Dear All

How to **Register** and **Book** a dental course on the new Intrepid Course Manager System:-

1. **Go on to website :-** https://secure.intrepidonline.co.uk/CourseManager/EOE

2. **Register:-** you will find the button on the top blue bar (far right hand corner), click and complete the registration details. You will then receive an automated email from the system with your PIN number, which you will need to keep safe as you will need it EVERY time you wish to book on to a meeting.

3. **Now to BOOK your meeting**

4. **Log in:-** you can now 'Log in' – this will take you to your 'Personal Details' page

5. **Courses:-** you will find this button on the top blue bar second button on the left hand side

6. **Search Criteria:-** from the pull down bar at the side of 'Postgraduate Centre' select Cambridge this will bring up all the courses we have running.

7. **Select a Course:-** double click on the course you would like to attend, then double click on the 'date' the course is running.

8. **Booking:-** now clink on the 'Book Now' button at the top left of the page. Scroll down to the bottom of each page as there are various tick boxes that need to be completed.

9. **Confirmation:-** the last button is the 'Confirmed' button. Please print off this last page and send to me at the Postgraduate Centre with a covering cheque for the course fee

10. **Payment:-** Once I receive and process your payment you will receive a confirmation email form the system confirming your place on the course.

Thank you for your co-operation with this new system, if you have any queries please do not hesitate to contact me

Deborah Leith on **01223 217105**.