

1

## Create your Medtribe account

- Go to <https://medtribe.com> or if you want to book your place for a specific event, follow the booking link provided.
- Once on the Medtribe landing page, click on SIGN UP (top right corner).
- Please complete all mandatory fields in the form and use preferably your NHS email address. Use a strong password.
- Once registered, check your inbox and confirm your email address to activate your account.
- Click on ACTIVATE ACCOUNT.
- You will be taken back to the Medtribe website to complete the registration process.
- You can save your login details to your browser so that next time, you will just have to LOG IN to access your account

2

## Booking Events Training /Webinars

- Follow the event/course/webinar link that will take you to Medtribe.
- Booking is quick and easy, and you will receive a confirmation email within the next 30 minutes (make sure to check your junk folder).

3

## Manage your Booking

You may have different options:

- If the event has a choice of several different dates, please make sure you have selected your chosen date in the drop-down menu.
- If the event is run over several days, please make sure you book each of these days separately, using the drop-down menu. This will allow us to organise venue and catering and mark attendance.
- If you cannot attend, please log in to your account and cancel your place on each of the days booked, so that the Training Hub can offer the spot to someone else.

4

## Mark your Attendance

- At the end of the event, you will be asked to mark your attendance by scanning the QR code or following the URL that will be provided.
- This will enable you to fill in the feedback survey linked to the event you attended. Feedback surveys are very important to the Training Hub to assess and improve the delivery of courses and events.

5

## Manage your Account

The completion of the feedback survey will allow your certificate of attendance to be generated. This certificate will be stored into your Medtribe account and you can download it if needed.

You can also:

- Message us
- Cancel your place if you can't attend
- Check the resources available