

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](#)

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 you have any questions about registering for a course then please contact Carole Beecraft at admin1@citahants.org