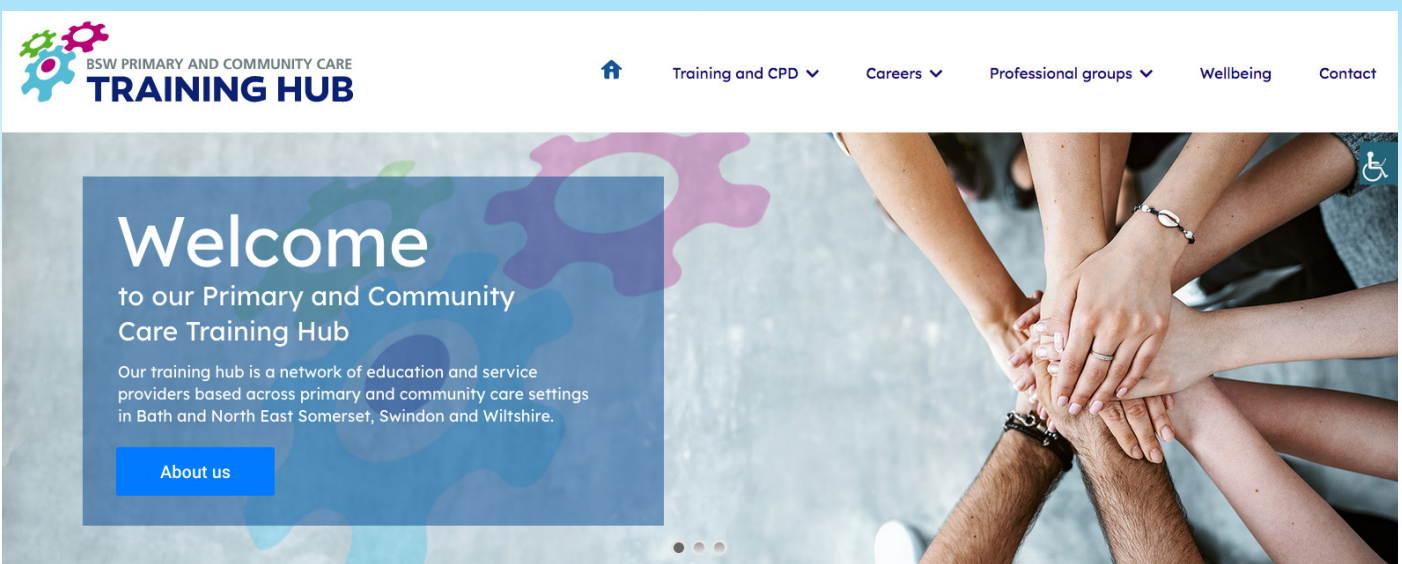


Posting courses on our BSW Training Hub site

Guidance for course providers



The screenshot shows the top portion of a website. At the top left is the logo for 'BSW PRIMARY AND COMMUNITY CARE TRAINING HUB', which includes three interlocking gears in green, red, and blue. To the right of the logo is a navigation menu with a home icon, 'Training and CPD' with a dropdown arrow, 'Careers' with a dropdown arrow, 'Professional groups' with a dropdown arrow, 'Wellbeing', and 'Contact'. Below the navigation is a hero section with a background image of several hands stacked on top of each other. On the left side of the hero section, there is a dark blue box containing the text: 'Welcome to our Primary and Community Care Training Hub. Our training hub is a network of education and service providers based across primary and community care settings in Bath and North East Somerset, Swindon and Wiltshire.' Below this text is a blue button labeled 'About us'. In the bottom right corner of the hero section, there is a small accessibility icon (a person in a wheelchair) and three small dots indicating a carousel.

Posting courses on our site

Our training hub website has been created to support the continuing professional development requirements of primary and community care staff across Bath and North East Somerset, Swindon and Wiltshire (BSW).

Criteria for courses to be posted on this site are as follows:

- Your course must be for primary or community care staff
- Your event must take place within the BSW region, or be within close proximity of the BSW region
- Multiple listings are acceptable, as long as they promote separate events

A few other ground rules to encourage good practice:

- Training course providers take full responsibility for the content that they post
- If any details or circumstances surrounding your event change, then you must update the listing on our site accordingly, as soon as is reasonably possible, and ideally within 24 hours
- Failure to not abide by any of these rules or criteria could result in your course or courses being removed from our site, and removing your administrator access

How to become a registered training provider to our site

Fill out this form to send us a training provider registration request:

<https://bswtraininghub.nhs.uk/submission-form/>

21 - 15 = ?

Once your request is approved by an administrator of our site, you will be notified by email. You will receive an email with a link where you will be able to set a password. You can then log-in to your account here and follow the simple steps to publish training events to the calendar.

Your 'My events' log-in page

This is your 'My events' log-in page. To upload a new event, click 'Add new'.

BSW PRIMARY AND COMMUNITY CARE
TRAINING HUB

Home Training and CPD Careers Professional groups Wellbeing Contact

My Events **ADD NEW**

UPCOMING EVENTS PAST EVENTS

Search Event Titles

You have no upcoming events

BSW PRIMARY AND COMMUNITY CARE
TRAINING HUB

Home Training and CPD Careers Professional groups Wellbeing Contact

Add New Event **VIEW YOUR SUBMITTED EVENTS**

EVENT TITLE: *(required)*

EVENT DESCRIPTION: *(required)* Visual Text

Paragraph **B** *I*

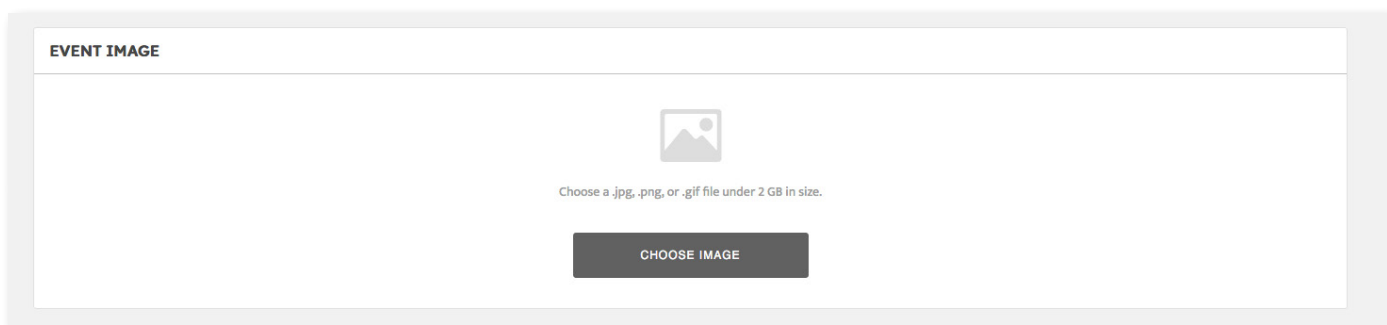
Start/End: 15.06.20; 8:00am to 5:00pm 15.06.20; Timezone: Europe/London

All Day Event

Event Series: **SCHEDULE MULTIPLE EVENTS**

Please treat the description section of our course page as a short summary of your event, rather than an exhaustive itinerary of everything that will happen on the day. There is no facility to add attachments. Your aim should be to capture attention and direct traffic to your organisation's event listing to find out more and register.

Now add an event image

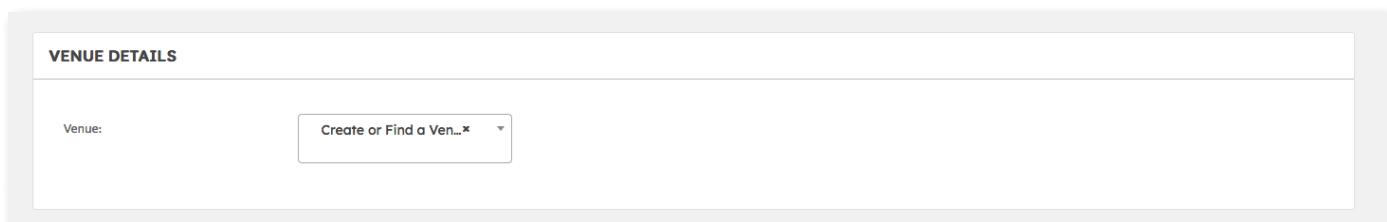


The screenshot shows a form titled "EVENT IMAGE". In the center, there is a placeholder icon of a mountain and sun. Below the icon, the text reads "Choose a .jpg, .png, or .gif file under 2 GB in size." At the bottom center, there is a dark grey button with the text "CHOOSE IMAGE" in white capital letters.

This is important and the choice of image will have an impact on how people perceive your event in comparison to alternative providers. Take a look at how other courses are being presented on the site here. You could use a suitable image to present your event or a high quality image of your organisation logo.

Please note that you can only upload one image and the maximum file size is 2MB.

Now add your event location



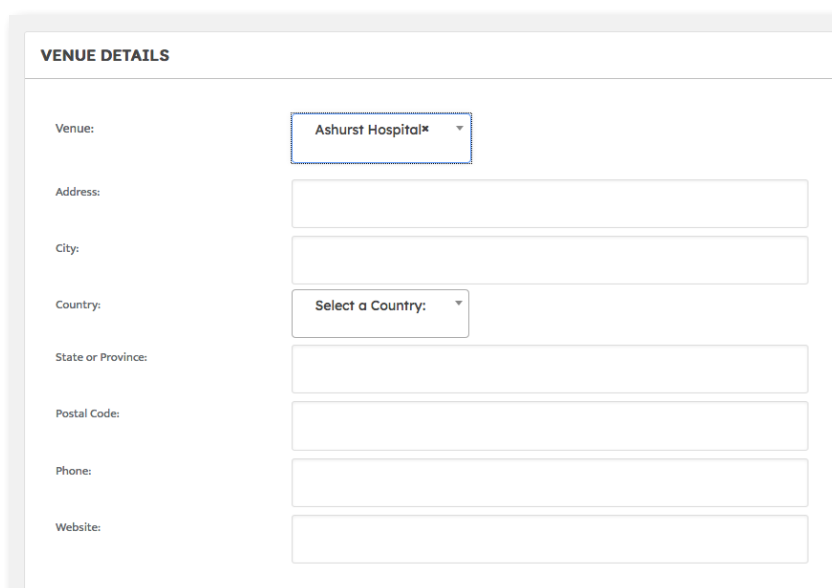
The screenshot shows a form titled "VENUE DETAILS". The "Venue:" label is followed by a dropdown menu with the text "Create or Find a Ven...*" and a downward arrow.

If you have uploaded to this site before, your event location may already be uploaded, so select it from the dropdown list first, either by clicking on 'My Venues', or by scrolling through the list of events that other providers have uploaded. Avoid uploading a duplicate location. If it is a virtual event, select 'A smart device near you'.

Enter your full venue details

If your venue is not already on the system, click 'Create venue' and fill out the following venue details.

Make sure that you enter a full postcode, and that the 'Show Google Map' and 'Show Google Maps link' boxes are both checked – this helps potential attendees find your location more easily. Phone and website details for the venue are not essential.



The screenshot shows the "VENUE DETAILS" form with the following fields filled out:

- Venue: Ashurst Hospital*
- Address: [Empty text box]
- City: [Empty text box]
- Country: Select a Country: [Dropdown menu]
- State or Province: [Empty text box]
- Postal Code: [Empty text box]
- Phone: [Empty text box]
- Website: [Empty text box]


Enter your organiser details

Again, if you've entered events on this site before, your organisation will already be listed. Select it from the dropdown menu. If this is your first event to be uploaded to this site, click 'Create'.

You can also add some additional detail about your organisation here. It is not essential to add phone, website, or email address.

ORGANISER DETAILS

Organiser:

 Organiser:

Organiser Name:

Phone:

Website:

Email:

The e-mail address will be obfuscated on this site to avoid it getting harvested by spammers.

Enter your 'how to apply' URL

EVENT WEBSITE

External Link:

This is the most important section of the site – don't enter your generic organisation web address. This needs to be the page about your event that explains it in more detail, and where people can apply to attend. The 'How to apply' field does not have to be a web address, it could be an email address or phone number.

Enter a cost field (or choose not to)

EVENT COST

Cost:

Leave blank to hide the field. Enter a 0 for events that are free.

If there is a fee to attend your event, it's best to say so upfront, but if you'd rather not do so, by leaving this field blank it will not appear on your event listing. Enter a zero (0) for events that are free.

Tick that you agree to the terms of submission

TERMS OF SUBMISSION

BSW Primary and Community Training Hub has authorised for you to be an approved training provider and for you to post your training courses on our site free of charge. As such it is your responsibility to ensure that all information about the course you post and how to apply for it is accurate. Equally if any events are cancelled or details change, it is your responsibility to amend the post on our website, to ensure that all details are always correct. If you have any problems

I agree to the terms of submission *(required)*

SUBMIT EVENT

Ticking the terms of submission is mandatory to be able to post your event listing.

Now click 'Submit event'

Your event will appear automatically on the site. There is no vetting process, so please check that everything displays as you want it to. Your listing will be displayed on our training calendar list, organised by date order.

View the page here: <https://bswtraininghub.nhs.uk/training-calendar/>

If you want to make any changes to your event listing, return to your My Events home page, find the event in question, and click 'Edit event'.

My Events [ADD NEW](#)

[UPCOMING EVENTS](#) [PAST EVENTS](#) [DISPLAY OPTION ▾](#)

STATUS	TITLE	ORGANISER	VENUE	CATEGORY	RECURRING?	START DATE	END DATE
✓	Event Workshop View Edit Delete	—	4833		No	June 15 @ 8:00 am	June 15 @ 5:00 pm

Remember that your main log-in page is here: <https://bswtraininghub.nhs.uk/wp-login.php>

If you have any problems with this process that you cannot resolve yourself, contact us at: bswccg.traininghub@nhs.net and we'll aim to respond to your query as soon as possible.

We hope your event is a great success!