Somerset GP Education Trust Website - User Instructions

www.somersetgpeducationtrust.co.uk

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Register Booking Certificates of Attendance Using Zoom

- <u>Register</u>
 - Complete your details in the boxes as indicated (we would prefer your Practice/nhs.net email address is given)
 - After you submit your information you will receive an email asking you to set your password (this may take up to 24 hours)
 - > After your password is set your account is created

Home	Courses	Membership	About Us	Guidance	Contact
SOMERS EDUCAT	ET GP I ON TRU	ST			
Log in Register					
 Register now Quick registration Easy to use No payment necessary 	Sign up in	30 seconds. Already have	a FourteenFish account? <u>L</u>	og in here	
Title: First name: Last name: Email address: Profession:		▼ 			
Registe	r				

Please note if you are registering or logging into our website for the first time it may take 24 hours during the working week to complete your registration, after that you will be emailed confirmation to continue your booking

• Booking sessions/meetings and cancelling

- To book a place, first login to your SGPET account, select Courses, then click into the session you would like to attend/join and follow the instructions. You can select "Relevant to" to reduce the list to show GPs, Practice Nurses, HCA's etc.
- You are able to book colleagues onto sessions, but it must be the attendee's email address and not the person booking given in the booking details.
- You can cancel your online bookings via your account up to 3 days before, after this you will need to contact the office.
- Somerset GP Trainees will automatically be SGPET Members, so please book as a member.

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	Search
SPET Courses External Courses Map View	
eare contact SGPET before trying to book.	•
Date Day Time Title	Town
• • •	· · · · ·
27/05/2015 Wed Evening SWAST Palliative Care Update	Taunton
28/05/2015 Thu Evening Sessional/Locum GP Discussion Group	Taunton
01/06/2015 Mon Evening Yeovil First 5 New GP Discussion Group	South Petherton
	Hinton-St-George
22/06/2015 Tue Evening Lord Poulett GP Discussion Group	
12/06/2015 Tue Evening Lord Poulett GP Discussion Group 12/06/2015 Tue Evening Taunton Education Evening	Taunton

Study Day - ENT/Ophthalmology/Haematology/Dermatology (SGPET)

Wednesday 5 February 2020 at Taunton Racecourse	tlord Luke Norton Heathfield Fitzwarren Taunton
This is an all day event.	
Times: 08:30 - 16:45	Trull
Food is provided at this event.	
Applicable for GP's, PCP's, Paramedics, NP's , PN's and Clinical Pharmacists	Corfe Staple
Programme to be confirmed	Blagdon Hill Fitzpaine
Location details	map data e2020 Google Terms of Ose Report a map error
Taunton Racecourse Orchard Portman, Taunton, TA3 7BL	
Is the training accessible to wheelchairs? Yes	
www.tauntonracecourse.co.uk	
Main contact	
Name: Claire Winchester	
Email: <u>claire.winchester@somersetImc.co.uk</u>	
Phone: 01823 331428	
If you have any communication or mobility needs that the event organisers need to be aware of please contact them in advance of the course to let them know.	

This event is open to Somerset GPs, Practices and their staff in the Somerset LMC area. Some events may be open to other healthcare providers, details will be listed in the event.

Book online

Name	Cost	Places
SGPET members	£0.00	0
Non-members	£110.00	0

• Certificates of Attendance

You need to create your own account to view courses you have attended or print your certificates. This does still apply if a colleague has booked your place while they were logged in as themselves.

After registering you will be able to view all sessions you have booked and attended from 1 April 2015 (previous records are held on our old database and will not be shown).

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SOMERS EDUCAT	ET GP ION TRU	ST			
My Account Log out			/	Search	1
GPET Courses Externa	l Courses Map View	My Bookings (7) Atter	nded		
omerset GP Education Tru evelopment. Like all GP er or Somerset GPs and their GPET meetings free of chu harged for each event. If y omerset Training Hub is a rimary care and communi	ust (SGPET) is an initiative ducation trusts SGPET is a Practice staff. Where all : arge, GP's and other staff ou have any queries pleas Community Education Pr ty care are given on the bo	to support Somerset GPs : membership organisation the GPs in a practice are m from Somerset GP practice e contact SGPET before tr ovider Network and based toking page.	and GP Practice staff with with an annual subscripti embers then their other en- se that are not full member ying to book. with SGPET, events are c	their on-going education a on. The education sessions mployed staff will be able to s are welcome to attend, a learly shown below and de	nd professional are only available to book o attend all relevant non-member fee will be tails of how to book for
egistering for an account omerset LMC/SGPET or F	. You can register for an a ourteen Fish to be able to	ccount if you work within a book on line. Please check	Somerset GP Practice or if any queries.	Locum in Somerset, your a	ccount can be with either
ancelling a session. From	2018 you can cancel up to	10 days (14 for study day)	from your Account. After	this please <u>email</u> or phon	e to cancel.
'harmaceutical Industry : Company supporting the m	SGPET sessions are suppo eeting.	rted by the Pharmaceutica	al Industry, if you book on o	one of the sessions your na	me will be shared with the
ttendance certificates To DF to have all sessions att	print please log in to your ended or click on downloa	account, select "courses" i ad to print one certificate.	then "attended". Insert dat	tes required and SGPET or	LMC and either save as
Course in: Future events Relevant to:	Topic:	Ŧ			
Date Places	Day Time	Title		Towr	1

It will also enable you to print out your own record of attendance and individual certificates when you need them.

Log in to your account, select attended. Insert dates required and either save as PDF to have all sessions attended or click on download to have one certificate.

Logged in as: Claire Wi My Account Log out	nchester						
						₽ Sea	arch
Map view	List view	🋷 My Bookings (<u>7)</u>	Attended			
Dates: 01/04/2019 -	02/01/2020 Wel	osite: SGPET	٣	B&W: □			
Save a PDF	📩 Export to C	<u>SV (Excel)</u>					
		Somerse	t GP E	ducatio	n Trust		
	Course	es attended fro	m 01 A	pril 2019 t	o 02 Janua	ry 2020	
		С	aire W	inchester			

Using Zoom for our virtual training

How this works:

• We ask you to book as normal via our SGPET website.

PLEASE REMEMBER THE EMAIL YOU GIVE WHEN YOU BOOK WILL BE THE ADDRESS ALL INFORMATION FOR THIS EVENT WILL BE SENT TO.

- Initially an automated email will be sent to you confirming your booking
- Three days before the actual training a link will be emailed to you asking you to register for the Zoom session.
- Please ensure you register before the time of the meeting (*Registering is vital for us to know* exactly who joins, if you don't complete we will have no record of your attendance)
- After registering, you will receive an email with the link to join the training
- When joining, always remember to click join with video and join with audio
- You will be able to mute yourselves once joined, or turn on/off your video
- We do ask you to keep the video on, as it is very hard for the speakers if they cannot see attendees
- The basic difference between Zoom Webinars and Zoom Meetings.
- A webinar is where only the speakers are visible; you join as normal but just watch the presentation/s there is a Q&A function, but other than that it is not interactive.
- A meeting is a more interactive session where attendees are visible and also able to ask questions via their audio.

Zoom does have a number of very helpful video tutorials on how to use and join meetings, please <u>click here</u> to view.