This system provides online booking for SCIS training courses and SCIS product presentations.

The training courses and product presentations are listed by location in the side navigation.

An invoice will be sent to the schools after attendance at the training course. There is no charge to attend product presentations.

Connect to the SCIS home page at http://www.curriculum.edu.au/scis/index.htm and select **SCIS Booking System**.

**Contents**

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1. How to book a course


1.2 Select from side navigation:

- Location eg. NSW courses
- All courses

1.3 This will display a list of the current training courses and product presentations available.

- Click on the link for the course you wish to book. Further details about the course are displayed beneath the **Continue with booking** button.

1.4 The screen will display the course details:

   **SCIS Authority Files**

   30 March 2006
   Melbourne College of Surgeons
   2 Lonsdale Street
   Melbourne VIC 3000

   Note: This booking will incur a cost, if applicable.

   Note: this is a firm booking

   If you do not wish to book this course click on the **Back** button on the toolbar of the browser to return to the list of available courses.
1.5 To proceed with a booking, click on **Continue with booking** button.

1.6 You will need to indicate if you have previously used the system or are a new participant.

1.6.1 If you have never booked online, please click on **New participant** section.

1.6.2 Fill in your details.

1.6.3 To proceed click on the **Continue with booking** button.

1.6.4 If you have booked online previously click on **Previous participant**. Enter your **Email address** and **Password** and click on the **Login** button.

1.6.5 If you have booked a course before and have forgotten your password, click the link **Forgotten your password?** Follow the request for your email address and click the **Submit** button. An email with your password will be sent immediately to you.
1.7 The next screen confirms your name and email address. Remember to use this email address to change or cancel this booking. Click **Continue with booking** button.

![Course booking](image)

1.8 The next screen confirms the booking details.

![Course booking](image)

Your booking is now complete.

- A confirmation email will be sent to you.
- If there is a cost, an invoice requesting payment will be sent after you have attended the course.
2. Being placed on a waiting list

If you have selected a course and all places have been booked, you can register to be placed on a waiting list.

2.1. Click All courses or the button for your state from the side navigation.

2.2. Select the course. If the course is currently booked out, you will be placed on a waiting list. To do so follow the following instructions:

2.2.1. Click on Continue for course waiting list.

2.2.2. Follow instructions 1. How to book a course.

A confirmation email will be sent indicating you have been put on a waiting list. Another email will be sent to you when a place becomes available.
3. How to change or cancel a booking

To change a booking you must cancel and re-book the course

3.1. Select View or cancel a booking from the side navigation.

3.2. Type your email address and password, and then click Login.

3.3. The next screen will list all the bookings that have been made with your login.

3.4. Select the course you wish to cancel.

If you are only checking a booking click the link SCIS Home to exit.
3.5. The details for the booking will be displayed.

3.5.1. Check details and the booking number shown below to confirm you are cancelling the correct course.

3.5.2. Click on **Send cancel request**.

![](image)

The following message appears:

**View or cancel a booking**

Your cancellation request for booking number # has been successfully sent. If you would like to make another booking please proceed. When SCIS has processed your cancellation you will receive a confirmation email and the course will be removed from your list of bookings.

Your booking has been cancelled.

An email will be sent confirming your cancellation after you have logged off or closed the browser.

Click on **SCIS Home** to exit.

If you need to make another booking **click on the link SCIS Booking System Introduction** and select the course you require.
4. Review a booking

At any time you can check your details of training course or product presentation bookings.

4.1. Select View or cancel a booking from the side navigation menu.

4.2. Type your email address and password and then click Login.

4.3. The next screen will list all the bookings that have been made with your login.

4.3.1. Select the course you wish to review.

4.3.2. Print page if you wish to keep a copy of your booking.

4.3.3. Select Click here to return to SCIS Home page.