

What works in SEND (WWiS) Digital Learning Platform: User Guide

The purpose of this document

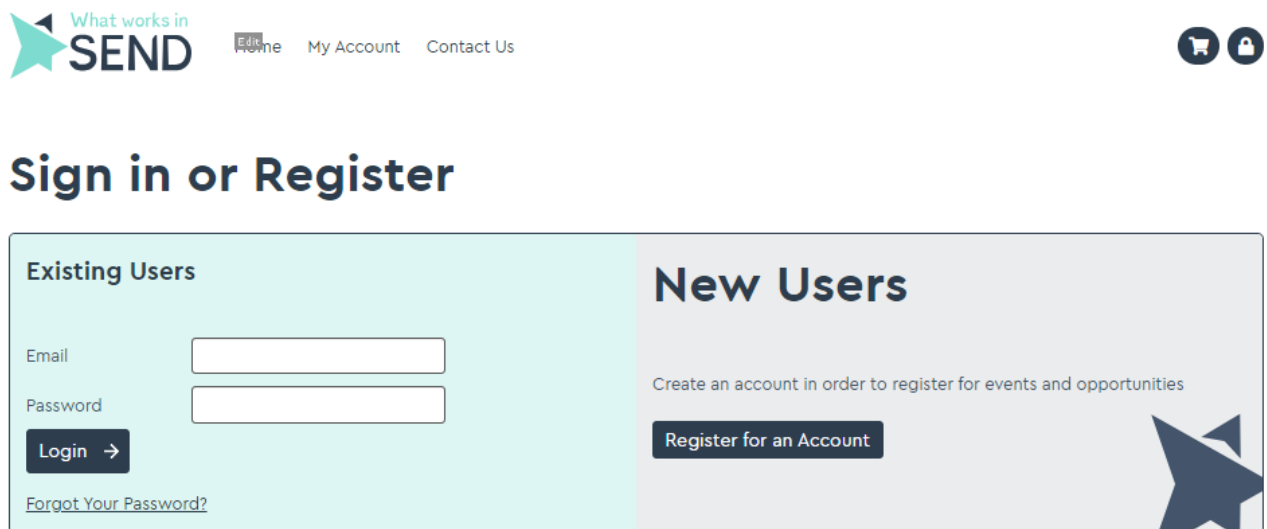
This user guide demonstrates how to sign up to the WWiS Digital Learning Platform.

The Digital Learning Platform is where you can register for both our in-person and virtual events.

To access the platform, please follow this link: <https://collaboration.whatworks-send.org.uk/>

Registering for an account

If you are a new user, you will need to register for an account to sign in. If you are an existing user, you will need to sign in. See figure 1 below.



What works in
SEND Home My Account Contact Us

Existing Users

Email

Password

Login →

[Forgot Your Password?](#)

New Users

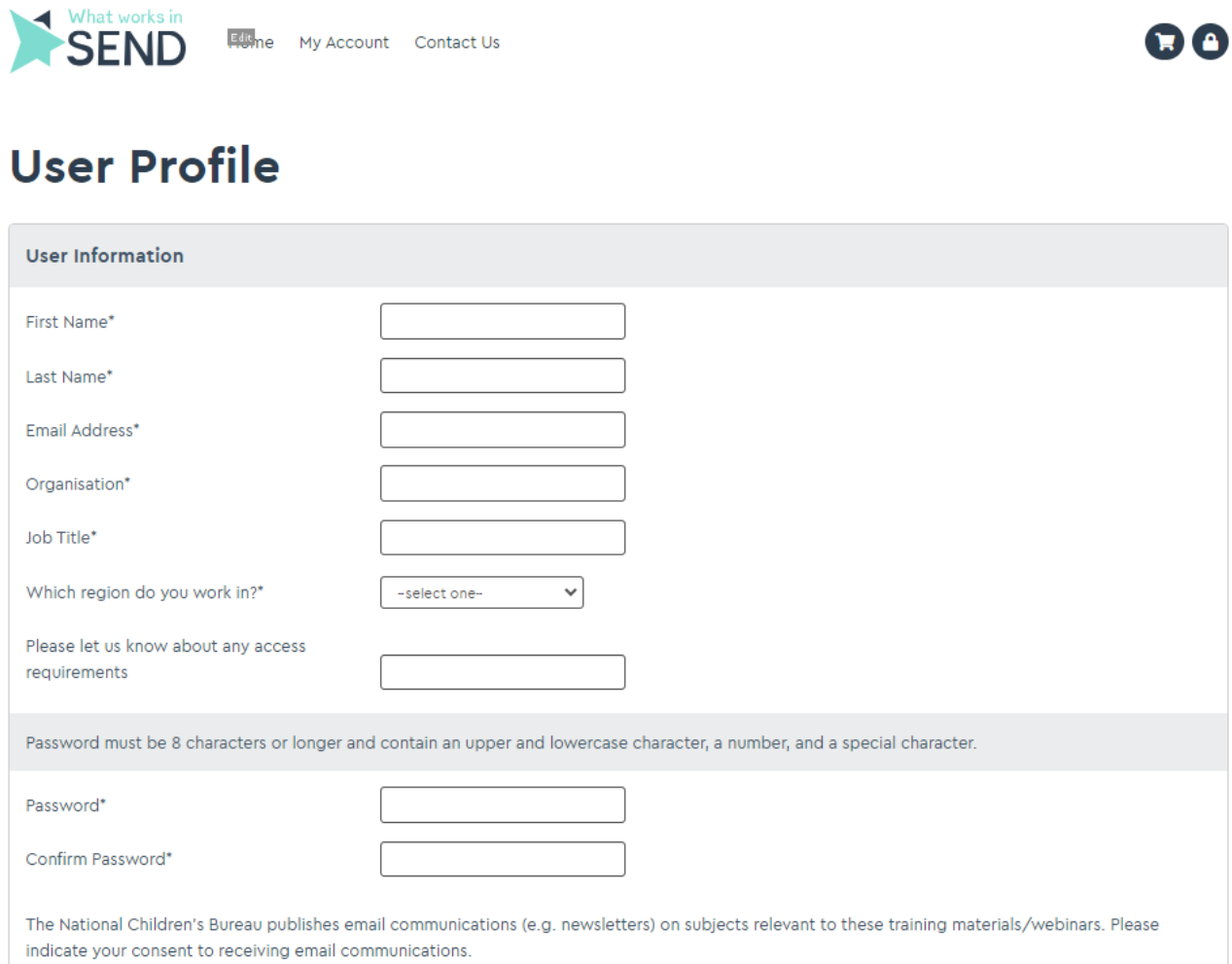
Create an account in order to register for events and opportunities

Register for an Account

Figure 1

New user

To register for a new account, you will be prompted to fill in the details below and create an account password. Click 'submit' when you have finished. See figure 2 below.



The screenshot shows the 'User Profile' registration form on the 'What works in SEND' website. The form is titled 'User Information' and contains the following fields:

- First Name* (text input)
- Last Name* (text input)
- Email Address* (text input)
- Organisation* (text input)
- Job Title* (text input)
- Which region do you work in?* (dropdown menu with '-select one-' selected)
- Please let us know about any access requirements (text input)
- Password* (text input)
- Confirm Password* (text input)

A password requirement note is displayed: "Password must be 8 characters or longer and contain an upper and lowercase character, a number, and a special character." At the bottom of the form, there is a consent statement: "The National Children's Bureau publishes email communications (e.g. newsletters) on subjects relevant to these training materials/webinars. Please indicate your consent to receiving email communications."

Figure 2

Once you have logged in/signed up, you will see the 'My Account Dashboard' page. See figure 3 below.

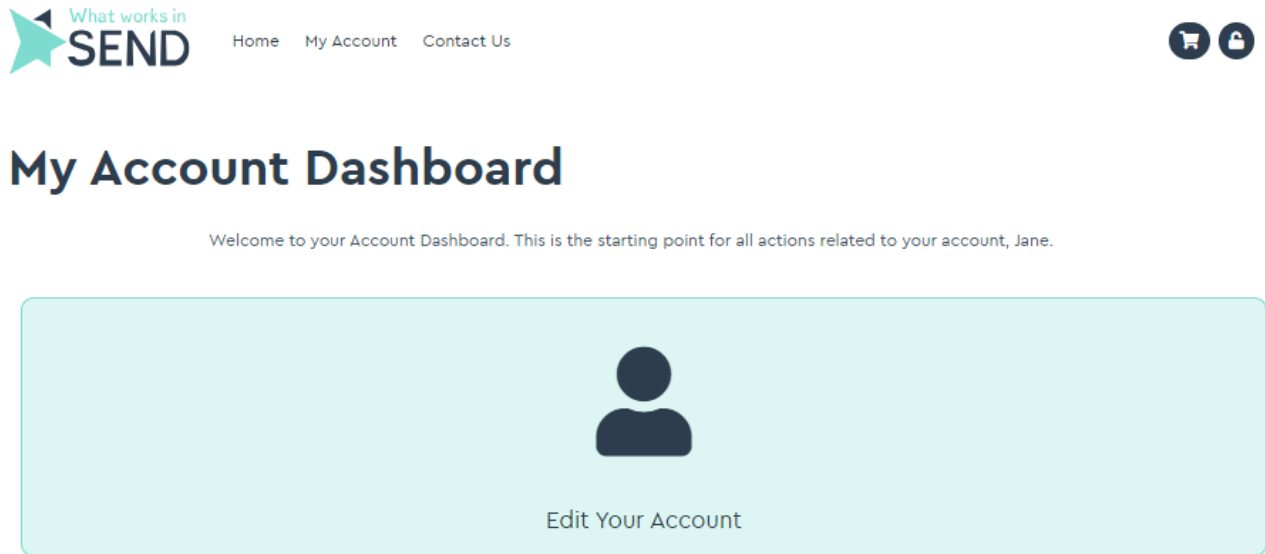


Figure 3

How to register for an event

Click on the activity or event you want to access or engage with. As an example, the following steps show you how to register for one of our learning seminars. See figure 4 below.



All Products

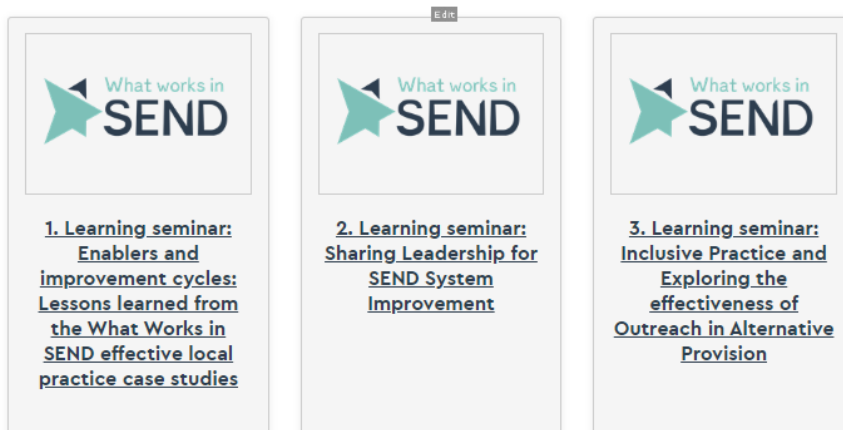


Figure 4

You will then see a page with the available events you can register for and an option to complete your booking.

Click on **'register'** if there is only one event showing, if there are multiple events showing select the events and click **'add to cart'** once you are ready to proceed. See figure 5 below.

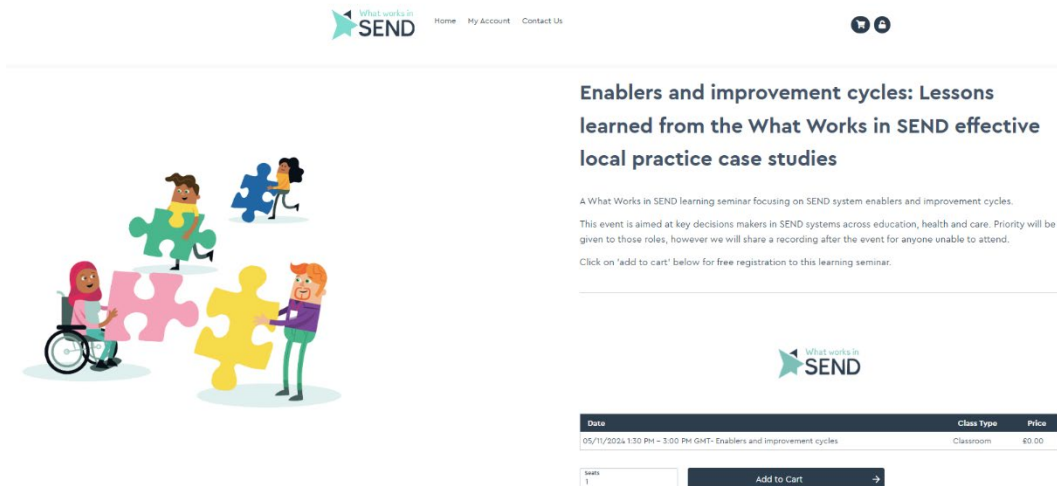


Figure 5

You will then be redirected to the **'Shopping Cart'**. See figure 6 below.

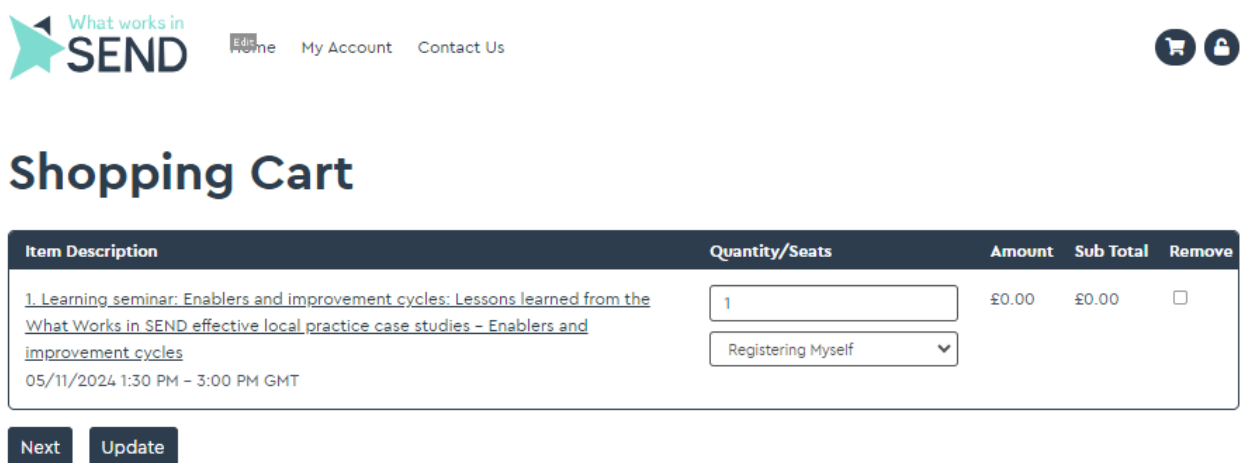


Figure 6

Click on **'next'** and you will be able to see that your Order has been confirmed. See figure 7 below.

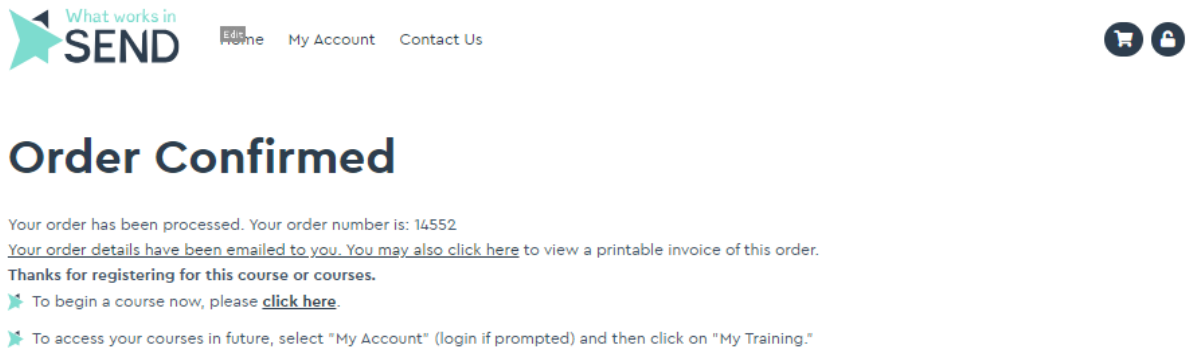


Figure 7

Click back to **'My Account'** at the top of the page to return to your dashboard where you can select **'My Training'** to see the details of all your bookings which will look something like figure 8 below.

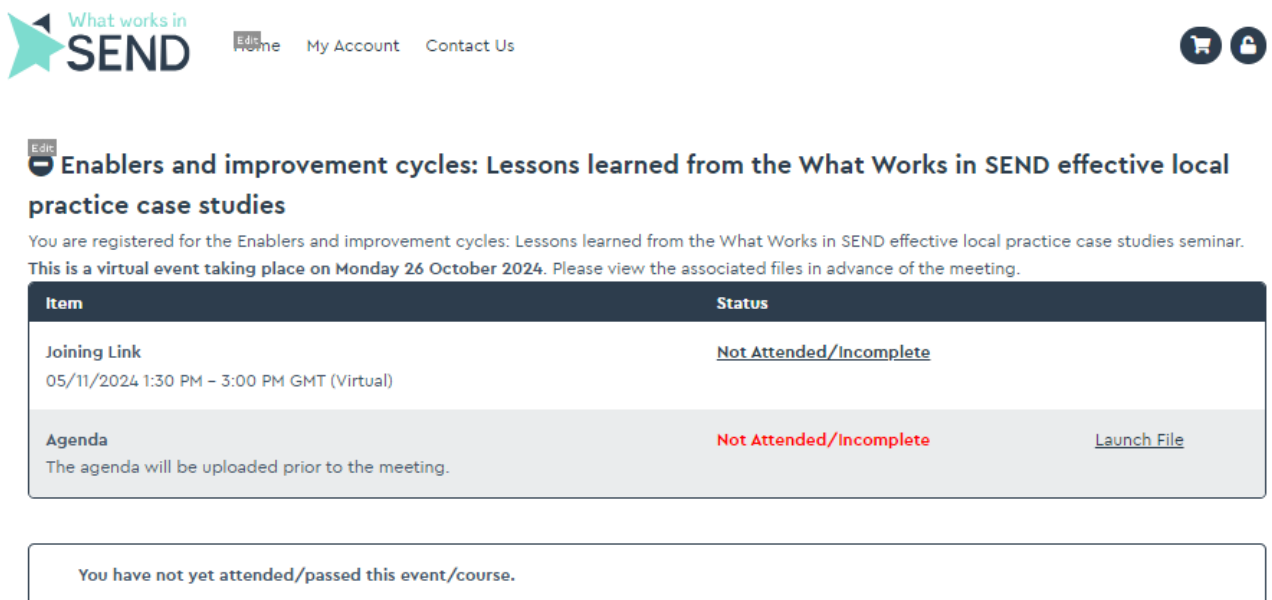


Figure 8

You will receive email confirmation for your booking, and you can log back in at a later date to access information about the full details of the event. If you do not receive your confirmation email, remember to check your spam/junk folder. If you still have not received it, please email us.

You will be able to access all future events and e-learning opportunities on the Digital Learning Platform, which will be regularly updated throughout the programme.

If you have any issues using the platform or need to cancel or amend your booking, please contact us at: whatworks-send@ncb.org.uk