PDST

Professional Development Service for Teachers | **An tSeirbhís um Fhorbairt Ghairmiúil do Mhúinteoirí**

Online Booking Explained

PDST has recently set up an online booking system for our events (workshops / seminars / conferences). This is in order to streamline the system of bookings nationally due to the large volume of courses run in all education centres. The majority of our events will be booked through this central system. However, some of our events, targeted at specific audiences, will need to be booked on the traditional system through individual education centres.

All flyers / letters issued about events will specify how to apply and will provide the relevant links etc

Each event will accept a maximum number of participants. When the maximum is reached , the system will invite the teacher to register on a waiting list. Therefore if bookings are cancelled, that teacher will be offered a place by e mail and if sufficient names appear on waiting lists , additional courses will be provided.

After the event has taken place, the system creates a roll of attendance.

There are a number of ways to access the online booking system:
- ▶ **www.pdst.ie/onlinebooking**
- ▶ **Go to www.pdst.ie click on primary or post primary and under the picture you will see this symbol:** ➡

Or at the top of our website, at all times, you will see:

When you visit the site for the first time you will be asked to register- this involves entering your surname, date of birth and Teaching Council number. The site will cross-reference your details with the Teaching Council register. If a teacher tries to log in with different details (e.g. use of maiden name instead of marriage name; Irish version of a surname), the system will not recognise it as it is not compatible with the details on the Teaching Council register. So please be sure that the details you enter are exactly as they appear on the register.

You can consult the Teaching Council Register at :

http://www.teachingcouncil.ie/en/Registration/Register-of-Teachers/Search-the-Register/
to search for your **exact** details.

You will then proceed to another page where you must enter further details:

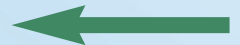|	
Username *	
Password *	
	Password must be at least 4 characters and must include at least one upper case letter, one lower case letter, and one numeric digit.
Confirm Password *	
Title *	Mr
First name *	
Last name *	Cregan
Teaching Council Number *	117122
Email *	
Mobile number *	
Date of Birth *	26-Jan-1983
School	ABACAS Kilbarrack (20375I)
Sector *	Primary
Classes	☐ Junior Infants ☐ Senior Infants ☐ First Class ☐ Second Class ☐ Third Class ☐ Fourth Class ☐ Fifth Class ☐ Sixth Class ☐ Learning Support ☐ Resource ☐ Other

SAVE   CANCEL

* Please do not include fadas in your username

* Start typing in your roll number here and your school name should appear

You will then have an account with PDST! Please take note of your username and password..

Fis Foghlaim Forbairt

www.pdst.ie

To book a place on a course, you need to search for the course.
You can filter the courses as follows:

Once you have found the course you wish to attend click **'click here to book'.**
You will see further details of the course. Click the yellow **'book'** box and you will be registered on this course.

Once you have booked you will see some options at the top of the page (see image below).

If you click on **'my events (courses)'** you will be able to view the courses that you have booked and any previous/past courses you have attended. By clicking on **'cancel booking'** your booking will be cancelled.

If you click on '**download professional development record'** you will be able to get a list of all of the courses that you have attended (these will have been confirmed by your signature on the roll sheet at the event).

Thank you for taking the time to read this information leaflet!

If you have any further issues registering please contact: **onlinebooking@pdst.ie**

Fís Foghlaim Forbairt