How To: Register For Events And E-Learning Packages

Once you have registered on the HEIW Pharmacy website https://www.wcppe.org.uk, and are logged in to your account you can then register for an event or e-learning

SEARCH FOR LEARNING & EVENTS

package via the Home Page (as below) clicking on the 'search for learning and events' tab [SEARCH FOR LEARNING & EVENTS] you will be taken to the Access New Learning page.

You will then see the Access New Learning page (as below), this is where you will be able to navigate the menu to locate the event or e-learning package you are interested in. If you are unsure what subject your course or e-learning would come under, use the search function at the top of the page using key words from the course or e-learning title.

Once you click on the relevant subject heading e.g. 'Webinar Recordings' and look for the event or e-learning you are interested in. This view will change, depending on the courses or e-learning packages available to you and or topics being covered at that time. Each image will give you an Event Number (where applicable), Title and the area that the training is to be held in (where applicable) e.g. 20E07: ADHD: Attention Deficit Hyperactivity Disorder Focal Point (Cardiff).

Once you have chosen the topic, click on the 'read more' tab at the bottom of the topic image and you will be taken through to that course or e-learning page where you will see a description of the course or e-learning and any pre-course materials you may be required to access prior to attending a course, or before you are able to join a webinar etc.

Click on the 'Add to Cart' tab which will then add your event or e-learning package to your basket.

You can then either **CONTINUE SHOPPING** or **PROCEED TO CHECKOUT** as per the image below.

Basket

| ✓ "20E07: ADHD: Attention Deficit Hyperactivity Disorder focal point" has been added to your cart. | CONTINUE SHOPPING |

	PRODUCT	PRICE	QUANTITY	TOTAL
✕	20E07: ADHD: Attention Deficit Hyperactivity Disorder focal point **Dietary_requirements:** **Buffet:** **Accessibility_Requirements:**	£0.00	1	£0.00

| Coupon code | APPLY COUPON | | UPDATE CART |

Cart totals

SUBTOTAL	£0.00
TOTAL	**£0.00**

PROCEED TO CHECKOUT

If you 'proceed to checkout' you will see the checkout page (as below), where you need to enter your firs name, last name, company name and email address before you are able to place your order and continue.

If you are attending a focal point course in person then you will be asked to provide dietary requirements for the buffet that is provided on this page also.

Click on the **PLACE ORDER** and you will be presented with the screen below.

Once on this page, navigate to the menu bar running across the top of your page and click on learning resources, highlighted below.

Clicking on this tab will take you to your learner dashboard, here you will be able access all courses or e-learning that you have added to your cart, it can take a few minutes for the course/ e-learning resource to appear in your dashboard and looks like the below image. Your name will appear where the red arrows are located, and you will be able to customize this page by clicking on the tab labeled 'customize this page'. If you wish to learn more about your learner dashboard including how to navigate the various tabs and add personal details, then please look at our How To: Access and Navigate Your Learner Dashboard guide.