

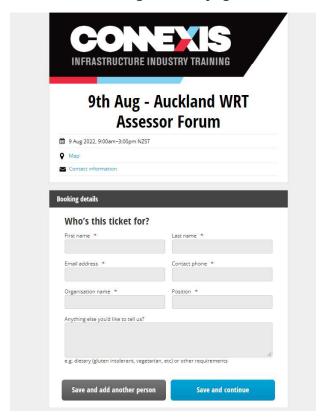
Registration Process for Assessor Forums

We have implemented a new process for assessors to register for assessor forums. We are using a scheduling and registration website, Lil Regie.

Using this scheduling tool, we hope to streamline the registration process and make it easier to track course registrations for both assessors and the Quality Assurance Team.

To register for your desired assessor forum, please use the following steps:

- 1. Click the link on the following page(s) or on our website for the forum you wish to attend
- 2. You will then be taken to a registration page, such as this:



- 3. Fill in your details including any dietary requirements you may have, and click "Save and Continue" and then "Complete Booking" in order to book yourself onto the course.
- 4. A confirmation email will be sent to you. If the venue hasn't been finalized on the course information, we will send out communications to you once this has been confirmed.



