

## How to book your training via the training calendar

1. Use the below link to access the bookings page:

<https://outlook.office365.com/owa/calendar/AgencyManagementService@nhsprofessionals.nhs.uk/bookings/>

2. Select the type of training you require:

AU- Agency User

This login allows access to the [NHSP:Online](#) booking platform to manage profiles and bookings

ARA- Agency Rates Administrator

This login allows you to upload rate cards and self-billing agreements

## Agency Training Calendar

☑ SELECT A SERVICE

Agency Rates Training

In this session, we will cover the ARA login ... [Read more](#)

Free · 45 minutes 

Agency User Training

In this session I will go through the training... [Read more](#)

45 minutes 

3. Select the date.

Available dates are in bold. The time is shown on the right-hand side.

 **DATE**

 **TIME**

< > February 2023

10:30 AM

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

4. Enter your details:

 **ADD YOUR DETAILS**

Name

Name

Email

Email

Address (optional)

Address (optional)

Phone number

Add your phone number

Notes (optional)

Add any special requests

 **PROVIDE ADDITIONAL INFORMATION**

What is your Job Title?

Add your answer here

Which Agency are you from?

Add your answer here



5. Accept the terms and conditions then click BOOK:

**Book**

6. A confirmation will be sent to your Outlook with a link to the Teams Meeting.