

# How to create a DDSCP training account



**Step 1:** Please visit <https://ddscp.event-booking.org.uk/>

**Step 2:** Click on 'Register' to set up a new account.

<a href="#">Events &amp; Courses</a>	<a href="#">e-Learning</a>	<a href="#">DDSCP Training information</a>	<a href="#">External Events</a>	<a href="#">Login</a>	<a href="#">Register</a>
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## Registration

### Your Details

First Name \*

Last Name \*

Your Role/Job Title \*

Your Organisation \*

What best describes your organisation \*

Sector -- Please Select --

Options -- Please Select --

*None applicable or no options? [Contact us](#)*

Line Manager Name \*

Line Manager Email \*

Phone Number \*

Mobile

Organisation Address \*

Please fill in role.

Please tell us the organisation you work for.

Please use the drop-down box to choose the most appropriate sector for your organisation.

Please provide your phone details.

Please provide the address of your organisation.

If you are a Supply Teacher, you must provide the name of the school you are working for.

\* The Line Manager will also receive a copy of any bookings, cancellations or did not attend emails.

Please make sure you have your manager's permission to attend training and they understand they will receive these details.

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## Login Details

Please note passwords must be Good or Strong.

Email \*

Confirm Email \*

Password \*

*Requirements*

Confirm Password \*

*Requirements*

## Terms & Conditions \*

By registering you agree to the [Terms & Conditions](#)

## Privacy & Consent

The information about you collected on this web site is subject to this [privacy policy](#). By disclosing information to us you agree to the terms of the policy.

## Please complete the check below

I am human  [Privacy - Terms](#)

[Accessible version of the above Captcha.](#)

Register

**Step 3:** You will receive an email confirming your registration. If you do not receive the message in your inbox, please check your Junk/Spam folder.

[THIS IS AN AUTOMATED MESSAGE - PLEASE DO NOT REPLY DIRECTLY TO THIS EMAIL]

PLEASE NOTE: [To confirm your opt-in with us please follow this link.](#)

**Step 4:** You will now be able to log in to access training and e-learning courses.

## Further Information about your account

Your Training Account will allow you to access all courses, events and e-learning. You will be able to:

- book on a course
- cancel a course
- keep a digital record of your training
- complete evaluations
- download and print off your certificates
- reset your password
- update your personal details