Signing up to face-to-face session

1. Once you have located and are ‘enrolled’ in the course you wish to attend click on the View all sessions tab in the Workshop session to view upcoming training sessions.

Note: If the course you are doing has eLearning and face-to-face components you may have to complete the pre-evaluation and eLearning requirements BEFORE you can book into a face-to-face session date.

2. Scroll down and select the training you wish to attend by clicking on Sign up. Follow the prompts on the screen.
3. If a session is booked out, you can register for a waitlist but will not be able to enrol. Please note our courses have a 2 week cut-off date, which means that 2 weeks prior to the session the ‘Sign-up’ option will be disabled, and no one will be able to enrol in the session. This is to ensure that we have enough time getting all the resources and other required steps ready for the day.

If you have incorrectly booked into a session, or can no longer attend, you can cancel your enrolment in this panel or through My Bookings. Please refer to our terms and conditions available on our website: http://www.qcmhl.qld.edu.au for full information about our cancellation policy.