

# Somerset GP Education Trust Website - User Instructions

[www.somersetgpeducationtrust.co.uk](http://www.somersetgpeducationtrust.co.uk)

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- 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

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## SOMERSET GP EDUCATION TRUST



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 Search

## Register now

Sign up in 30 seconds. Already have a FourteenFish account? [Log in here](#)

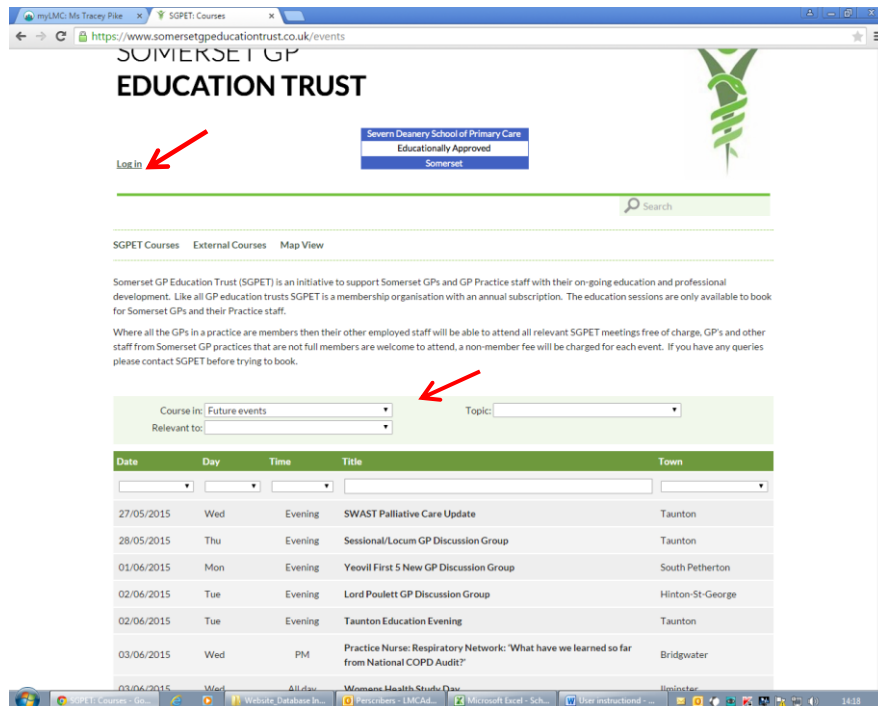
- Quick registration
- Easy to use
- No payment necessary

Title:	<input type="text"/>
First name:	<input type="text"/>
Last name:	<input type="text"/>
Email address:	<input type="text"/>
Profession:	<input type="text"/>
<input type="button" value="Register"/>	

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.



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

Wednesday 5 February 2020 at Taunton Racecourse

Views: 354

This is an all day event.

Times: 08:30 - 16:45

Food is provided at this event.

Applicable for GP's, PCP's, Paramedics, NP's, PN's and Clinical Pharmacists

Programme to be confirmed

#### Location details

Taunton Racecourse  
Orchard Portman, Taunton, TA3 7BL

Is the training accessible to wheelchairs? Yes

[www.tauntonracecourse.co.uk](http://www.tauntonracecourse.co.uk)

#### Main contact

Name: Claire Winchester

Email: [claire.winchester@somersetlmc.co.uk](mailto:claire.winchester@somersetlmc.co.uk)

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 GP's, 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.

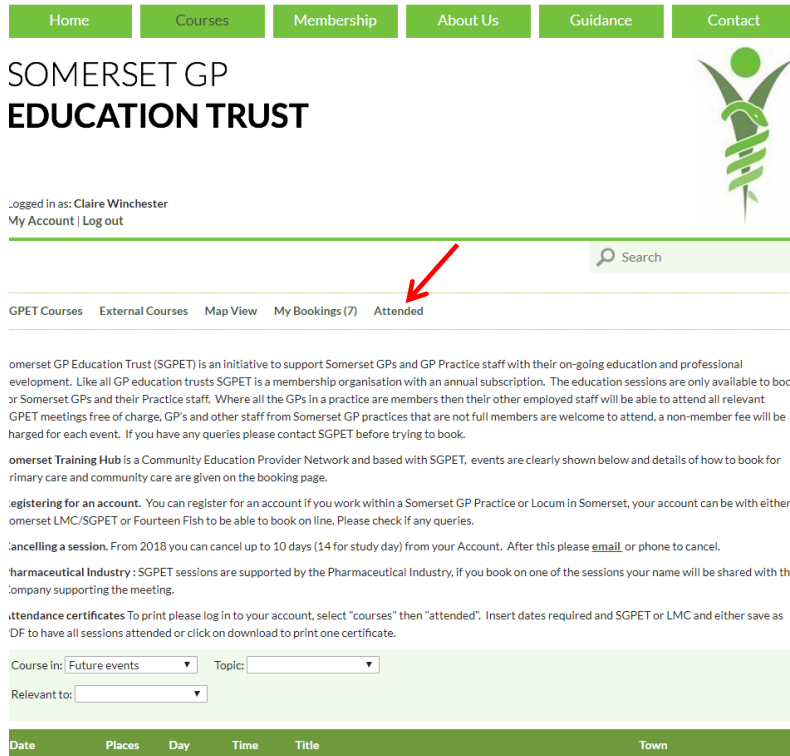
#### Book online

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.**

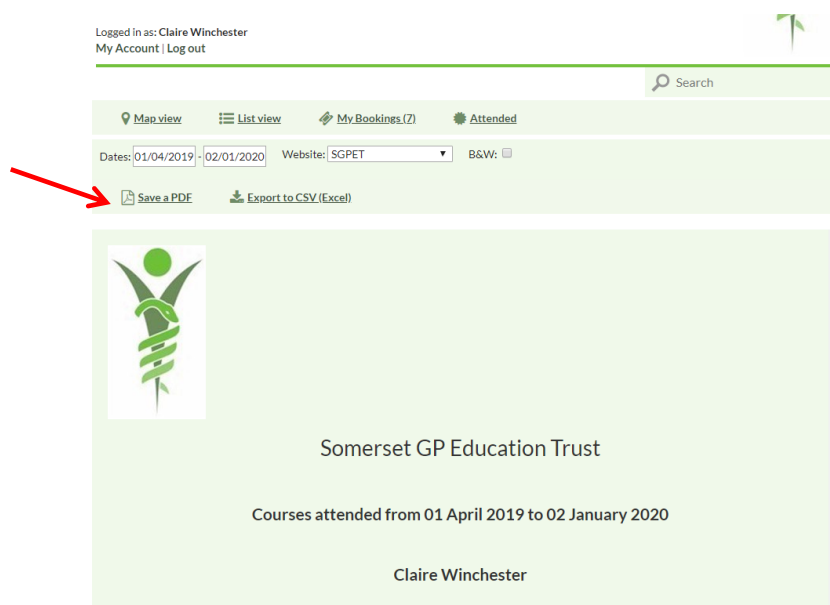
After registering you will be able to view all sessions you have booked and attended from 1 April 2015 (previous records are held on our old database and will not be shown).



The screenshot shows the Somerset GP Education Trust website. The navigation bar at the top includes links for Home, Courses, Membership, About Us, Guidance, and Contact. The user is logged in as Claire Winchester. The 'Attended' tab is selected in the sub-navigation bar, indicated by a red arrow. Below the navigation bar, there is a search bar and a list of links: GPET Courses, External Courses, Map View, My Bookings (7), and Attended. The main content area contains information about the trust, including its purpose, membership details, and instructions on how to book and attend sessions. At the bottom, there are dropdown menus for 'Course In:' (set to 'Future events') and 'Topic:', and a 'Relevant to:' dropdown. Below these is a table with columns: Date, Places, Day, Time, Title, and Town.

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.



The screenshot shows the Somerset GP Education Trust website. The user is logged in as Claire Winchester. The 'Attended' tab is selected in the sub-navigation bar. Below the navigation bar, there is a search bar and a list of links: Map view, List view, My Bookings (7), and Attended. The main content area contains a form with 'Dates:' (01/04/2019 - 02/01/2020), 'Website:' (SGPET), and 'B&W:' (checkbox). Below the form, there are two buttons: 'Save a PDF' (highlighted by a red arrow) and 'Export to CSV (Excel)'. Below the buttons is a large green box containing the Somerset GP Education Trust logo and the text: 'Somerset GP Education Trust', 'Courses attended from 01 April 2019 to 02 January 2020', and 'Claire Winchester'.

## 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 [click here](#) to view.