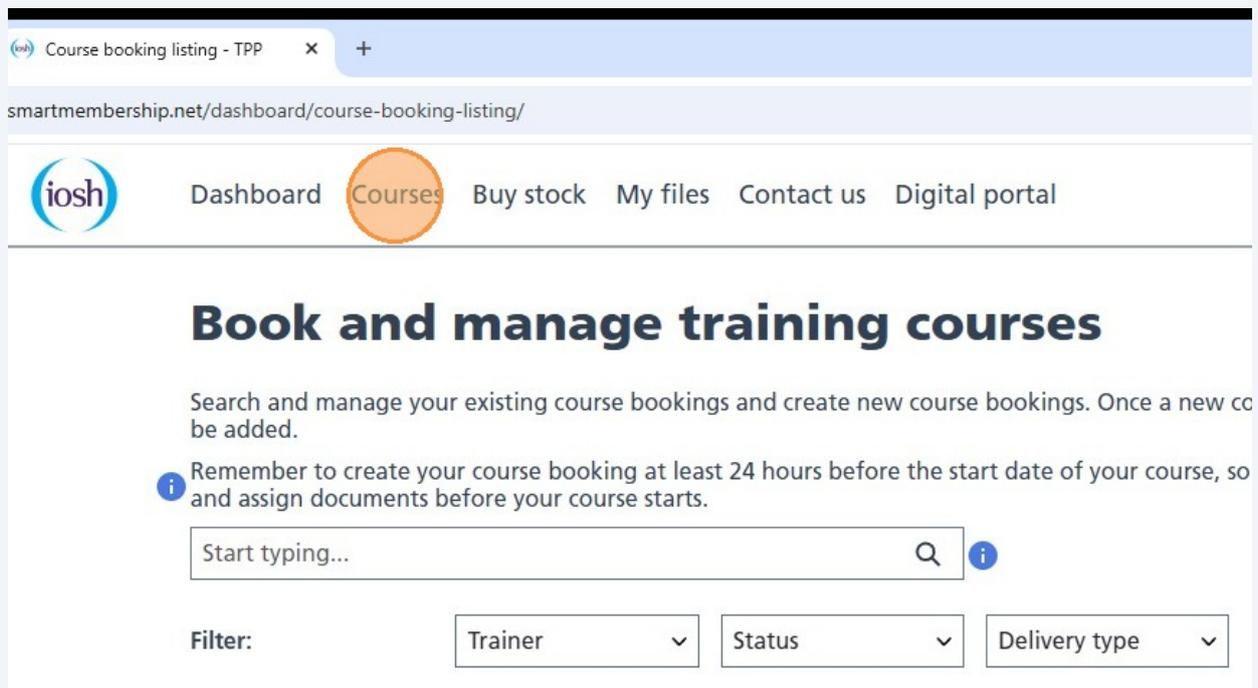


How to create a booking and register delegates for Training Providers

Create a booking

1 Navigate to Courses.



The screenshot shows a web browser window with the URL `smartmembership.net/dashboard/course-booking-listing/`. The page features the iosh logo and a navigation menu with 'Courses' highlighted. The main heading is 'Book and manage training courses', followed by a search bar and filter options for Trainer, Status, and Delivery type.

Course booking listing - TPP x +

smartmembership.net/dashboard/course-booking-listing/

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Book and manage training courses

Search and manage your existing course bookings and create new course bookings. Once a new course booking has been added.

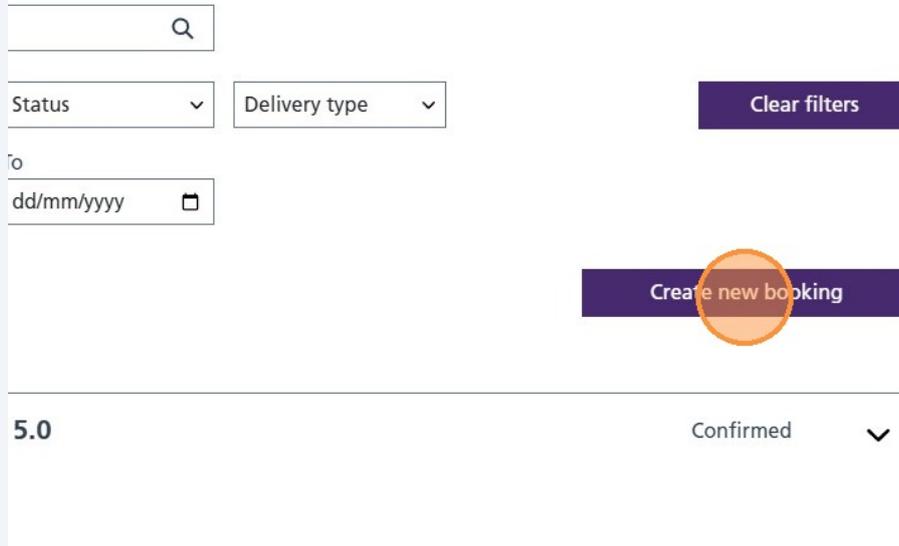
Remember to create your course booking at least 24 hours before the start date of your course, so you can assign documents before your course starts.

Start typing...

Filter:

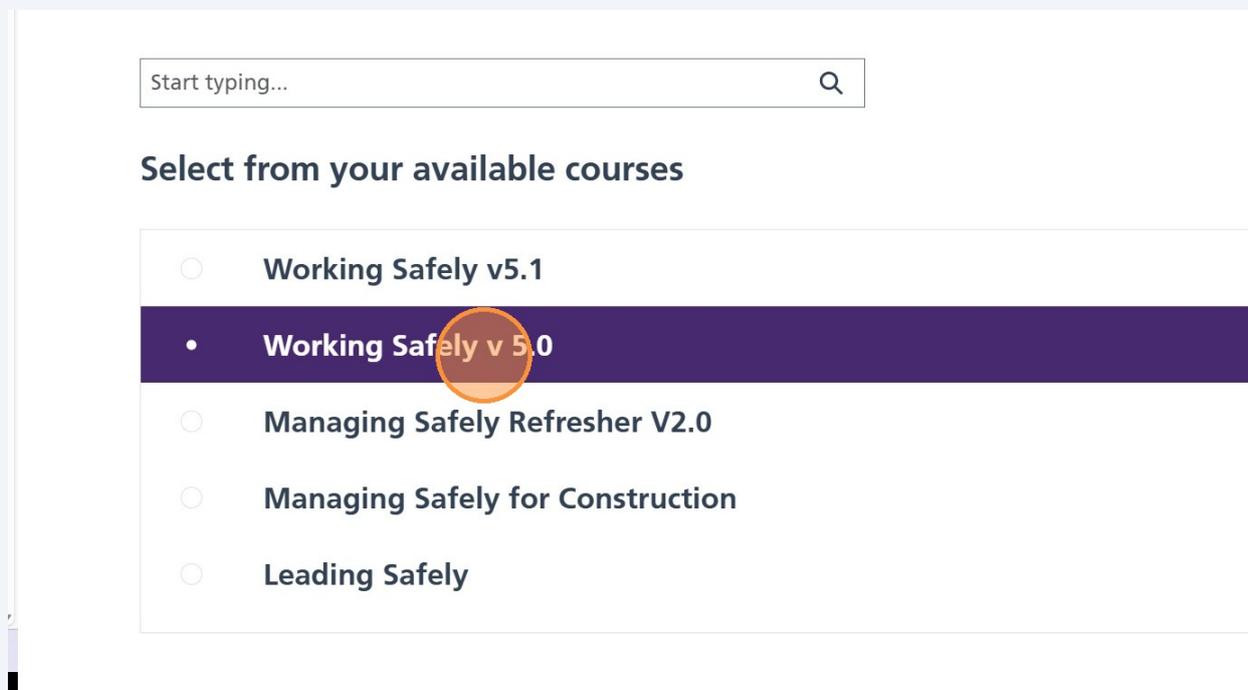
2 Select Create new booking.

and create new course bookings. Once a new course booking has been created, delegates can
24 hours before the start date of your course, so that you have time to confirm your delegates



The screenshot shows a search interface with a search bar at the top. Below it are two dropdown menus for 'Status' and 'Delivery type', and a 'Clear filters' button. A date input field is labeled 'dd/mm/yyyy'. A purple button labeled 'Create new booking' is highlighted with an orange circle. Below the filters, a table row is visible with '5.0' in the first column and 'Confirmed' with a dropdown arrow in the second column.

3 Select the training course available to the training provider.



The screenshot shows a search bar with the placeholder text 'Start typing...'. Below the search bar is the heading 'Select from your available courses'. A dropdown menu is open, showing a list of courses. The first two options are 'Working Safely v5.1' and 'Working Safely v 5.0'. The 'Working Safely v 5.0' option is selected and highlighted with a purple background and an orange circle. The other options are 'Managing Safely Refresher V2.0', 'Managing Safely for Construction', and 'Leading Safely'.

4 Select the status of the course, whether it is provisional or confirmed.

Selected course details

Course name
Working Safely v 5.0

Status

Provisional
 Confirmed

Course dates

Date* 

Start time* 

End time* 



5 Select the course dates, you can add new dates below.

Provisional
 Confirmed

Course dates

Date*  Show date picker

Start time* 



Add new date

6 Amend the start and end time of the course.

Start time*

End time*

7 Once you have selected your dates, you can delete them if need be.

Course dates

 Date*

Start time*

End tim

Date*

Start time*

End tim

Delete date

8 Select the delivery method, if it is F2F, select Classroom.

Add new date

Delivery method

Classroom

Virtual

Trainer*

Please select ▼

Back Save and continue

9 If it is an online course, select Virtual and enter the Video conference URL in the field below.

Add new date

Delivery method

Classroom

Virtual

Video conference URL*

Trainer*

Please select ▼

10 Choose the trainer allocated to the training provider.

Trainer*

Please select ▼

Please select

Natalie Chauhan

Matt Woodcock

Lewis Reynolds

GavUAT Embley

Mike Parkin

Brian Looby



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11 Select Save and continue.

Trainer*

Matt Woodcock ▼

Back

Save and continue



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12 Select your venue from the list.

Select from your available addresses

- Google UK Ltd Colonnade Walk, SW1W 9SH London
- Raja Ram Mohan Roy Road, 560027 Bengaluru
- Northcliffe Accounting Centre Po Box 6795, LE1 1ZP Leicester
- Institution of Occupational Safety & Health The Grange, LE18 1NN Wigston
- Apple Retail UK Ltd 235-241 Regent Street, W1B 2EL London

Add new venue

13 If the required venue is not on the list, you can add it by selecting Add new venue and type the address into the field.

- Apple Retail UK Ltd 235-241 Regent Street, W1B 2E

Add new venue

Add new venue

Start typing to search for address...

or, insert the address manually.

Venue name*

14 Or you can enter the address manually into the fields below.

Venue name*

Address line one*

Address line two

Town/city*

Postcode*

Country*

Back

Save and continue

15 Once you have selected your venue, select Save and continue.

- Northcliffe Accounting Centre Po Box 6795, LE1 1ZP Leice
- Institution of Occupational Safety & Health The Grange,
- Apple Retail UK Ltd 235-241 Regent Street, W1B 2EL Lon
- Leicester Race Course Leicester Road, LE2 4AL Leicester

Add new venue

Back

Save and continue

16

Select whether the Training provider wishes to include the course on the IOSH website course calendar and if the course is part of the BAC programme.

Selected venue

Raja Ram Mohan Roy Road, 560027 Bengaluru

**Raja Ram Mohan Roy Road
Sampangiram Nagar
Bengaluru
560027
India**

Include on IOSH website course calendar.

This training course is part of a business assurance certification (BAC) programme.

Back

Save and continue

17

Select Save and continue.

**560027
India**

Include on IOSH website course calendar.

This training course is part of a business assurance certification (BAC) programme.

Back

Save and continue



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You will reach a summary page, from here, you can edit the booking, add delegates, create a new booking and go back to course listings.

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Create booking - summary

Booking successful. Continue with your course registration by adding delegates.
Delegates must be added before the start date of face-to-face training courses or before the end date of e-learning c

[Edit booking](#)

[Add delegates](#)

[Create a new booking](#)

[Back to course listings](#)

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Register delegates

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You can add delegates from the summary screen in the previous step or you can navigate to Courses, find your course using the filters or from the list. Select the drop down button.

[Create new booking](#)

1. CB-001431 Managing Safely V 5.0		Confirmed
Trainer	gavin embley	
Delivery method	Classroom	
Location	London	
Start date	04 February 2026	

2. CB-001581 Working Safely v 5.0		Provisional
Trainer	Matt Woodcock	
Delivery method	Classroom	
Location	London	
Start date	23 January 2026	

[Back](#)

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You will see that from here, you can manage delegates, edit the booking, add delegates, bulk upload delegates and cancel your booking.

2. CB-001581 | Working Safely v 5.0 Provisional ^

Trainer
Matt Woodcock

Delivery method
Classroom

Location
London

Start date
23 January 2026

End date
23 January 2026

Delegate capacity
20

Delegate total
0

[Manage delegates](#) [Edit booking](#) [Add delegate](#) [Bulk upload delegates](#)

[Cancel booking](#) ⓘ

[Back](#)

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Select Add delegate.

London

Start date
23 January 2026

End date
23 January 2026

Delegate capacity
20

Delegate total
0

[Manage delegates](#) [Edit booking](#) [Add delegate](#) [Bulk upload delegates](#)

[Cancel booking](#) ⓘ

[Back](#)

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Enter in the delegate information, using the Apty guidance to enter in required fields.

Add delegate

Delegate registration form

Selected course booking

Working Safely v 5.0 - CB-001581

This field is required

First name* John

Last name*

National ID

Email

Date of birth*

Address country

Address

23

Select the Workbook format, whether it is Digital or Hardcopy.

Select your delegate's preferred document format. Documents are not confirmed and stock is not impacted until you 'Assign documents'. Go to 'Manage delegates' to do this once you have saved your new delegate entry.

Job Title

Workbook

- Digital
- Hardcopy

Certificate

- Digital
- Hardcopy

24 Select the Certificate format, whether it is Digital or Hardcopy.

Job Title

Please select

Workbook

Digital

Hardcopy

Certificate

Digital

Hardcopy

Back Save and continue

Select your delegate's preferred document format. You must be registered on our digital portal to be able to offer digital documents to delegates. If you are already registered, that's great - close this message. If you are not yet registered or need to check if you are, contact us.

25 If you have selected Digital for the Certificate format, the Email field becomes mandatory.

Last name*

Doe

National ID

Email*

Date of birth*

09/06/1999

Address country

Please select

Address

26 Press **Backspace**

27 Select Save and continue.

The screenshot shows a form with two sections: 'Workbook' and 'Certificate'. Each section has radio buttons for 'Digital' (selected) and 'Hardcopy'. Below the form are two buttons: 'Back' and 'Save and continue'. The 'Save and continue' button is highlighted with an orange circle. At the bottom of the page is a dark purple footer with the IOSH logo, social media icons, and a list of links including 'Qualifications and courses', 'Contact us', and 'IOSH The Gran Highfield Wigston Leicesters'.

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On the summary page, you can manage your delegates and add another delegate.

