



Booking onto an online training course

- Find the course on the **Opportunity Finder**.
- Select the course and click the green button “Learn more”.
- Click “Apply”.
- This then goes to the course application, which includes all the key details for the course.

Already have an eDofE account	Don't have an eDofE account
<ul style="list-style-type: none"> • Log into your eDofE account. <p>The course application preloads with your name, mobile number and address.</p>	<ul style="list-style-type: none"> • Click “Register” to create an eDofE account. • Enter all your personal details on the application

Select a payment method

Payment option

Please select if you will be paying by:

Invoice Card

Tick if you require a VAT invoice.

Please use the payee details above.

Please send an invoice to my centre.

Please send an invoice to my Licensed Organisation.

* Licensed organisation name:

Please send a payment request to another person.

Payment option

Please select if you will be paying by:

Invoice Card

Tick if you require a VAT invoice.

Please use the payee details above.

Please send an invoice to my centre.

Please send an invoice to my Licensed Organisation.

Please send a payment request to another person.

- Tick to confirm you have read and agree to the terms and conditions.
- Enter the number in the security check and click “Apply now”.

Select “Please send an invoice to my Licensed Organisation” if they will be paying for your place on the course.

Select “Please use the payee details above” if you will be paying for your place on the course by card.

Already have an eDofE account	Don't have an eDofE account
<ul style="list-style-type: none">• Your application will be reviewed by the South West Regional Office. If it is approved, you will receive an automated email from eDofE advising that you have a place on the course pending payment. Please note: your place will not be confirmed until payment is received. You will get a “payment request” with either a link to pay by card or an attached invoice.• Once payment has been received, you will be sent an email from Tilly Beedell, Administrator, confirming your place.	<ul style="list-style-type: none">• You will then see a green box and be emailed a link to confirm your email address.• Click on the link in the email to confirm your email address. Please note: the text in the box will change, but the colour will remain the same, so please this check carefully.• Your application will be reviewed by the South West Regional Office. If it is approved, you'll receive an automated email from eDofE advising that you have a place on the course pending payment. Please note: your place will not be confirmed until payment has been received. You will get a “payment request” with either a link to pay by card or an attached invoice.• Once payment has been received, you'll be sent an email from Tilly Beedell, Administrator, confirming your place.