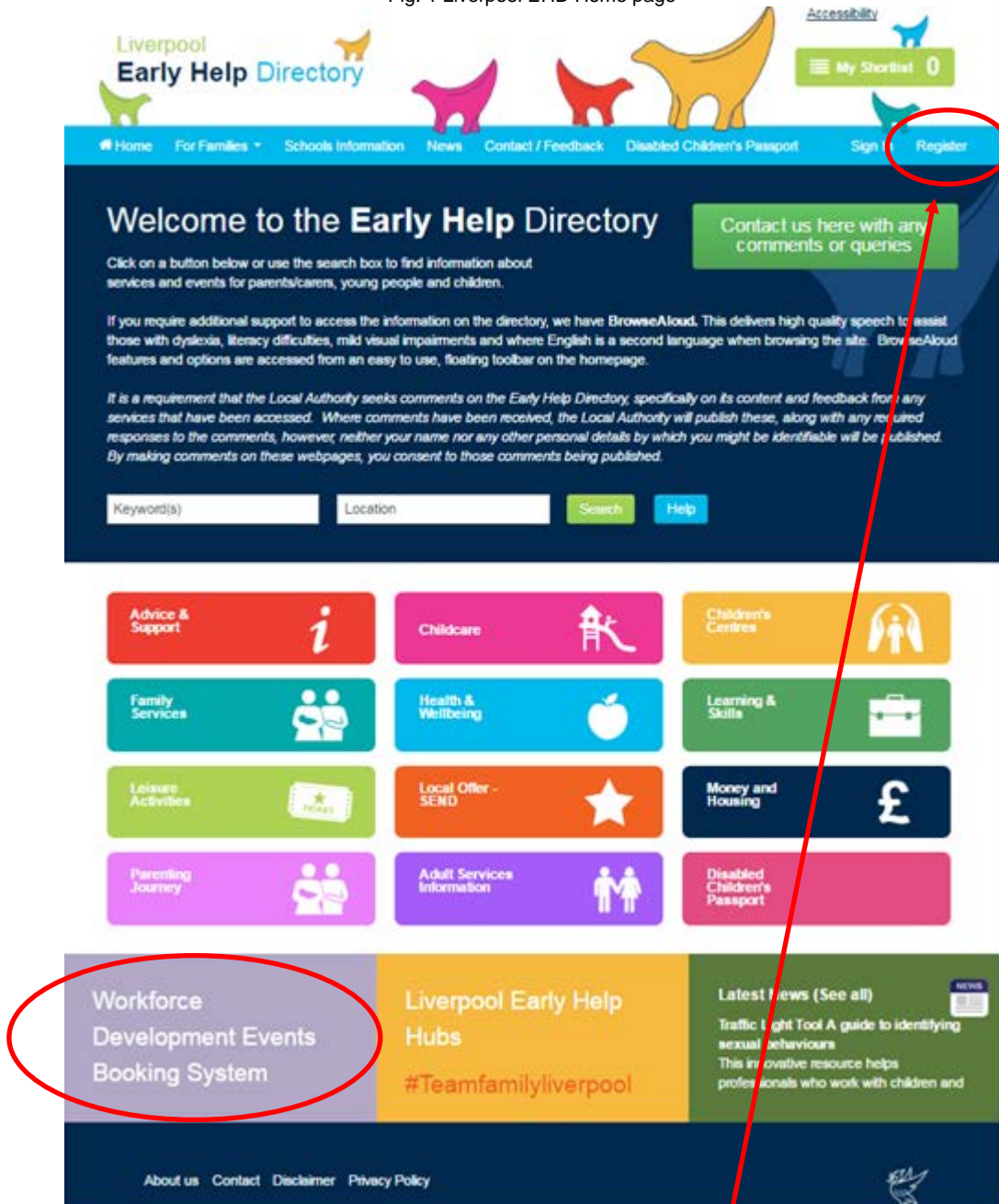


Dear Service Provider

Liverpool's Workforce Development Events Booking System is part of the Early Help Directory (EHD) and has been created to allow anyone who has registered an account to book on training provided by Children's Services and Liverpool Safeguarding Children Board.

Fig: 1 Liverpool EHD Home page



You will find the EHD by clicking on this link <http://EHD.liverpool.gov.uk> or by typing it into your internet browser address bar.

Once you have accessed the EHD please register (top right). You only need to register an account once.

An example of the registration page is below at fig: 2.

Fig: 2 The provider registration page

Liverpool Early Help Directory

Accessibility My Shortlist 0

Home For Families Schools Information News Contact / Feedback Disabled Children's Passport Sign In Register

All Categories Keyword(s) Location Search Help

Register your account

Register

First Name *

Surname *

Address *

Telephone *

Email *

Password *

Confirm Password *

By ticking this box, you are indicating that you have read and agree to the [Terms and Conditions](#)

Register

Why register?

If you provide services, activities or events, then by registering here, you can get an account that will enable you to get listed on this site. You will also be able to return and keep your listing up to date. This is a free service.

About us Contact Disclaimer Privacy Policy

Once you have clicked the register button, minimise the page (**do not close the page!**). You will receive an email with an activation code. Copy and paste this code back into the registration page and then create your password.

When your registration is complete you will be able to Sign In. After signing in you will see a screen similar to below.

By registering on the site you will have access to your own learning record. Here your learning history can be found under the **My Bookings** section, and you can also cancel any bookings you have made.

Fig: 3 Account Home page

The screenshot shows the account home page for Stephen Coughlin on the Liverpool Early Help Directory. The page features a navigation bar with links for Home, For Families, Schools Information, News, Contact / Feedback, Disabled Children's Passport, and My Account. A search bar is located below the navigation bar, with fields for All Categories, Keyword(s), and Location, and buttons for Search and Help. The main content area is divided into several sections:

- Stephen Coughlin**: Profile information including a join date of 03 December, 2012, and a link to Update my Account.
- Provider Updates**: A section for updates, with a link to Services and Guidance.
- Childcare Records**: A section for childcare records, with a link to Ste Cog Test and a Live status indicator.
- My Reviews**: A section for reviews, with a message that the user hasn't written any reviews yet.
- My Bookings**: A section for bookings, with a link to My upcoming events and a message that there are no upcoming events booked.
- Disabled Children & Young Person's Passport**: A section for the passport, with a link to Guidance and a list of services including Ste Coughlin, with buttons for Update live record, Download, and Delete.
- Contact Log**: A section for contact logs, with a message that the user has access to the Contact Log.
- My Shortlist**: A section for shortlists, with a message that the shortlist is currently empty.

The footer contains links for About us, Contact, Disclaimer, and Privacy Policy, along with the Liverpool City Council logo and a language selection dropdown.

To book on a course, click into the Workforce Development Events Booking System on the home page <http://ehd.liverpool.gov.uk>

The screenshot shows the top navigation bar of the Liverpool Early Help Directory website. The header includes the logo, navigation links (Home, For Families, Schools Information, News, Contact / Feedback, Disabled Children's Passport, Sign In, Register), and a 'My Shortlist' button with a count of 0. The main content area is titled 'Workforce Development' and features a circular logo on the left and a '#TeamFamily Liverpool' badge on the right. The central text reads: 'WELCOME TO THE WORKFORCE DEVELOPMENT EVENTS BOOKING SYSTEM. The system allows you to search for and book onto multi-agency workforce development sessions and events. Also, for Specific Events and Foster Carer events. To book onto a course you will need to Sign In or Register (top right corner). When registering for the first time, complete all relevant fields and submit. An automated e-mail will be sent to the e-mail address submitted. Please check your Spam or Trash folders etc. for this e-mail, you need to enter the activation code provided to verify your e-mail address in order to complete the registration process. You can now Sign In. In all cases if you have forgotten your password use the Forgot your password? link to reset. Specific Events / Foster Carers: To book onto Specific Events or Foster Carer training you will need the passphrase which will have been e-mailed to you. If you have not received this passphrase please e-mail us at Lcds@liverpool.gov.uk. Click on the links below for access.' Below the text are two buttons: 'Specific Events / Foster Carers' and 'Multi Agency Section'.

Select the required category (**Multi Agency** - open to all multi agency partners, **Specific Events and Foster Carers** – these sessions are password protected to ensure the appropriate audience attend and for booking conference type events. Passphrases are distributed via email)

PLEASE NOTE – CLICK ON AND CHANGE THE END DATE TO EXPAND THE SEARCH FOR SESSIONS LATER IN THE YEAR

Click on your required session from the list and complete the booking process.

If you have any questions or need any help with this process please ring 233 0499