

You can use prebooking if there are no courses scheduled or if the scheduled dates do not suit you. By prebooking, you are simply expressing interest in attending the course at a later date. You will be notified when new sessions are scheduled in your "Messages and Notes" section.

To prebook a course:

1. Search for and find the course.

2. Click the course title link.

The course details page appears.

3. Scroll down to the Course Dates section and click the prebook link.

The prebook page appears.

4. Select a date range for the time period in which you would like to participate.

5. Click the "Select Location" button to choose a specific location where you would like to attend.

The "Select Location" pop-up window appears.

Helpful hint: You can leave the location field set to the default "No Restrictions" if you would like to be notified about all available courses, regardless of location, that fall within your established date range.

6. Scroll to the desired location.

7. Click the Location link.

The location field populates.

8. Click the "Prebook" button.

"Your prebookings have been updated" message appears at the top of the page.

Helpful hints: You are not automatically booked into courses that you have prebooked. You must still go through the booking procedure to reserve a spot in the course you wish to attend.

Courses that meet your prebooking criteria will appear in your "Messages and Notes" section when they are scheduled. You can book yourself in those courses at that time by clicking on the course title or date link for the session you wish to attend and following the standard booking procedure.

Only one prebooking may exist for a given course in a specified time period. Your Prebook list will reflect the most recent data entered.

Please contact your agency training officer for assistance.