

Contact North | Contact Nord

Ontario's Distance Education & Training Network
Le réseau ontarien d'éducation et de formation à distance

Online Booking Tool User Manual For e-Channel Partners

© Contact North | Contact Nord, 2012 is a non-profit corporation funded by the Government of Ontario.

Contents

- Introduction4
- Logging In5
- Creating and/or Updating your Account/Password6
- Creating a new Booking..... 7
- Types of Booking.....8
- Section A: Booking Type - Class9**
 - Step 1: Select Organization9
 - Adding a Contact 10
 - Step 2: Add Booking Details..... 11
 - Step 3: Choose Status and Delivery 12
 - Step 4: Pick dates and locations 13
 - View/Edits Dates and Times 14
 - Step 5: Participant Information..... 15
 - Appendix 1: Participant template..... 16
 - Review Your Booking 17
 - Booking Confirmation 18
- Section B: Booking Type - Training..... 19**
 - Step 1: Select Organization (Booking Type: Training)..... 19
 - Adding a Contact 20
 - Step 2: Add Booking Details..... 21
 - Step 3: Pick dates and locations 22
 - View/Edits Dates and Times 23
 - Step 4: Participant Information..... 24
 - Sample File: Participant template..... 24
 - Participant Details..... 25
 - Review Your Booking 26

Booking Confirmation **Error! Bookmark not defined.**

Section C: Booking Type - Meeting 28

 Step 1: Select Organization (Booking Type: Meeting)..... 28

 Adding a Contact..... 29

 Step 2: Add Booking Details..... 30

 Step 3: Pick dates and locations 31

 View/Edits Dates and Times 32

 Step 4: Participant Information..... 33

 Sample File: Participant template..... 33

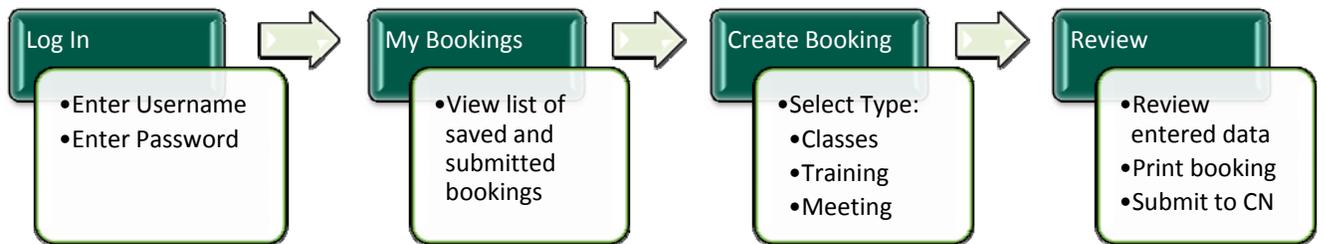
 Participant Details..... 34

 Review Your Booking 35

 Booking Confirmation **Error! Bookmark not defined.**

Introduction

This guide is meant to help you through the most used booking processes. Please refer to the table of contents on page 2 for a complete listing of topics.



Throughout the Booking process, you will find () this icon. It is for information purposes and will provide definitions for the terms used in the form.

Logging In

This is the login page for the Online Booking Tool.

Contact North | Contact Nord

Booking Tool Login

Please enter your login name and password to access the online booking tool. If you have any questions, please send an e-mail to schedulers@contactnorth.ca.

Already have an account?

* Username:

* Password:

Language: English French

New User Sign Up

If you are new to the Online Booking Tool, you can create your account by signing up now.

Note: If you are experiencing technical difficulties, please contact the helpline at crm@contactnorth.ca or call 705-507-6428

© Contact North | Contact Nord, 2012 is a non-profit corporation funded by the Government of Ontario

1. Enter your username and password
2. Select your preferred language
3. Click the “Login” button
4. If you don’t have an account and would like one, send your request to schedulers@contactnorth.ca.

If you cannot login, contact the helpline at 705-507-6428 or email crm@contactnorth.ca. Someone will contact you within 24 business hours.

Creating and/or Updating your Account/Password

User Registration

Fields with * are required.

***Fields marked by an * are required fields and you won't be able to proceed to the next step until they are filled**

First Name *

Last Name *

Job Title

Phone

Business Phone *

Fax

Street Address

City

Province

-Select Province-

Postal Code

Institution

-Select Institution-

Username * Username is automatically generated from the first 2 letters of your first name and full last name.

Email *

Password *

Confirm Password *

Password Reset: Question *

Password Reset: Answer *

Verification Code *

[Get a new code](#)

Please enter the letters as they are shown in the image above.
Letters are not case-sensitive.

Register

Instructions:

- Fill in as many details as you can (remember that anything marked with an * is a required field and you will not be able to proceed until those are completed).
- Type in the verification code at the bottom.
- Click on the REGISTER button to complete the process.
- Once you have submitted your registration, someone from Contact North will contact you to activate your account. Someone will contact you within 24 business hours.

Creating a new Booking

This is the My Bookings page. It is the first page you will see when you login. From this page, click on the “Create New Booking” button.

Booking Tool **Contact North | Contact Nord**

e-Channel User: My Bookings

[Log out](#) Cancelled bookings
 Submitted bookings
 Saved (not submitted) bookings

Viewing 1 of 1 of 10 1 **Create New Booking**

Booking	Session Name	Booking Type	Booking Date	Active	State
16735	Recruitment Strategy	Meeting	2012/09/13	Inactive	Submitted
16731	Library Research	Classes	2012/09/13	Inactive	Saved
16721	How to Promote ACE T...	Training	2012/09/13	Inactive	Change Request
16721	How to Promote ACE T...	Training	2012/09/13	Inactive	Submitted
16728	Reading	Classes	2012/09/13	Inactive	Saved
16721	How to Promote ACE	Training	2012/09/13	Inactive	Submitted
16721	ACE - How to Promote	Training	2012/09/13	Inactive	Submitted
16722	Fundraising Initiati...	Meeting	2012/09/13	Inactive	Submitted

Select the type of booking you wish to create.

The screenshot shows the 'Create a New Booking' page. At the top, there's a header with 'Booking Tool' and 'Contact North | Contact Nord'. Below that, the title 'Create a New Booking' is displayed. A welcome message follows, asking the user to indicate the type of booking. A date field shows '08/09/2012'. The 'Type of Booking' dropdown menu is open, showing 'Classes', 'Training', and 'Meeting'. A green arrow points from a callout box to the 'Create Booking' button at the bottom right. The callout box contains the text: 'Once you have selected the Type of Booking, click on the "Create Booking" button on the bottom right.'

Types of Booking

-
- a. **Classes:** Literacy programs or courses offered by MTCU designated literacy stream lead organizations
 - b. **Training:** Training sessions for practitioners or learners offered by Ontario literacy organizations
 - c. **Meeting:** Meeting request(s) by an Ontario literacy organization
-

Section A: Booking Type - Class

Step 1: Select Organization

Booking Tool Contact North | Contact Nord

Step 1: Select Organization 1 2 3 4 5
Booking ID#:16786

***Organization:** CN - Instructor Training

Street Address: 1139, promenade Alloy Drive, Suite/bureau 104 Province: ON
City: Thunder Bay Phone: 807-344-1616
Postal Code: P7B 6M8 Organization Type: Literacy
Fax: 807-344-2390

***Contact:** Lise Haché Add Another Contact
Tel: 807-344-1616 Fax: 807-344-2390 lise@contactnorth.ca

***Cultural Stream:** Anglophone Francophone Aboriginal Deaf College Sector

Save & Exit Cancel Booking Next >

*Fields marked by an * are required fields and you won't be able to proceed to the next step until they are filled

Field Name	Instructions
Organization	Your organization's name is located here.
Contact	Select the contact at the institution responsible for this Class. *If the desired Contact is not in the list, you can add him/her by clicking the "Add Another Contact" button (see the next page to learn how to add a contact).
Cultural Stream	Select the primary cultural group targeted.

Once your selections are made, you have three options:

- Click "Next" to continue
- Click "Save & Exit" to save the booking and continue at a later time
- Click "Cancel Booking" to cancel this booking process – the booking will not be saved.

Adding a Contact

1. Click on the “Add Another Contact” button (where available).

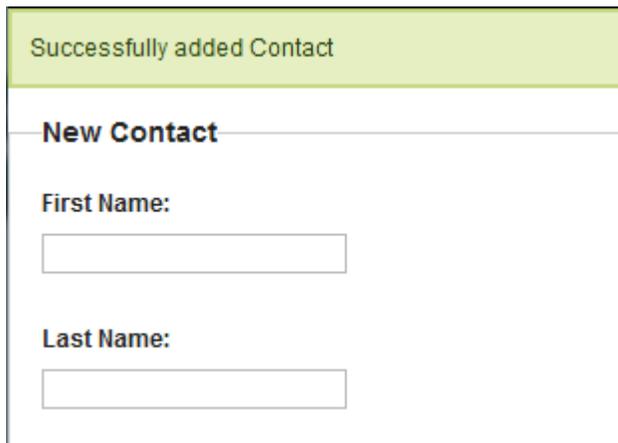
* **Contact:**

2. A new window will open. Fill out the form the resulting form. A detailed list of fields is available on the next page. 

3. Click on the “Submit” button at the bottom of the form.

4. You will receive confirmation that the entry has been

5. Click on the “Close Window” link to return to the booking.

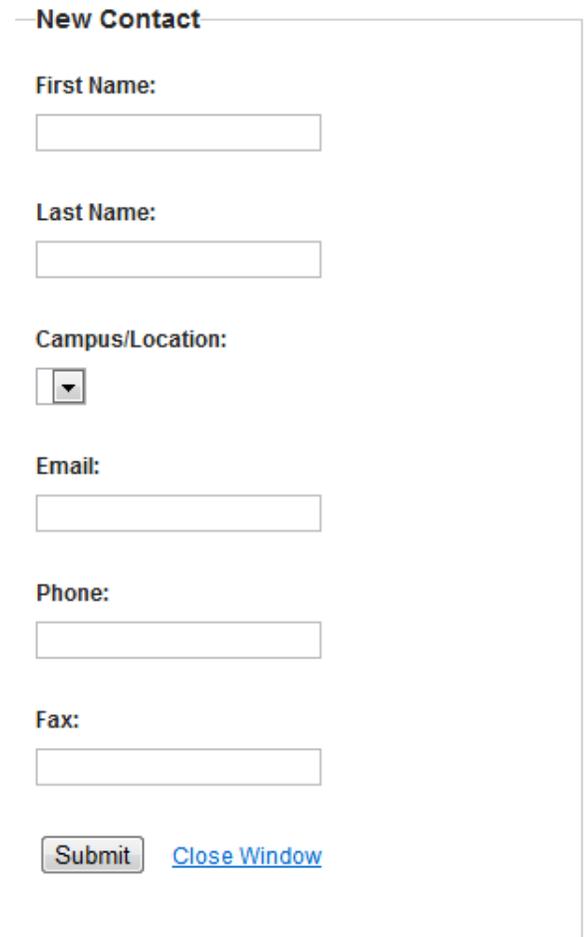


Successfully added Contact

New Contact

First Name:

Last Name:



New Contact

First Name:

Last Name:

Campus/Location:

Email:

Phone:

Fax:

[Close Window](#)

Field Name	Description
Submit	When all information is entered, click on “Submit” or your changes will be lost.
Close Window	Click on this link to close this window.

Step 2: Add Booking Details

Booking Tool Contact North | Contact Nord

Step 2: Add Booking Details 1 2 3 4 5
Booking ID#:16944

* **Session Name:** How to Book an e-Channel Class
Note: Your session name may include up to 60 characters
or Select Existing -- Please Select --

* **Session Leader:** Dee

* **e-Mail:** dee@contactnorth.ca

* **Phone:** 705-555-1212 phone# at time of session

* **Instructor Location:** Home/Office/Other

City/Town: Sudbury

Booked By: Booking Tool Tester

e-Mail: karen@contactnorth.ca

Phone: 905-852-2608

Save & Exit **Cancel Booking** **< Back** **Next >**

*Fields marked by an * are required fields and you won't be able to proceed to the next step until they are filled

The information in the gray box is populated by your profile, or the profile of the person who created this booking.

Field Name	Instructions
Session Name	You can type in the name of your session or select an existing session from the drop down, provided.
Session Leader	Enter the name of the person who will lead this session.
e-Mail	Enter the e-mail address used to contact the session leader.
Phone	Enter the number used to reach the session leader during the session.

Once the fields are completed, you have four options:

- Click “Next” to continue
- Click “Back” to go back one page
- Click “Save & Exit” to continue at a later time
- Click “Cancel Booking” to cancel this booking process

Step 3: Choose Status and Delivery

The screenshot shows the 'Step 3: Choose Status and Delivery' form in the Booking Tool. The header includes 'Booking Tool' and 'Contact North | Contact Nord'. The form title is 'Step 3: Choose Status and Delivery' with a 'Booking ID#:16736' and a progress indicator '1 2 3 4 5' where '3' is highlighted. The form contains the following fields and options:

- Delivery Method:** A dropdown menu set to 'Online live' with a help icon.
- Additional Options:** Two checkboxes: 'Content upload required (to be forwarded to elearningcontent@contactnorth.ca)' (unchecked) and 'Public session' (checked).
- Registration Type:** A checkbox for 'Continuous registration available' (unchecked) with a help icon.
- Description:** A text area containing the text 'Description to be provided at a later date.' with a help icon.
- No Description:** A checkbox (checked) for 'No Description'.

At the bottom, there are four buttons: 'Save & Exit', 'Cancel Booking', '< Back', and 'Next >'.

Field Name	Instructions
Delivery Method	Select from the drop down, whether the session is online live or online anytime.
Additional Options	Select details about whether content needs to be uploaded and if the session is public.
Registration Type	Check this box if the session can be accessed anytime.
Description	Enter a brief description of what the session will be about
No Description	Check this box if you don't currently have a description

Once your selections are made, you have four options:

- Click “Next” to continue
- Click “Back” to go back one page
- Click “Save & Exit” to continue at a later time
- Click “Cancel Booking” to cancel this booking process

Step 4: Pick dates and locations

Booking Tool Contact North | Contact Nord

Step 4: Pick Dates and Locations 1 2 3 4 5
Booking ID#:16773

All booking times are indicated as EST. Please select all days of the week first, and then select all applicable times. If this is a booking for one specific date, please enter the same start date and end date.

1 → * Start Date: 2012-09-03 * End Date: 2012-09-29 Semester: Fall 2012

2 → Please select the day (s) of the week this course/training/meeting will take place on. You must click SAVE once your dates and times are selected.
Mon: Tue: Wed: Thu: Fri: Sat: Sun:

3 → **Tuesday:**
Start Time: [dropdown] End Time: [dropdown] Recur every 1 week(s)

Show Date & time List Clear All Dates Save

Online Learning Centres:

	Add all	0 items selected	Remove all
Astorville	+		
Atikokan	+		
Attawapiskat First Nation	+		
Bear Island	+		
Beardmore	+		
Big Trout Lake First Nation	+		
Blind River	+		
Boisfield	+		

Select Centre to Edit Dates and Time: -- Select Centre --

Save & Exit Cancel Booking < Back Next >

*Fields marked by an * are required fields and you won't be able to proceed to the next step until they are filled

Complete this area first.

You must click save to proceed beyond this point.

Field Name	Instructions
Start Date	Enter class start date
End Date	Enter class end date
Days	If course is online live, select the days for each class.
Times	For each day you selected, enter a start time and end time. Times are in 24 hour format (military time).
SAVE	You must click this to proceed or you will lose the dates and times you selected.

See what happens after you click SAVE, on the next page.

View/Edits Dates and Times

The screenshot shows the 'View/Edits Dates and Times' interface. At the top, there is a checkbox for 'Show Date & time List' (checked), a 'Clear All Dates' link, and a 'Save' button. Below this is a form for adding a new date and time, with fields for 'Date', 'Start Time', and 'End Time', and an 'Add Another Date' button. A table below shows existing bookings with columns for 'Booking Date', 'Start Time', 'End Time', and 'Comments'. The table contains four rows of bookings for Tuesday, 2012/09/04, 2012/09/11, 2012/09/18, and 2012/09/25, all with a start time of 1:00 and an end time of 3:00. Below the table is a section for 'Online Learning Centres' with a list of centres and a selection interface. The 'Bracebridge' centre is selected. At the bottom, there is a dropdown menu for 'Select Centre to Edit Dates and Time:' with 'Bracebridge' selected, and buttons for 'Save & Exit', 'Cancel Booking', '< Back', and 'Next >'.

← You can ADD more dates and times here

← You can EDIT more dates and times here

← Select centre(s) by clicking the + symbol next to them and remove them by clicking the - symbol in the right column..

← Select locations to edit dates and times for locations already selected.

Once your selections are made, you have four options:

- Click “Next” to continue
- Click “Back” to go back one page
- Click “Save & Exit” to continue at a later time
- Click “Cancel Booking” to cancel this booking process

Step 5: Participant Information

Booking Tool Contact North | Contact Nord

Step 5: Participant Information

1 2 3 4 **5**
Booking ID#:16741

Co-Presenters: After each name is entered, click the "Add Presenter" button. .

Name Enter E-mail address Phone#

Add co-presenters here

Participants: You can submit student participant information by an Excel spreadsheet with the required information (download the template) below.

Download list template (instructions below)

Find and upload completed list, here.

Remove list from here.

Note: You will need to save this file to your hard drive before editing.

After each name is entered, click the "Add Participant" button.

Name Enter E-mail address -- Participant Type --

Location Phone

Comments:

Participants can also be entered, one at a time, by filling in the details and clicking "Add Participant"

Comments:

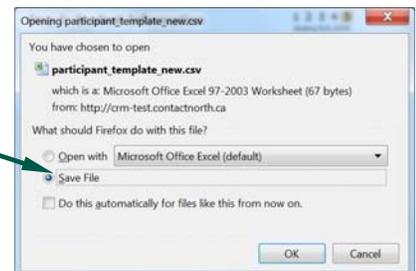
You can add comments or special notes here if you have any.

Field Name	Instructions
------------	--------------

Co-Presenters	Enter co-presenter details and click on "Add Presenter" if you need to add more than one.
----------------------	---

Participants	Click on this link to download the Excel template so that you can create a list for upload rather than entering names one at a time. When you get the download popup, select "Save File" and click OK.
---------------------	--

1. Name your file and save it.
2. Open it to fill it in (see Appendix 1).
3. Save your changes.
4. Click on "Browse" to find the file
5. Click on "Upload File" to populate your list on this form.
6. You can add individual participants in shaded box.



Appendix 1: Participant template

	A	B	C	D
1	Name	Location	Email Address	Phone
2	Student 1	Bracebridge	stu1@anywhere.ca	705-555-1212
3	Student 2	Cornwall	stu2@anywhere.ca	705-555-1213
4	Student 3	Cornwall	stu3@anywhere.ca	705-555-1214
5	Student 4	Kirkland Lake	stu4@anywhere.ca	705-555-1215
6				

Full names are required for each participant.

Once you upload this completed template, here's what you'll see:

Step 5: Participant Information 1 2 3 4 **5**
Booking ID#: 16743

Co-Presenters: After each name is entered, click the "Add Presenter" button.

Participants: You can submit student participant information by an Excel spreadsheet with the required information (download the template) or by manually inputting the information in the fields below.

Note: You will need to save this file to your hard drive before editing.

After each name is entered, click the "Add Participant" button.

Name	Enter E-mail address	Location	Phone	Participant Type
Student 1	stu1@anywhere.ca	Bracebridge	705-555-1212	Participant Type
Student 2	stu2@anywhere.ca	Cornwall	705-555-1213	Participant Type
Student 3	stu3@anywhere.ca	Cornwall	705-555-1214	Participant Type
Student 4	stu4@anywhere.ca	Kirkland Lake	705-555-1215	Participant Type

Here's the list of names that were uploaded, using the template provided.

Once your selections are made, you have four options:

- Click "Next" to continue
- Click "Back" to go back one page
- Click "Save & Exit" to continue at a later time
- Click "Cancel Booking" to cancel this booking process

Review Your Booking

You can now review the information you provided.

Booking ToolContact North | Contact Nord

Review Your Booking

Please review the information you entered below. Click "Edit" on the step where changes are required. Make sure to scroll down to view all steps that can be edited. Select "Submit" to create this booking. For more information, contact scheduling@contactnorth.ca
[Print This Booking](#)

Booking ID#: 16786 **Date** 18/09/201

Step 1: Organization [Edit Step 1](#)
Modified by: Booking Tool Tester, at 2012-09-18 11:21:00

Institution: CN - Instructor Training
Contact: Lise Haché
Cultural Stream: Anglophone

Step 2: Booking Details [Edit Step 2](#)
Modified by: Booking Tool Tester, at 2012-09-18 11:21:46

Session Name: Using the Online Booking Tool
Program Name:
Session Leader: Dee Latourlele
E-mail: dee@contactnorth.ca
Phone: 705-507-6428
Instructor Location: Home/Office/Other
City/Town: Sudbury
Booked By: Booking Tool Tester
E-mail:
Phone:

Step 3: Status and Delivery [Edit Step 3](#)
Modified by: Booking Tool Tester, at 2012-09-18 11:21:55

Delivery Method: online_anytime

Save & Exit Cancel Booking Submit

You can scroll through this page to look at what you entered at each step of the process. If changes are required, you can click on the green "Edit Step#" links, provided at the top of each step.

Once your selections are made, you have three options:

- Click "Submit" to send your request to Contact North | Contact Nord schedulers
- Click "Save & Exit" to submit at a later time
- Click "Cancel Booking" to cancel this booking process

Now that you're created your booking, you will find it listed in your my Bookings page when you login to the Booking Tool. To access a booking on the list, click on the Booking ID number.

Booking Confirmation

The screenshot shows a booking confirmation page. At the top, there is a dark green header with 'Booking Tool' on the left and 'Contact North | Contact Nord' on the right. Below the header, the main content area has a white background. The first line of text is 'Thank you! Your booking has been successfully submitted.' To the right of this, a note states: 'The booking ID provided is the one to reference in any queries to Schedulers at Contact North.' Below this, the text 'Your Booking Code ID# is: 16786' is displayed. A red arrow points from the text 'Booking ID#' to the number '16786'. Below the ID, there is a link 'View/Print Booking'. A green arrow points from the text 'Click this link to View/Print your Booking' to the 'View/Print Booking' link. At the bottom of the page, there are two buttons: 'Back to my list of bookings' on the left and 'Create Another Booking' on the right. Below the buttons is a thin horizontal line.

Booking Tool Contact North | Contact Nord

Thank you! Your booking has been successfully submitted.

Your Booking Code ID# is: 16786

View/Print Booking

Booking ID#

Click this link to View/Print your Booking

The booking ID provided is the one to reference in any queries to Schedulers at Contact North.

If you have any questions regarding your booking please contact the schedulers@contactnorth.ca

After submitting a booking request or when making changes to your booking, you will receive an E-mail from the Contact North | Contact Nord Scheduling Department regarding your submission which will confirm your booking. This confirmation E-mail will verify that your booking request/change has been successfully completed and booked by the Scheduling department as requested by you.

Back to my list of bookings Create Another Booking

Once you click “Submit”, you will get this confirmation screen. From here you can go back to your list of bookings, create another booking or view/print the booking details.

To exit, close the browser window.

Section B: Booking Type - Training

Step 1: Select Organization

Booking Tool
Contact North | Contact Nord

Step 1: Select Organization 1 2 3 4
Booking ID#:16789

* **Organization:** Literacy Province: ON

Street Address: 104-1139, promenade Alloy Drive
City: Thunder Bay Phone: 807-344-1616
Postal Code: P7B 6M8 Fax: 807-344-2390

* **Contact:** Add Another Contact
Tel: 807-344-1616 Fax: 807-344-2390 joanna@contactnorth.ca

Trainer Name: !

Trainer E-mail:

* **Trainer Location:**

City/Town:

Save & Exit
Cancel Booking
Next >

*Fields marked by an * are required fields and you won't be able to proceed to the next step until they are filled

Field Name	Instructions
Organization	Your organization's name is locatted listed, here.
Contact	Select the contact at the institution responsible for this Training Session. *If the desired Contact is not in the list, you can add him/her by clicking the "Add Another Contact" button (see the next page to learn how to add a contact).
Trainer Name	Type in name of person leading this training session.
Trainer e-Mail	Include trainer's e-mail address
Trainer Location	<ol style="list-style-type: none"> 1. For Trainer Location, select either Contact North Centre or Home/Office/Other 2. If you selected Contact North Centre, you now need to select the centre 3. If you selected Home/Office/Other, you must enter Town or City location 4. If location is unknown, select Home/Office/Other and type in TBD.

Once your selections are made, you have three options:

- Click "Next" to continue
- Click "Save & Exit" to save the booking and continue at a later time
- Click "Cancel Booking" to cancel this booking process – the booking will not be saved.

Adding a Contact

6. Click on the “Add Another Contact” button (where available).

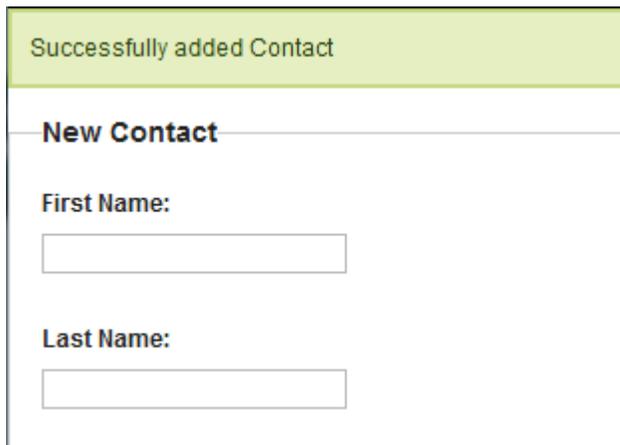
* **Contact:**

7. A new window will open. Fill out the form the resulting form. A detailed list of fields is available on the next page. 

8. Click on the “Submit” button at the bottom of the form.

9. You will receive confirmation that the entry has been

10. Click on the “Close Window” link to return to the booking.

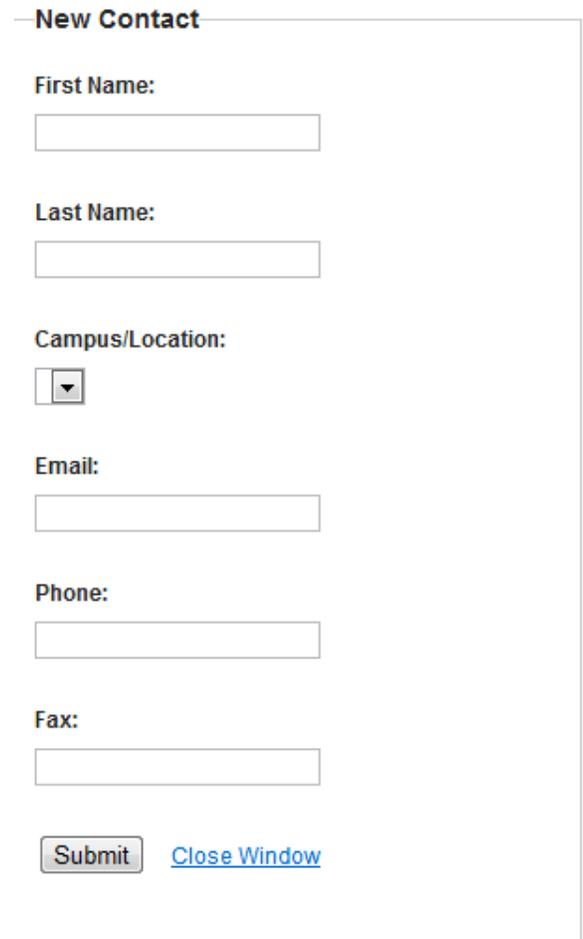


Successfully added Contact

New Contact

First Name:

Last Name:



New Contact

First Name:

Last Name:

Campus/Location:

Email:

Phone:

Fax:

[Close Window](#)

Field Name	Description
Submit	When all information is entered, click on “Submit” or your changes will be lost.
Close Window	Click on this link to close this window.

Step 2: Add Booking Details

Booking Tool
Contact North | Contact Nord

Step 2: Add Booking Details 1 2 3 4
Booking ID#:16769

* Name of Training Session:

Required Software: ?

Prerequisites: ?

* Delivery Method: ?

* To Be Recorded: Yes No

* Target Group: Anglophone Francophone ?

* Training Description:
Maximum 1000 characters

No Description

Save & Exit
Cancel Booking
< Back
Next >

*Fields marked by an * are required fields and you won't be able to proceed to the next step until they are filled

Field Name	Instructions
Name of Training Session	Type in the name of the training session, here.
Required Software	If software is required for this session, add details here.
Delivery Method	How is this training delivered? Select from the drop down list.
To be Recorded?	Would you like a recording of this training session?
Target Group	Select the primary cultural group, targeted for this training.
Training Description	Include a brief description of this training session
No Description	If no description is available, check this box.

Once the fields are completed, you have four options:

- Click “Next” to continue
- Click “Back” to go back one page
- Click “Save & Exit” to continue at a later time
- Click “Cancel Booking” to cancel this booking process

Step 3: Pick dates and locations

Booking Tool Contact North | Contact Nord

Step 4: Pick Dates and Locations 1 2 3 4 5
Booking ID#:16773

All booking times are indicated as EST. Please select all days of the week first, and then select all applicable times. If this is a booking for one specific date, please enter the same start date and end date.

1 → * Start Date: 2012-09-03 * End Date: 2012-09-29 Semester: Fall 2012

2 → Please select the day (s) of the week this course/training/meeting will take place on. You must click SAVE once your dates and times are selected.
Mon: Tue: Wed: Thu: Fri: Sat: Sun:

3 → **Tuesday:**
Start Time: [dropdown] End Time: [dropdown] Recur every 1 week(s)

Show Date & time List Clear All Dates Save

Online Learning Centres:

	Add all	0 items selected	Remove all
Astorville	+		
Atikokan	+		
Attawapiskat First Nation	+		
Bear Island	+		
Beardmore	+		
Big Trout Lake First Nation	+		
Blind River	+		
Boisfield	+		

Select Centre to Edit Dates and Time: -- Select Centre --

Save & Exit Cancel Booking < Back Next >

*Fields marked by an * are required fields and you won't be able to proceed to the next step until they are filled

Complete this area first.

You must click save to proceed beyond this point.

Field Name	Instructions
Start Date	Enter class start date
End Date	Enter class end date
Days	If course is online live, select the days for each class.
Times	For each day you selected, enter a start time and end time. Times are in 24 hour format (military time).
SAVE	You must click this to proceed or you will lose the dates and times you selected.

See what happens after you click SAVE, on the next page.

View/Edits Dates and Times

The screenshot shows the 'View/Edits Dates and Times' interface. At the top, there is a checkbox for 'Show Date & time List' (checked), a 'Clear All Dates' link, and a 'Save' button. Below this is a form for adding new dates with fields for 'Date', 'Start Time', and 'End Time', and an 'Add Another Date' button. A table below shows existing bookings with columns for 'Booking Date', 'Start Time', 'End Time', and 'Comments'. The 'Comments' column contains an 'x' icon for each row. Below the table is a section for 'Online Learning Centres' with a list of centres and a selection interface. At the bottom, there is a dropdown menu for 'Select Centre to Edit Dates and Time:' and buttons for 'Save & Exit', 'Cancel Booking', '< Back', and 'Next >'.

Booking Date	Start Time	End Time	Comments
Tue 2012/09/04	1:00	3:00	x
Tue 2012/09/11	1:00	3:00	x
Tue 2012/09/18	1:00	3:00	x
Tue 2012/09/25	1:00	3:00	x

Online Learning Centres	Selection
Attawapiskat First Nation	+
Bear Island	+
Beardmore	+
Big Trout Lake First Nation	+
Blind River	+
Bonfield	+
Bruce Mines	+
Chapleau	+

Select Centre to Edit Dates and Time:

← You can ADD more dates and times here

← You can EDIT more dates and times here

← Select centre(s) by clicking the + symbol next to them and remove them by clicking the - symbol in the right column..

← Select locations to edit dates and times for locations already selected.

Once your selections are made, you have four options:

- Click “Next” to continue
- Click “Back” to go back one page
- Click “Save & Exit” to continue at a later time
- Click “Cancel Booking” to cancel this booking process

Participant Details

Once you upload this completed template, here's what you'll see:

Booking Tool Contact North | Contact Nord

Step 4: Participant Information 1 2 3 **4**
Booking ID#:16769

Other participants: You can submit student participant information by an Excel spreadsheet with the required information (download the template) or by manually inputting the information in the fields below.

Note: You will need to save this file to your hard drive before editing.

After each name is entered, click the "Add Participant" button.

First Name Last Name Enter E-mail address

City Ontario Country

-- Please Select -- -- Student Type Timezone

Comments:

Click on the text below to edit. [Download Participants](#)

David	Perron	Thunder Bay	David@contactnorth.ca	X
Dee	Labourelle	Sudbury	dee@contactnorth.ca	X
Joanna	Moore	Thunder Bay	joanna@contactnorth.ca	X
Karen	Elliott	St. Catharines	karen@contactnorth.ca	X

Comments:

Here's the list of names that were uploaded, using the template provided.

Once your selections are made, you have four options:

- Click "Next" to continue
- Click "Back" to go back one page
- Click "Save & Exit" to continue at a later time
- Click "Cancel Booking" to cancel this booking process

Review Your Booking

You can now review the information you provided.

Booking Tool Contact North | Contact Nord

Review Your Booking

Please review the information you entered below. Click "Edit" on the step where changes are required. Make sure to scroll down to view all steps that can be edited. Select "Submit" to create this booking. For more information, contact scheduling@contactnorth.ca
[Print This Booking](#)

Booking ID#: 16786 Date 18/09/201

Step 1: Organization [Edit Step 1](#)
Modified by: Booking Tool Tester, at 2012-09-18 11:21:00

Institution: CN - Instructor Training
Contact: Lise Haché
Cultural Stream: Anglophone

Step 2: Booking Details [Edit Step 2](#)
Modified by: Booking Tool Tester, at 2012-09-18 11:21:46

Session Name: Using the Online Booking Tool
Program Name:
Session Leader: Dee Latourlele
E-mail: dee@contactnorth.ca
Phone: 705-507-6428
Instructor Location: Home/Office/Other
City/Town: Sudbury
Booked By: Booking Tool Tester
E-mail:
Phone:

Step 3: Status and Delivery [Edit Step 3](#)
Modified by: Booking Tool Tester, at 2012-09-18 11:21:55

Delivery Method: online_anytime

[Save & Exit](#) [Cancel Booking](#) [Submit](#)

You can scroll through this page to look at what you entered at each step of the process. If changes are required, you can click on the green "Edit Step#" links, provided at the top of each step.

Once your selections are made, you have three options:

- Click "Submit" to send your request to Contact North | Contact Nord schedulers
- Click "Save & Exit" to submit at a later time
- Click "Cancel Booking" to cancel this booking process

Now that you're created your booking, you will find it listed in your my Bookings page when you login to the Booking Tool. To access a booking on the list, click on the Booking ID number.

Booking Confirmation

The screenshot shows a booking confirmation page. At the top, there is a dark green header with 'Booking Tool' on the left and 'Contact North | Contact Nord' on the right. Below the header, the main content area has a white background. The first line of text is 'Thank you! Your booking has been successfully submitted.' To the right of this, there is a note: 'The booking ID provided is the one to reference in any queries to Schedulers at Contact North.' Below this, the text 'Your Booking Code ID# is: 16786' is displayed. A red arrow points from the text 'Booking ID#' to the number '16786'. Below the ID number, there is a link 'View/Print Booking'. A green arrow points from the text 'Click this link to View/Print your Booking' to the 'View/Print Booking' link. At the bottom of the page, there are two buttons: 'Back to my list of bookings' and 'Create Another Booking'. Below the buttons, there is a horizontal line.

Booking Tool Contact North | Contact Nord

Thank you! Your booking has been successfully submitted.

Your Booking Code ID# is: 16786

View/Print Booking

Booking ID#

Click this link to View/Print your Booking

The booking ID provided is the one to reference in any queries to Schedulers at Contact North.

If you have any questions regarding your booking please contact the schedulers@contactnorth.ca

After submitting a booking request or when making changes to your booking, you will receive an E-mail from the Contact North | Contact Nord Scheduling Department regarding your submission which will confirm your booking. This confirmation E-mail will verify that your booking request/change has been successfully completed and booked by the Scheduling department as requested by you.

Back to my list of bookings Create Another Booking

Once you click “Submit”, you will get this confirmation screen. From here you can go back to your list of bookings, create another booking or view/print the booking details.

To exit, close the browser window.

Section C: Booking Type - Meeting

Step 1: Select Organization

*Fields marked by an * are required fields and you won't be able to proceed to the next step until they are filled

Field Name	Instructions
Organization	Your organization's name is located here.
Contact	Select the contact at the institution responsible for this Meeting. *If the desired Contact is not in the list, you can add him/her by clicking the "Add Another Contact" button (see the next page to learn how to add a contact).
Chairperson	Type in name of person leading this meeting.
Chairperson e-Mail	Include Chairperson's e-mail address
Chairperson Location	5. For Trainer Location, select either Contact North Centre or Home/Office/Other 6. If you selected Contact North Centre, you now need to select the centre 7. If you selected Home/Office/Other, you must enter Town or City location 8. If location is unknown, select Home/Office/Other and type in TBD.
Co-Chairperson	Add co-chairperson details here then click "Add Co-Chairperson" button

Once your selections are made, you have three options:

- Click "Next" to continue
- Click "Save & Exit" to save the booking and continue at a later time
- Click "Cancel Booking" to cancel this booking process – the booking will not be saved.

Adding a Contact

11. Click on the “Add Another Contact” button (where available).

* **Contact:**

12. A new window will open. Fill out the form the resulting form. A detailed list of fields is available on the next page.

13. Click on the “Submit” button at the bottom of the form.

14. You will receive confirmation that the entry has been

15. Click on the “Close Window” link to return to the booking.

Successfully added Contact

New Contact

First Name:

Last Name:

New Contact

First Name:

Last Name:

Campus/Location:

Email:

Phone:

Fax:

[Close Window](#)

Field Name	Description
Submit	When all information is entered, click on “Submit” or your changes will be lost.
Close Window	Click on this link to close this window.

Step 2: Add Booking Details

Step 2: Add Booking Details 1 2 3 4
Booking ID#:16948

* Meeting Title:

Equipment Required: Projector and Large Screen
 Internet Connection for Trainer only
 Internet Connection for participants * Number of connections required
 Smart Board

* To Be Recorded?: Yes No

* Meeting Description:

No Description

*Fields marked by an * are required fields and you won't be able to proceed to the next step until they are filled

Field Name	Instructions
Meeting Title	Type in the title of the meeting, here.
Equipment Required	Select from available options
To be Recorded?	Would you like a recording of this training session?
Meeting Description	Include a brief description for this meeting.
No Description	If no description is available, check this box.

Once the fields are completed, you have four options:

- Click “Next” to continue
- Click “Back” to go back one page
- Click “Save & Exit” to continue at a later time
- Click “Cancel Booking” to cancel this booking process

Step 3: Pick dates and locations

*Fields marked by an * are required fields and you won't be able to proceed to the next step until they are filled

- 1 →
- 2 →
- 3 →

Complete this area first.

You must click save to proceed beyond this point.

Field Name	Instructions
Start Date	Enter class start date
End Date	Enter class end date
Days	If course is online live, select the days for each class.
Times	For each day you selected, enter a start time and end time. Times are in 24 hour format (military time).
SAVE	You must click this to proceed or you will lose the dates and times you selected.

See what happens after you click SAVE, on the next page.

View/Edits Dates and Times

The screenshot shows the 'View/Edits Dates and Times' interface. At the top, there is a checkbox for 'Show Date & time List' (checked), a 'Clear All Dates' link, and a 'Save' button. Below this is a form for adding a new date and time, with fields for 'Date', 'Start Time', and 'End Time', and an 'Add Another Date' button. A table below shows existing bookings with columns for 'Booking Date', 'Start Time', 'End Time', and 'Comments'. The table contains four rows of bookings for Tuesday, 2012/09/04, 2012/09/11, 2012/09/18, and 2012/09/25, all with a start time of 1:00 and an end time of 3:00. Below the table is a section for 'Online Learning Centres' with a list of centres and a selection interface. The 'Bracebridge' centre is selected. At the bottom, there is a dropdown menu for 'Select Centre to Edit Dates and Time:' with 'Bracebridge' selected, and buttons for 'Save & Exit', 'Cancel Booking', '< Back', and 'Next >'.

Booking Date	Start Time	End Time	Comments
Tue 2012/09/04	1:00	3:00	
Tue 2012/09/11	1:00	3:00	
Tue 2012/09/18	1:00	3:00	
Tue 2012/09/25	1:00	3:00	

Online Learning Centres	Selection
Attawapiskat First Nation	+
Bear Island	+
Beardmore	+
Big Trout Lake First Nation	+
Blind River	+
Bonfield	+
Bruce Mines	+
Chapleau	+

Select Centre to Edit Dates and Time:

You can ADD more dates and times here

You can EDIT more dates and times here

Select centre(s) by clicking the + symbol next to them and remove them by clicking the - symbol in the right column..

Select locations to edit dates and times for locations already selected.

Once your selections are made, you have four options:

- Click “Next” to continue
- Click “Back” to go back one page
- Click “Save & Exit” to continue at a later time
- Click “Cancel Booking” to cancel this booking process

Step 4: Participant Information

Other participants: You can submit student participant information by an Excel spreadsheet with the required information (download the template) below.

Download list template (instructions, below)

Find and upload completed list, here. (see Sample File)

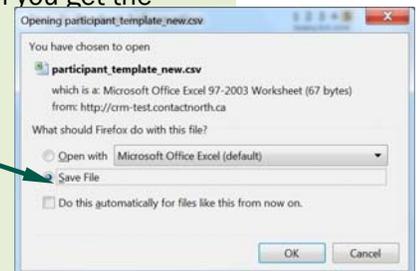
Remove list from here.

Participants can also be entered, one at a time, by filing in the details and clicking "Add Participant"

You can add comments or special notes here if you have any.

Field Name Instructions

- Other Participants**
- Click on this link to download the Excel template so that you can create a list for upload rather than entering names one at a time. When you get the download popup, select "Save File" and click OK.
 - 13. Name your file and save it.
 - 14. Open it to fill it in.
 - 15. Save your changes.
 - 16. Click on "Browse" to find the file
 - 17. Click on "Upload File" to populate your list on this form.
 - 18. You can also add participant details, individually in the shaded box



Sample File: Participant template

	A	B	C	D	E	F	G	H
1	EMAIL	FIRSTNAME	LASTNAME	CITY	PROVINCE	COUNTRY	CENTRE	COMM
2	dee@contactnorth.ca	Dee	Latourelle	Sudbury	ON	Canada	Sudbury	
3	joanna@contactnorth.ca	Joanna	Moore	Thunder Bay	ON	Canada	Thunder Bay	
4	David@contactnorth.ca	David	Perron	Thunder Bay	ON	Canada	Thunder Bay	
5	karen@contactnorth.ca	Karen	Elliott	Leaskdale	ON	Canada	St. Catharines	
6								
7								

Full names are required for each participant.

Participant Details

Once you upload this completed template, here's what you'll see:

Booking Tool Contact North | Contact Nord

Step 4: Participant Information

1 2 3 4
Booking ID#:16769

Other participants: You can submit student participant information by an Excel spreadsheet with the required information (download the template) or by manually inputting the information in the fields below.

Note: You will need to save this file to your hard drive before editing.

After each name is entered, click the "Add Participant" button.

First Name Last Name Enter E-mail address
City Ontario Country
-- Please Select -- -- Student Type Timezone

Comments:

Click on the text below to edit. [Download Participants](#)

David	Perron	Thunder Bay	David@contactnorth.ca	X
Dee	Latourelle	Sudbury	dee@contactnorth.ca	X
Joanna	Moore	Thunder Bay	joanna@contactnorth.ca	X
Karen	Elliott	St. Catharines	karen@contactnorth.ca	X

Comments:

Here's the list of names that were uploaded, using the template provided.

Once your selections are made, you have four options:

- Click "Next" to continue
- Click "Back" to go back one page
- Click "Save & Exit" to continue at a later time
- Click "Cancel Booking" to cancel this booking process

Review Your Booking

You can now review the information you provided.

Booking Tool Contact North | Contact Nord

Review Your Booking

Please review the information you entered below. Click "Edit" on the step where changes are required. Make sure to scroll down to view all steps that can be edited. Select "Submit" to create this booking. For more information, contact scheduling@contactnorth.ca
[Print This Booking](#)

Booking ID#: 16786 Date 18/09/201

Step 1: Organization [Edit Step 1](#)
Modified by: Booking Tool Tester, at 2012-09-18 11:21:00

Institution: CN - Instructor Training
Contact: Lise Haché
Cultural Stream: Anglophone

Step 2: Booking Details [Edit Step 2](#)
Modified by: Booking Tool Tester, at 2012-09-18 11:21:46

Session Name: Using the Online Booking Tool
Program Name:
Session Leader: Dee Latourlele
E-mail: dee@contactnorth.ca
Phone: 705-507-6428
Instructor Location: Home/Office/Other
City/Town: Sudbury
Booked By: Booking Tool Tester
E-mail:
Phone:

Step 3: Status and Delivery [Edit Step 3](#)
Modified by: Booking Tool Tester, at 2012-09-18 11:21:55

Delivery Method: online_anytime

Save & Exit Cancel Booking Submit

You can scroll through this page to look at what you entered at each step of the process. If changes are required, you can click on the green “Edit Step#” links, provided at the top of each step.

Once your selections are made, you have three options:

- Click “Submit” to send your request to Contact North | Contact Nord schedulers
- Click “Save & Exit” to submit at a later time
- Click “Cancel Booking” to cancel this booking process

Now that you’ve created your booking, you will find it listed in your my Bookings page when you login to the Booking Tool. To access a booking on the list, click on the Booking ID number.

Booking Confirmation

The screenshot shows a booking confirmation page. At the top, there is a dark green header with 'Booking Tool' on the left and 'Contact North | Contact Nord' on the right. Below the header, the main content area has a white background. The first line of text reads 'Thank you! Your booking has been successfully submitted.' To the right of this, a note states 'The booking ID provided is the one to reference in any queries to Schedulers at Contact North.' Below this, the text 'Your Booking Code ID# is: 16786' is displayed. A red arrow points from the text 'Booking ID#' to the number '16786'. Below the ID number, there is a link 'View/Print Booking'. A green arrow points from the text 'Click this link to View/Print your Booking' to the 'View/Print Booking' link. At the bottom of the page, there are two buttons: 'Back to my list of bookings' on the left and 'Create Another Booking' on the right. Below the buttons, there is a thin horizontal line.

Booking Tool Contact North | Contact Nord

Thank you! Your booking has been successfully submitted.

The booking ID provided is the one to reference in any queries to Schedulers at Contact North.

Your Booking Code ID# is: 16786

Booking ID#

View/Print Booking

Click this link to View/Print your Booking

If you have any questions regarding your booking please contact the schedulers@contactnorth.ca

After submitting a booking request or when making changes to your booking, you will receive an E-mail from the Contact North | Contact Nord Scheduling Department regarding your submission which will confirm your booking. This confirmation E-mail will verify that your booking request/change has been successfully completed and booked by the Scheduling department as requested by you.

Back to my list of bookings Create Another Booking

Once you click “Submit”, you will get this confirmation screen. From here you can go back to your list of bookings, create another booking or view/print the booking details.

To exit, close the browser window.