

ONLINE POSTER TRAINING INFORMATION

The Online Poster training session will show you how to use and make the most of your Online Poster Account on www.do-it.org.uk.

The 3 hour training session covers:

- Introduction to YouthNet and do-it.org.uk
- How to log-in and navigate on the Online Poster System
- Using your Main Account and create Sub Accounts
- Storing and advertise opportunities on www.do-it.org.uk
- How to use Postcode and County locations
- Account maintenance, including copying and reassigning opportunities and locations
- Managing your account and writing opportunities for the web
- Exercises and Q&A

Locations and dates

The Online Poster training is normally offered monthly at YouthNet's office in Old Street, London.

The next available dates:

- 2nd April 2008 from 2:00pm to 5:00 pm
- 4th June 2008 from 10.30am to 2.30pm
- 5th September 2008 from 10.30am to 2.30pm

Cost and payment:

The membership fee is inclusive of one FREE training session for **1 delegate**.

If you would like to train more than 1 person, a charge is payable per delegate as follows:

- Voluntary Sector: **£65 + VAT per delegate**
- Public sector: **£85 + VAT per delegate**

If you would like us to train more than 1 person, please indicate this in your booking form and we will invoice your organisation after the training.

Cancellation policy

Notification of cancellation has to be given in writing by email: op.enquiries@do-it.org.uk, by fax: 020 7250 3695, or by post: Partnerships Team, YouthNet, First Floor, 50 Featherstone Street, London EC1Y 8RT

Notice period before training	Cancellation fee
7 working days or more	No fee
Less than 7 working days	50% of training fee quoted

The cancellation fee will be waived if cancellation is due to causes beyond reasonable control.

How to book a training session

Fill in an Online Poster training booking form and send it back to us (a copy of this form is enclosed).

Send the form either by email to op.enquiries@do-it.org.uk or by post to Partnerships Team, YouthNet, First Floor, 50 Featherstone Street, London EC1Y 8RT

When we receive your booking form, we will send you a confirmation with details of your booking.

Please note that at present we can only offer training to 8 delegates per session and we reserve the right to cancel a session where we have less than 3 delegates booked for each session.

Tailored training

Tailored training for organisations wishing to train up to eight people can also be arranged. The fee is £200 +VAT for training held at YouthNet's office. The session will be tailored to your specific needs and we will look at the best way of using your account.

Please contact us if you would like more information about tailored training.

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