

Citizens Advice Hampshire – Online Course Booking Process

A description of the current online courses available can be found in the Course Directory on our website on the [Training Page of our website](#)

Please note that to enable a fair share of course places across all LCAs we are requesting that all Training Managers only ask up to 3 delegates per LCA to book on any one course delivery. Thank you.

Bookings for courses should be made by the person attending the course using their own email address.

The booking process is outlined below:

- All courses will be advertised on the CitAH website on the [Course Schedule page](#).
- You can register a place on a course by clicking on the specific course title and it will take you to the Eventbrite site where you can register for the course.
- All the information about the course will be on the course event page on Eventbrite and the course handouts will be available on the [Citizens Advice Hampshire website](#) no later than 2 weeks before the course delivery date.
- You will need to create an account for yourself on Eventbrite and verify that account to view (Event information and Zoom links on the Event Page) and manage your bookings.
- A course reminder will be emailed to you again before the course date.
- If you need to **cancel** the course, you will need to **log on to your Eventbrite account** and cancel the respective course from there rather than emailing the training admin.
- It will be the responsibility of the delegate to inform their training manager about what courses they book onto

If there are places still available on the course 1-2 weeks before it is due to be delivered, then a notification will be sent out to all those on the Hampshire Training Managers Forum allowing more further bookings on a First Come First Served basis at that point.

If you have any questions about registering for a course, then please contact Lin Dudman at admin1@citahants.org