# **2024 Programme of Training Delivery Frequently Asked Questions**

### **Booking**

## How can I book a training course?

Visit <a href="https://www.durhamscouts.org.uk/booking/training/courses.php">https://www.durhamscouts.org.uk/booking/training/courses.php</a>. You will need to log in to book a course.

# Is there a deadline?

There is a strict two-week deadline for all County modules (four weeks in respect of Manager and Supporter Training). There are a number of reasons for this which centre around the administration and preparation of materials. Dates and booking facilities are made available at the start of the calendar year and all Districts are provided with reminders of courses six weeks before the event.

Our IT allows a single closing date. This is an exact 14 day deadline, so if a course starts at 0900 on 25 December, then bookings must be made before 0900 on 11 December.

### Can I cancel?

Yes, up to two weeks before the course, you can log in and visit My Tools (<a href="https://www.durhamscouts.org.uk/mytools/">https://www.durhamscouts.org.uk/mytools/</a>).

After that point, please follow the details on your joining instructions.

## Will I receive confirmation of my booking?

You can see all your bookings by visiting My Tools.

You will receive joining instructions shortly after the deadline. These will confirm the location and the times of the training and will be sent to the email address you quoted when booking.