

# How to book an Event in Kallidus

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## Introduction

Hello, we have created this animated video with features to make it accessible for all.

If you have a hearing impairment, subtitles are available to switch on from the bottom right-hand side of the video.

If you have a vision impairment, all key information is covered in the voice over.

The script for this video is also available as an accessible document to download.

## Welcome

Welcome, my name is Molly, and I will be guiding you through how to book and access an event.

Please note:

- I will be demonstrating this process using the Foundation Course as an example.
- I will be using outlook to look at email notifications. The display may vary if you are using a different email provider, however, the process will be the same

Please ask for further support if you need to.

1. You will be notified via email when a new course has been assigned to you, select the link in the email to take you to the Kallidus log in page.
2. Log into Kallidus and navigate to 'my courses'. The 'Foundation Course' will sit in the 'courses I have to do' tab as you have not yet completed it. Select 'see details' to find out more.
3. In the top of the course page, you will see a course description, select 'read more' to see the full details. There is vital information in the course description that will help you navigate booking an event. Please refer to the course description before booking an event.
4. Once you have read the course description, select read less.

5. You can then look at the lessons available to you - in this instance select 'show options'. You will see that you must choose to complete 1 out of the 2 lessons available. This is because there are two different event timings you can attend for the Foundation Course, either over 2 days or 4 days. More information about the event timings can be found in the course description.
6. Select 'show dates' to see what events are available to you. You can look at both event types to see which dates suit you best before booking. Use the arrows at the side to see more events.
7. Once you have found an event that you can attend, select 'book'. You will then be able to see your booking details by selecting 'find out more' on the lesson you have booked. This information is also visible in the 'my bookings' section on the left-hand side of the Kallidus page.
8. Alongside this event information in Kallidus, you will receive your booking confirmation via email from [LMSgateway@guidedogs.org.uk](mailto:LMSgateway@guidedogs.org.uk). It will include the event dates and times, the meeting link or location and supporting documents.
9. If you choose to accept the event in your email, the information will be added to your email calendar, the email will be removed from your inbox and to find the event confirmation in the future you will need to navigate to your calendar.
10. You can do this by selecting the calendar icon - the way you find your calendar will be different depending on the device and email provider you use.
11. For example, for outlook on a mobile the calendar is in the bottom right-hand corner and for gmail on a mobile the calendar is in your menu options on the left of the page
12. Once you have opened your calendar, you need to navigate to the date you booked onto the course.
13. You will then find the meeting scheduled into your calendar and by double clicking or tapping on the event you will be taken to the event details.

Thanks for watching! For further information, visit  
[www.guidedogs.org.uk/vip/resources/prep](http://www.guidedogs.org.uk/vip/resources/prep)

For general enquiries or Kallidus support please contact  
PREPsupport@guidedogs.org.uk

**End of Document**