

## How to register onto a workshop – a step-by-step guide

Before you begin, please note that as part of this booking process involves signing in to or registering for a Turn2us Intermediary Account. A booking should be made by the person wishing to attend the workshop.

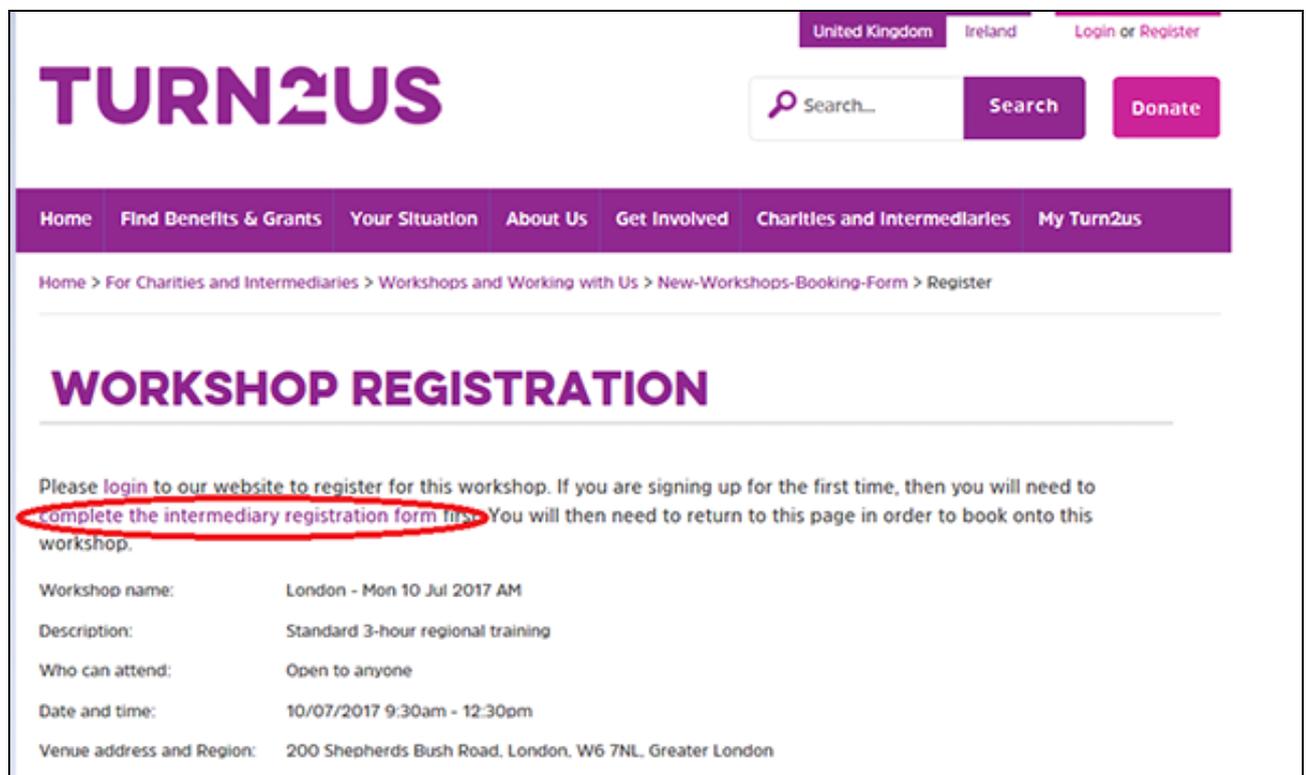
1. Where to book:
  - a. If you are booking onto a regional workshop please visit [www.turn2us.org.uk/turn2us-workshops](http://www.turn2us.org.uk/turn2us-workshops) and click on the 'Register' button beside the workshop you wish to attend
  - b. If you are booking onto a Grants workshop, please visit [www.turn2us.org.uk/grants-workshops](http://www.turn2us.org.uk/grants-workshops) and click on the 'Register' button beside the workshop you wish to attend
  - c. Or if you are booking onto an in-house Benefits Calculator and Grants Search workshop please click on the link you will be send via email

If you already have your own Turn2us Intermediary Account, please go to step 6. (Please note: Setting up an organisation in our system will not set you up with your own intermediary account.)

If you *don't* already have a Turn2us Intermediary Account, go to step 2.

### If you don't have a Turn2us Intermediary Account

2. Click on the link that says: 'Complete the intermediary registration form'.



United Kingdom Ireland Login or Register

# TURN2US

Search... Search Donate

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Home > For Charities and Intermediaries > Workshops and Working with Us > New-Workshops-Booking-Form > Register

## WORKSHOP REGISTRATION

Please login to our website to register for this workshop. If you are signing up for the first time, then you will need to **complete the intermediary registration form first**. You will then need to return to this page in order to book onto this workshop.

Workshop name:	London - Mon 10 Jul 2017 AM
Description:	Standard 3-hour regional training
Who can attend:	Open to anyone
Date and time:	10/07/2017 9:30am - 12:30pm
Venue address and Region:	200 Shepherds Bush Road, London, W6 7NL, Greater London

The first step is to find your organisation so your personal Intermediary Account can be connected to it.

Type the first three letters of your organisation into the search box.

If your organisation *doesn't* appear please move on to step 3.

If your organisation appears, please select it and click 'Continue.'

On the next page, you can:

- Select your branch, or
- Click 'My organisation has no branches', or
- Set up a branch by clicking 'my branch is not listed.' Please note: A branch may be a separate office, department, team or scheme within an organisation.

Then move on to step 4.

**Branch / Office Details**

Branches may be a separate office, department, team or scheme with an organisation.

Does your organisation have branches?\*

No

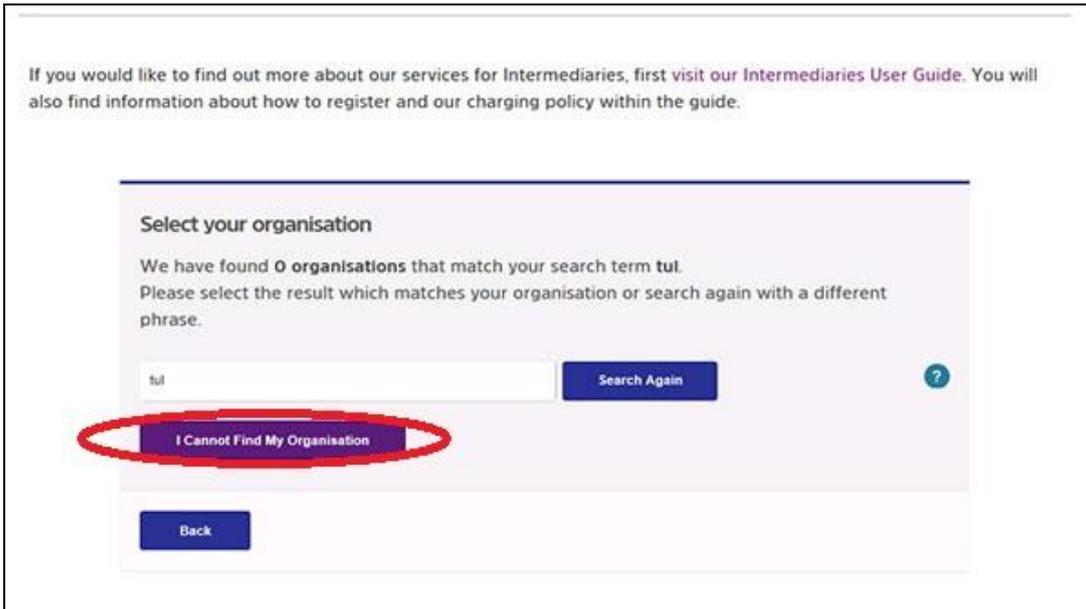
Yes

Are you an independent advisor or do you work for yourself?\*

Yes

Back Continue

3. If you can't find your organisation, click the 'I can't find my organisation' button which appears when you click 'search' and no results are found.



Then enter the details of your organisation on the next page:

**Request a new organisation**

Please submit the form below to set up your organisation within MyTurn2us. Approved intermediaries from the same organisation will be able to view each other's client's and intermediary benefits calculations. Read more on the [Intermediary user guide](#).

Registered charities, community groups and social enterprises have full access to our intermediary tools for free. Commercial organisations, local authorities and some Housing Associations are required to pay an annual licence fee to use the Intermediary benefits calculator. Please [view our Fee Structure](#) for further information.

Organisation name\*  ?

Postcode\*  Find address ?

Region\*  ?

Sector\*  ?

Kind of people you work with\*  
(Please select up to two)

- Carers
- Children
- Disability
- Ethnic minorities
- Families/relationships
- General public
- Housing/homelessness
- Learning difficulties
- Local community
- Low income/people in poverty
- Low literacy
- Mental health
- Offenders and exoffenders

Next add details of your branch, if applicable. Please note: A branch may be a separate office, department, team or scheme within an organisation.

**Branch / Office Details**

Branches may be a separate office, department, team or scheme with an organisation.

Does your organisation have branches?\*

No  
 Yes

Are you an independent advisor or do you work for yourself?\*

Yes

**Back** **Continue**

4. After clicking 'continue' you will be taken to the Intermediary Registration page. This is to set up your personal Intermediary Account, connected to your organisation:

**INTERMEDIARY REGISTRATION**

Intermediaries: complete the form below to register for an intermediary My Turn2us account so you can book onto a regional workshop and use our resources for professionals and volunteers.

If you would like to find out more about our services for Intermediaries, first visit our [Intermediaries User Guide](#). You will also find information about how to register and our charging policy within the guide.

**Your details** \* Required

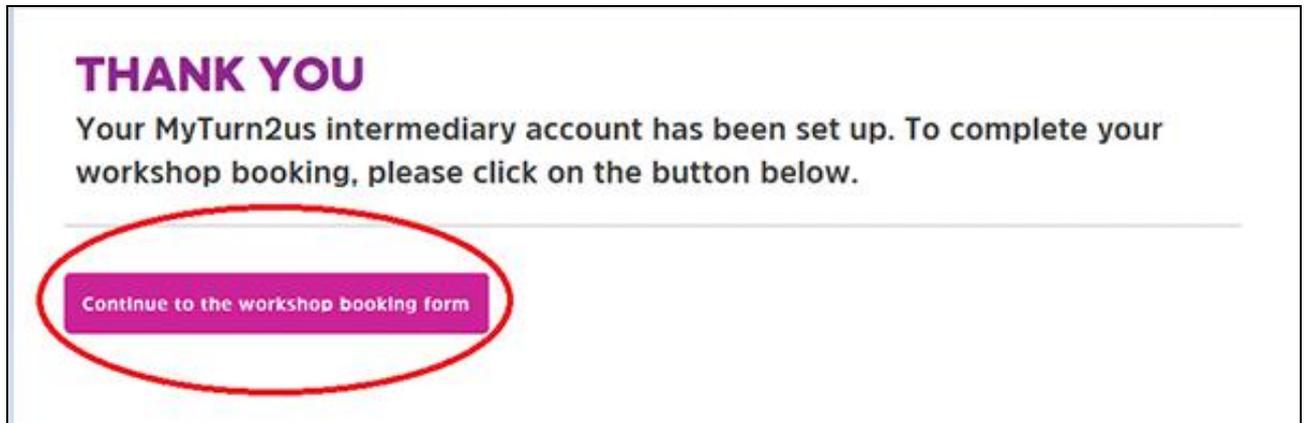
Title\* Please select...  
First name\*  
Last Name\*  
Job title\*  
Telephone number\*

**Your account log-in details** \* Required

Enter your details, accept the Terms and Conditions. Click 'Continue'.

5. You will be taken to a page confirming your Intermediary account has been set up.

To confirm your place on the workshop as well please click the 'Continue to the workshop booking form button'.



On the next page, please accept the Terms and Conditions and click 'Register'.

Home > Find Benefits & Grants > Your Situation > About Us > Get Involved > Charities and Intermediaries > My Turn2us

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Please ensure you bring your username and password on the day. Your username is [training@turn2us.org.uk](mailto:training@turn2us.org.uk) and if you misplace your password you can generate a new one via [Forgotten Username](#) or [Password](#).

I agree to the following Terms and Conditions:  
I agree to find someone to fill my place if I cannot attend and to give 5 working days notice where I plan to do so.  
I agree to complete a follow-up survey

[Register](#)

### Your Details:

Organisation: T2U Training  
Branch: n/a  
Sector:  
First Name: Michelle

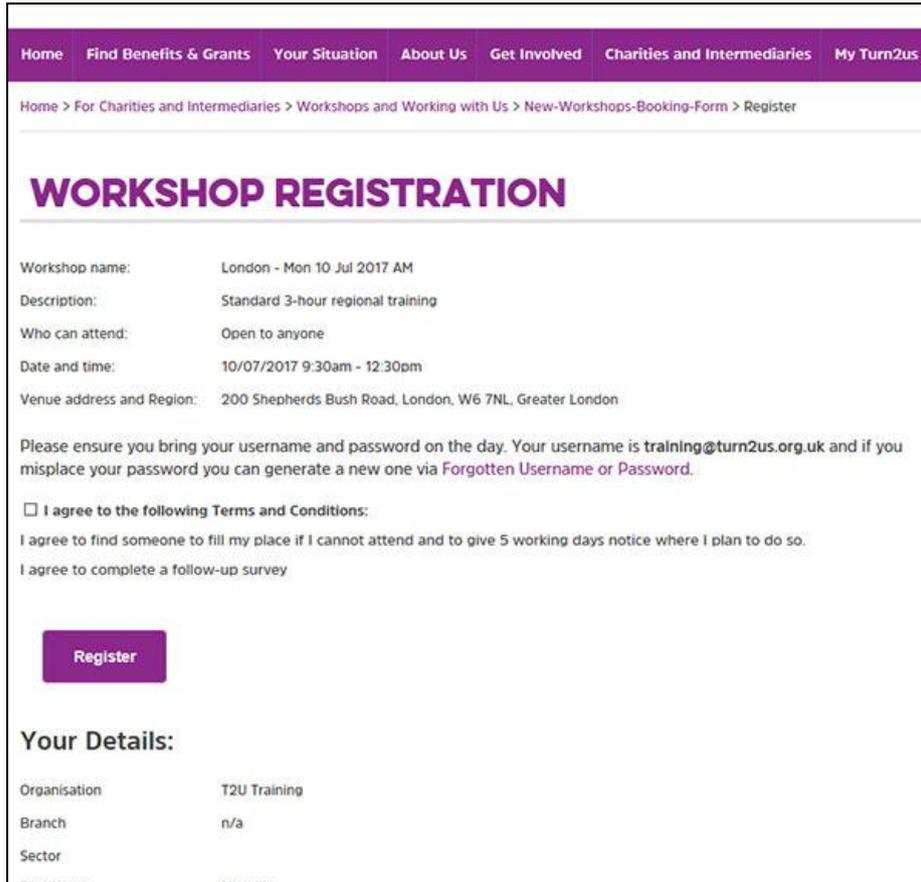
You will be sent an email confirming your place on the workshop.

### If you already have your own Turn2us Intermediary Account

6. If you have your own Turn2us Intermediary account, please click on 'login' and enter your username and password. You will then be taken to the Workshop Registration page (see below)

Please accept the Terms and Conditions and click 'Register'.

You will be sent a confirmation email.



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I agree to complete a follow-up survey

**Register**

### Your Details:

Organisation: T2U Training  
Branch: n/a  
Sector:  
First Name: Michelle

### Forgotten your username or password?

Your username will be the email address you used to set up the account with and you can generate a new password by clicking the 'forgotten username or password' button.

### If you need help

[For general queries, please contact training@turn2us.org.uk](mailto:training@turn2us.org.uk)