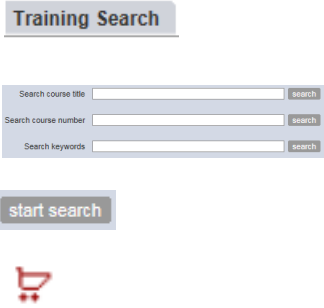


## How to book a training for a group of employees

Phase	Explanation	Navigation
Find the relevant training	<ol style="list-style-type: none"> <li>From the main SG Training Web page click on the Training Search tab</li> <li>Enter search criteria for the training; this could e.g. be a course title or course number</li> <li>Click the <b>Start Search</b> button</li> <li>Select the training you want to book and click on the shopping cart icon to book the training</li> </ol>	
Book the training	<ol style="list-style-type: none"> <li>On the right side of your screen the booking will appear. Click <b>Prepare group booking</b> to continue</li> <li>Select the users for your booking in the <b>Participant</b> column. Select the course needed in the <b>Course Title</b> column. Select the training date in the <b>Dates</b> column if applicable</li> <li>Click <b>Proceed to booking</b></li> <li>If everything is correct click <b>Next</b></li> <li>Click <b>Complete</b> to finish your group Booking A booking confirmation will be sent to the participant via email.</li> </ol>	