

How to register (and book onto an event) using Intrepid Course Manager

- Go to the Course Manager website for the East Midlands (always use this link – do not use Google):
 - <https://secure.intrepidonline.co.uk/CourseManager/EMD>
- If you have not registered on the system before, you will need to register now. To do so, click on 'Register here' on the left hand side (highlighted below).
- Complete the fields requested – any field labelled in **BOLD** is mandatory. The screen shot provided is for Consultants, but the same applies for other 'delegate types'.
 - When registering, you must choose a 'Delegate Type'. These options have been determined by HEEM – there should be a suitable option for all types of delegates.
 - Before you choose a Delegate Type, firstly click to confirm whether you are a **Clinician** or not. The list of Delegate Types varies depending on whether you say Yes or No to the Clinician question. If you are not sure, check which list best relates to you, then decide.
 - If you later encounter difficulties booking onto a course it may be that the course is not set up for the Delegate Type you selected – if this is the case, contact the Administrator at HEEM for the course you are running – you can do this by ringing 0115 823 3300 and asking for them by name.
- Please remember to include your dietary requirements. Whatever you record here is retained for all future bookings, so you don't have to tell us again.
- When you have finished, tick the declaration box at the bottom left corner, and then click SUBMIT at the top right corner (these are **not shown** on this screenshot).

SIGN IN

Email address:

Password:

[sign in](#)

[Forgotten your password?](#)

[Register here](#)

Unauthorised access to this system is strictly forbidden.

Under the Computer Misuse Act 1990 it is a crime to knowingly access this or any other system or modify its contents without permission.

Hicom Technology

* Mandatory fields are shown in bold

Email address:

Confirm email address:

Password:

Confirm password:

Are you a Clinician?: Yes No

Delegate type:

Job title:

Surname:

Forenames:

Known as (forename):

Sex:

Date of birth (dd/mm/yyyy):

Telephone:

Address 1:

Address 2:

Address 3:

Post town:

Country:

Post code:

Training number:

Training start date (dd/mm/yyyy):

Training completion date (dd/mm/yyyy):

Grade:

Place of work:

Place of work (other):

Specialty:

Educational supervisor:

Educational supervisor email:

Registration type:

Registration number:

Trust name:

Band:

Dietary requirements:

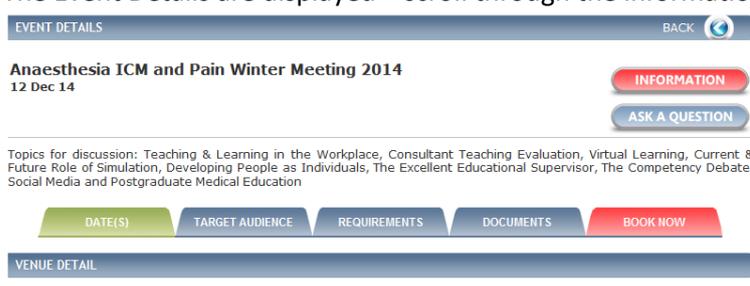
Personal biography:

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- When you have registered (and logged in), from the right hand side under **EVENTS BY MONTH**, type the name of the **Course/Event** into the search bar and click on the spy glass. **The Month (and a number in brackets)** is shown in bold – click on that for more details. See example below for an Anaesthesia conference.



- Click on **'name'** (see **Anaesthesia example above**) to go to the Event Details.
- The Event Details are displayed – scroll through the information presented and go to **'Book Now'**.



- Check the details on the **'Book Now'** page and complete the fields shown below. Then click **ADD TO BASKET**.

The screenshot shows the 'Book Now' form. It includes a dropdown menu for 'How did you hear about this Course/Conference?' with 'Direct email' selected. Below this is a checkbox labeled 'By ticking this box, I agree to provide all Requirements and accept the Terms & Conditions and the Cancellation & Refund Policy.' and an 'ADD TO BASKET' button.

- The next page will prompt you to pay – if the course is free ignore this and simply click CHECKOUT. This is the final stage of your booking at present. The system will refresh and take you back to the home page.**

- If the course is not free, you will be directed to WorldPay to pay for the event. This is the only way of paying for the event.**

- You will shortly receive an email confirming your booking request. No further action is required. HEEM staff will review all booking requests and email all delegates to confirm bookings.

If you have any queries about the booking process, please contact us on 0115 823 3300 and ask for the named Administrator for your Course.