

Step by Step – Registered users guide to booking a course

Step one – Click Link (i.e. will look like

<http://www.salisbury.anglican.org/learning/courses/getting-your-church-noticed-5752>

Shows your course

THE DIOCESE OF SALISBURY

SEARCH this site

THE CHURCH OF ENGLAND
DIOCESE OF SALISBURY

Home Who's who Worship Mission Schools Parishes Ministry Learning

Home / Learning / Courses / Getting Your Church Noticed

Getting Your Church Noticed

Deal with the media positively and raise your church profile

In a world of information overload and slick marketing, how do you make your church visible against the noise? We'll cover a number of topics in an action packed two hour session:

- * marketing and branding for your church
- * the importance of images and stories
- * how to deal with the local press and radio
- * flyers and community newsletters
- * your church website and A Church Near You

Course details

Where	The Lanton, Moley, BH21 1SN
When	19:00 - 21:00, Thursday 15 September 2016
Led by	Gery Lynch
Course suitable for	Incumbents, other clergy, PCC members and other church members involved in mission and communication
Course category	Other Training
Department	Discipleship & Training
Availability	Places available
Cost per place	FREE!
Booking deadline	Wednesday, 7 September 2016, 12:00am

Login/Sign-up to book this course >

Step two – Click Login/sign up to book this course – then you will see..

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To book up for this course, you need to register on the web site, or login if you have already registered.

Log in > Sign up >

Step three – Click Login >



Then you will see this screen



Step Four – Enter you username (Initial+Surname- on your email) and password **Test123** and click **Log In**



You will then see the course screen again

Navigation

- ▶ Learning
- ▶ Our venues
- ▶ Discipleship
- ▶ Ministry
- ▶ CPD
- ▶ Parish and PCC
- ▶ Deaneries
- ▶ Diocesan Certificate in Church Music
- ▶ Music Courses
- ▶ Resources
- ▶ Courses
 - ▶ **Getting Your Church Noticed**
- ▶ Publications

Latest courses to book online

- Sustaining yourself in Ministry**
How to cope with a spiritually demanding role
[Places available](#)
Wednesday, 25 May 2016, 10:00am
- LPA Quiet Day**
For Sherborne Archdeaconry
[Places available](#)
Saturday, 4 June 2016, 10:00am
- Celtic Spirituality**
Explore the key themes in Celtic and Anglo Saxon Spirituality
[Limited places](#)
Monday, 6 June 2016, 2:00pm
- [All current courses >](#)

[Manage portlets](#)

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In what role are you attending this course

Please pick one

Notes (special dietary requirements, notes for course organiser etc)

[Book this course >](#)

Step 5 - Click here to select your role –or just select other

Navigation

- ▶ Learning
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Please pick one

- Churchwarden
- Clergy
- Lay Deanery/Parish Role
- Lay Worship Leader (LWL)
- Lay Worship Leader Student
- Licensed Pastoral Assistant (LPA)
- Licensed Pastoral Assistant Student
- Licensed Lay Minister (LLM)
- Licensed Lay Minister Student
- Safeguarding Representative
- Youth/Childrens worker
- Other

Sustaining yourself in Ministry
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[All current courses »](#)

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In what role are you attending this course
Other

Notes (special dietary requirements, notes for course organiser etc)
Any notes here

[Book this course >](#)

Step 6- Type any notes here and then click – Book this course

Step Seven – Just select OK

- » Our venues
- » Discipleship
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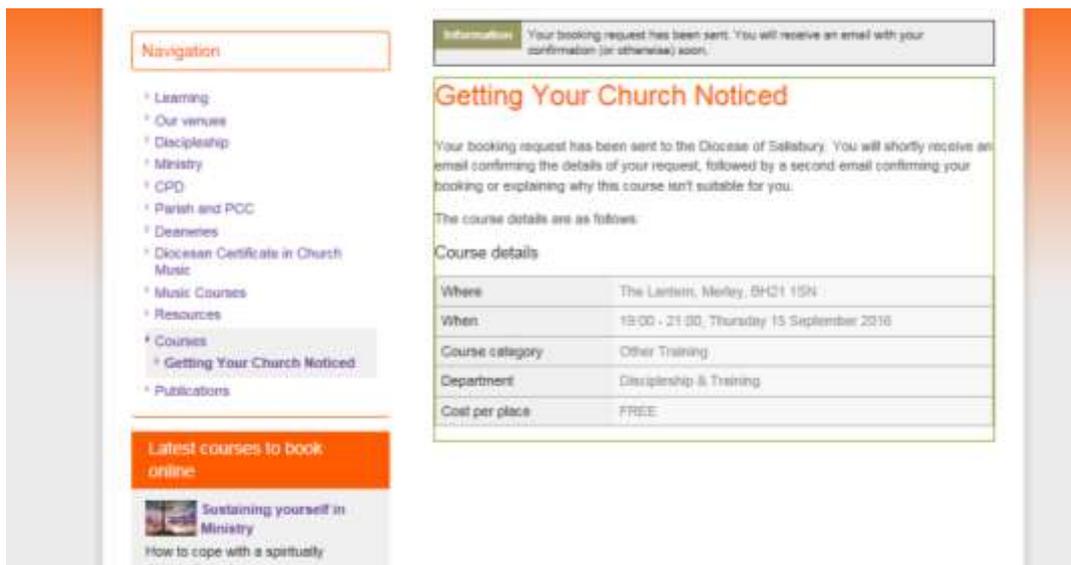
[Book this course >](#)

Message from webpage

Are you sure you want to book this course?

[OK](#) [Cancel](#)

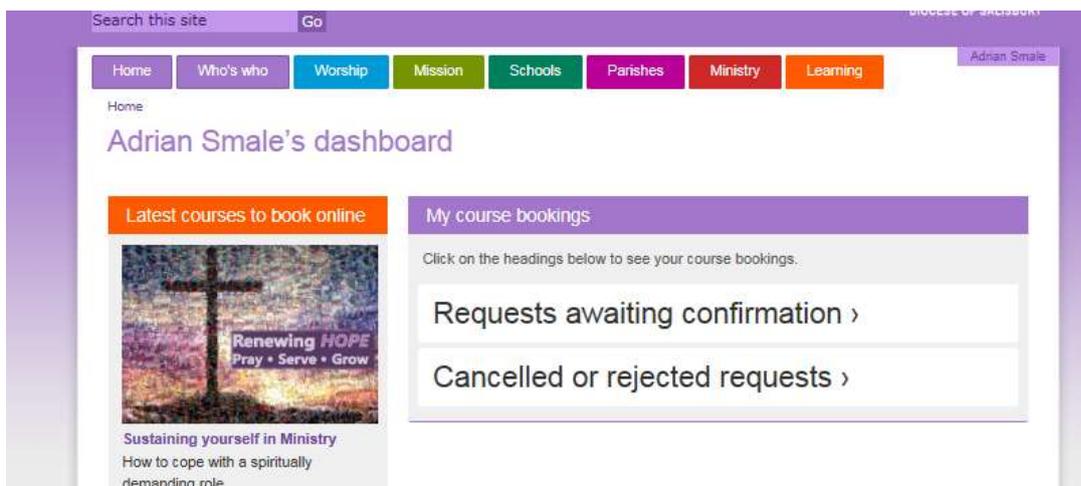
You will then see this screen confirming your booking and an email too



In the top hand corner where you name will appear to show you are logged in –clicking on this will show a small menu My Courses, My details & Log out



If you select my courses you will see the course requests , cancellations, confirmed bookings and past bookings too over time



Home Who's who Worship Mission Schools Parishes Ministry Learning Adrian Smale

Home

Adrian Smale's dashboard

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My course bookings

Click on the headings below to see your course bookings.

Requests awaiting confirmation >



Getting Your Church Noticed
Deal with the media positively and raise your church profile
The Lantern, Merley, BH21 1SN
Thursday, 15 September 2016, 7:00pm

[Cancel request/payment](#)

Cancelled or rejected requests >

If you require further assistance please contact the office on 01722 411944 or email LDMT@salisbury.anglican.org