



Booking a UK Primary Individual Delegate Course or Webinar

A step-by-step guide

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Introduction

Please follow the instructions below to book a place on one of our Primary Individual Delegate courses or webinars.

If you are interested in receiving Paid-for private training at your school or college, please visit the Pearson [Professional Development Academy](#) for further information.

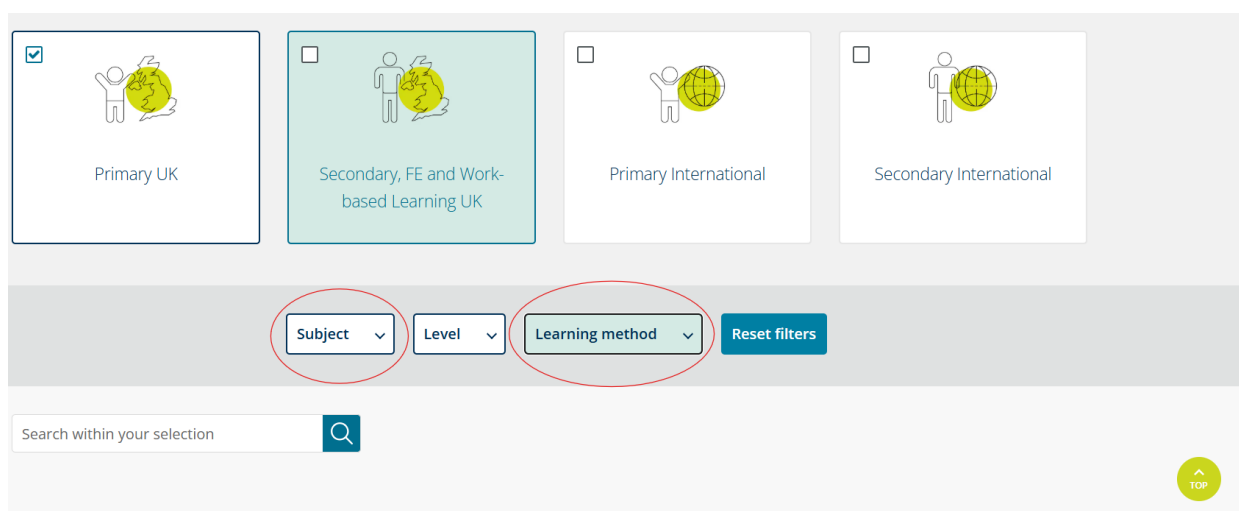
If you have any queries or concerns about your desired event, please complete our [customer query form](#).

Registering for an event

Step 1: Selecting the event you would like to attend

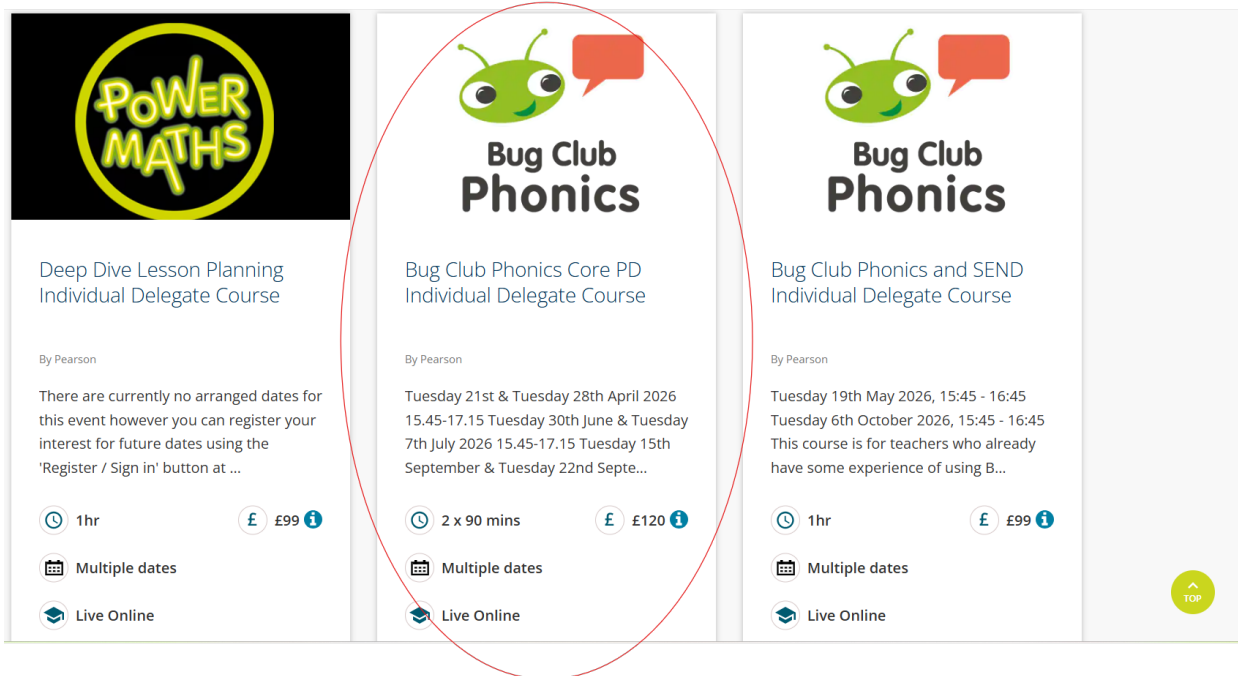
You can browse our upcoming online live Individual Delegate Course and webinar events via the Pearson [Professional Development Academy](#).

- You can browse our events calendar by searching by **Subject (Literacy or Mathematics)** and setting the **Learning Method** as **Live Online**.



The screenshot shows a web interface for selecting an event. At the top, there are four cards, each with an icon of a person holding a globe and a checkbox. The cards are labeled: 'Primary UK' (checked), 'Secondary, FE and Work-based Learning UK' (unchecked), 'Primary International' (unchecked), and 'Secondary International' (unchecked). Below these cards is a filter bar with three dropdown menus: 'Subject' (circled in red), 'Level' (unchecked), and 'Learning method' (checked, circled in red). To the right of these dropdowns is a blue 'Reset filters' button. Below the filter bar is a search bar with the placeholder text 'Search within your selection' and a magnifying glass icon. In the bottom right corner, there is a green circular button with an upward arrow and the text 'TOP'.

- Once you have found the event you would like to attend, click on the event title. This will allow you to view further details about the event itself, such as the event description, outline and number of CPD hours.



- Now click on **Register / Sign-in** on the bold blue button:

wealth of resources available.

The Bug Club Phonics Approach – Part 2

In the second part of the course, teachers will explore the planning resources, 100% decodable readers and consider how they will use these resources to meet the needs of their pupils. Finally, teachers will learn about the assessment resources and explore the approach to support children who need to keep up.

Throughout the course, teachers should have access to the ActiveLearn Primary platform so that they can navigate the resources for themselves.

Register / Sign in [Share this page](#) Pearson

Type Live Online	Cost £120 excl. Tax	Start Date Multiple dates	Level Primary	Duration 2 x 90 mins
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- This will take you to the event page with specific dates. Click the **Register** button next to the relevant date:

Throughout the course, teachers should have access to the ActiveLearn Primary platform so that they can navigate the resources for themselves.

Event Fee Excl. tax: **£120.00**

Tuesday 21st & Tuesday 28th April 2026 15.45-17.15

Register

Tuesday 30th June & Tuesday 7th July 2026 15.45-17.15

Register

**Tuesday 15th September & Tuesday 22nd September 2026
15.45-17.15**

Register

**Wednesday 11th November & Wednesday 18th November
2026 15.45-17.15**

Register

Step 2: Checkout

2a. Checkout for Free Events

You will then be directed through the checkout pages.

Personal information

- During the booking process, you will be required to complete your name, email address, centre name and number and work address. Please note that the email address you use to register for the training event will be the address that we send your event details to before the event, and your e-certificate after you have attended the event.

Personal Information

Updates to Personal Information should be made within your EOL account.

Registrations are processed up to five minutes after the event start time. Please note that any registrations submitted after this time will not be processed.

* First name

* Surname

Job Role

* Email address

Mobile

* Centre Name

* Centre Number (or N/A)

Additional information

For certain courses, there may be some questions to answer:

Please answer the following questions:

Please answer these as the extra information is useful for context.

Accessibility requirements

- You will be given the option to provide us with any additional accessibility requirements you may have. Please indicate if you have any accessibility requirements. If you select **Yes**, please let us know further details in the text box:

Do you have any accessibility requirements? (e.g. closed captions)

Yes

* Please let us know of any accessibility requirements you have below.

Please note that we may be unable to facilitate live closed captioning requests if registration occurs less than seven days prior to the event date. In the event that we are unable to facilitate this, we will provide a post-event transcript to accompany the recording of the event. We apologise for any inconvenience this may cause.

Opting out of emails

- If you would prefer to opt out of emails regarding our range of products and services, please tick the box:

Pearson would like to keep you updated with information on our range of products & services. Please note that this will include invites to similar future events and training.

☐ If you don't want to receive this information please tick this box.

Finalising your booking

- Once you are ready to finalise your booking, please ensure that you have read and agree to our Terms and Conditions before ticking the ***I confirm that I have read and understood the Privacy Policy*** box and clicking **Next**.

Data Privacy Policy

A link to the Pearson Privacy Policy is provided in the footer below.

* I acknowledge that personal information may be processed outside of my region and, where it is required in my jurisdiction, I consent to my data being transferred to the United Kingdom and the United States of America.

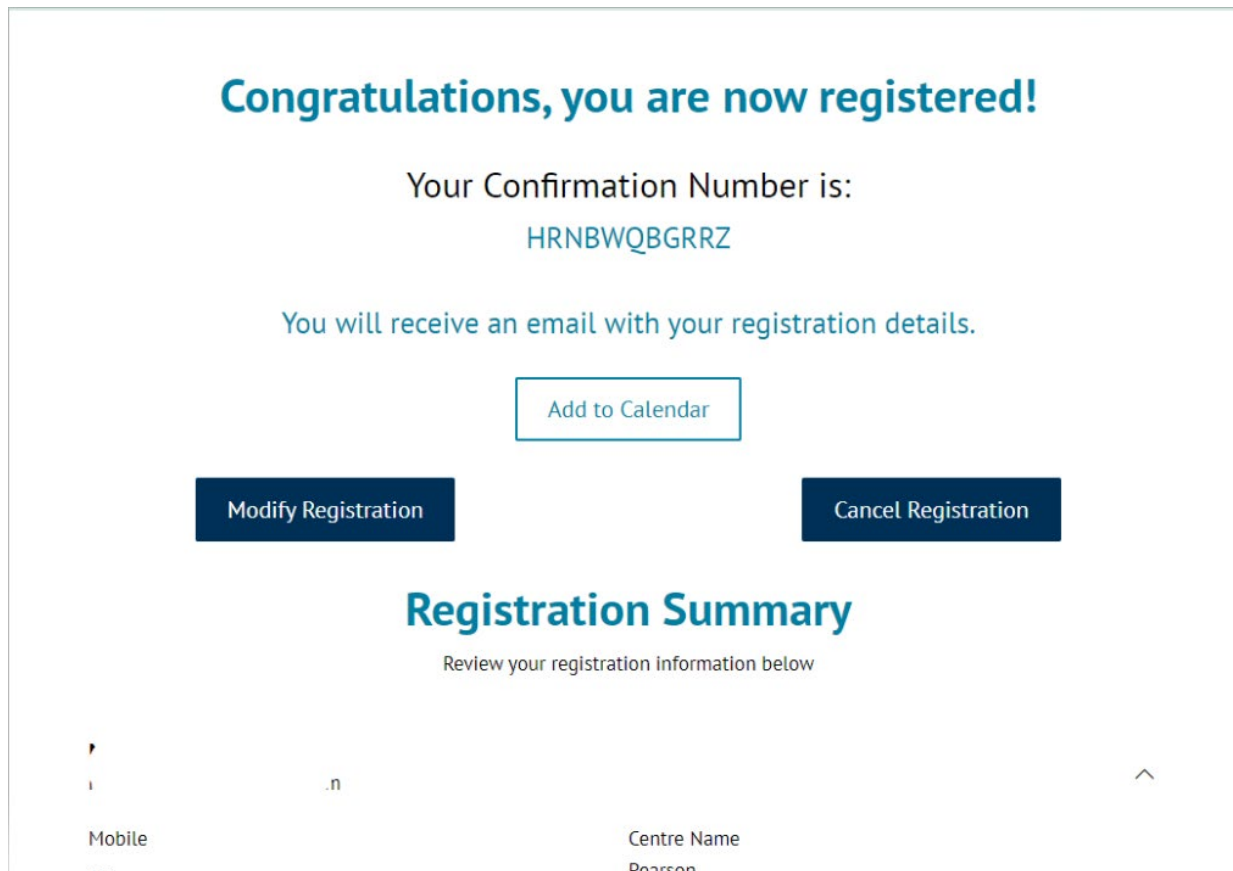
☐ I confirm that I have read and understood the Privacy Policy.

Cancel

Next

Registration confirmation

- You will be taken through to the registration confirmation page:



The screenshot shows a registration confirmation page with a light blue background. At the top, a large teal heading reads "Congratulations, you are now registered!". Below this, the text "Your Confirmation Number is:" is followed by the alphanumeric code "HRNBWQBGRZ" in teal. A teal link states "You will receive an email with your registration details." Below the link is a white button with a teal border labeled "Add to Calendar". Further down are two dark blue buttons: "Modify Registration" on the left and "Cancel Registration" on the right. A teal heading "Registration Summary" is centered, with the subtext "Review your registration information below" in a smaller font. At the bottom, a table displays registration details. The table has two columns: "Mobile" and "Centre Name". The "Mobile" column contains a redacted number "0000000000" and the "Centre Name" column contains the text "Pearson".

Congratulations, you are now registered!

Your Confirmation Number is:
HRNBWQBGRZ

You will receive an email with your registration details.

[Add to Calendar](#)

[Modify Registration](#) [Cancel Registration](#)

Registration Summary
Review your registration information below

Mobile	Centre Name
0000000000	Pearson

- You will also be sent a confirmation email with all of this information.

2b. Checkout for Paid Events

If you are booking an event with a fee you will need to provide payment information to confirm your booking.

- Guest/non-Account Online customers will **have** to pay by credit card for some events:

Payment

Select Payment Method

☒ Credit Card

☐ Payment on Account

Total Due £60.00



* Type

Visa

* Credit Card Number

* Name on Card

* Card Security Code

[What is this?](#)

Expiration Date

* Month

January

* Year

2021

or you will have the option to pay on account:

Payment

Select Payment Method

☐ Credit Card

☐ Payment on Account

- Once you have provided your payment information and you are ready to finalise your booking, click **Submit**.
- You will then be taken through to the registration confirmation page as shown at the end of step [2a. Checkout for Free Events](#).

Personal Information

Updates to Personal Information should be made within your EOL account.

* First Name

* Surname

* Email Address

Mobile

* Centre Name

* Centre Number (or N/A)

* Region (Country)

Cancel

Next

Once you have entered the details of the delegate, click **Next** to see the Registration Summary page with your details and the details of the delegate who has been added:

Registration Summary

Your registration is almost complete. Please review your registration below and if everything is correct, click Next to proceed with payment and finish your registration.

	
	
Edit	

Add Group Member

Please note: you can add more than one delegate to your booking by clicking the **Add Group Member** button.)

- If this is a Free Event, you can then click **Submit** and you will be taken to the confirmation page as shown at the end of **Step 2a**.
- If this is a Paid Event, you will be taken to the order summary page where you can choose a payment option as shown in **Step 2b**.
- If you have booked multiple individuals on to an event but do not wish to attend the event yourself, please proceed to cancel your own registration by following the instructions found in the [Modifying or cancelling your booking](#) section. The colleagues you have booked on as part of your group booking will not be affected by your cancellation and will still be registered as attending the event.

3b. After completing registration

From the registration confirmation page

- On the registration confirmation page, under Registration Summary (as shown in the second image), you can click the **Add Another Registrant** button:

Congratulations, you are now registered!

Your Confirmation Number is:
HRNBWQBGRZ

You will receive an email with your registration details.

Add to Calendar

Modify Registration

Cancel Registration

Registration Summary

Review your registration information below

Mobile

Centre Name
Pearson

Centre Number (or N/A)
N/A

Region (Country)
United Kingdom

Agenda

Item
Admission Item
Event Registration Ticket

Add Another Registrant

- You will then be required to complete the form with the details of the delegate, as explained in the [3a. During the booking process](#) section.

From the registration email

- You can add another registrant later on from your event registration confirmation email. Please click the **Amend My Booking** button:

Dear ExampleContactFirstName,

Thank you for booking onto Flex Template FREE: TfP (UK) Online Events. Your registration has been confirmed. We look forward to seeing you on 01/05/2040 at 09:00. Please save this email for future reference.

Your confirmation number is:ExampleContactConfirmationNumber

Event title: Flex Template FREE: TfP (UK) Online Events

Event code:

Date/Time: 01/05/2040 09:00 to 01/05/2040 17:00 Greenwich Time

[Add to calendar](#)

Please click the button below to join the event:

Join Event

Please note that you will need your confirmation number should you need to cancel or modify your booking. If you'd like to make a change to your booking, please click on the button below for further options.

Amend My Booking

- You will then be directed to the registration confirmation page, and you can follow the steps in the [3b. After completing registration](#) section.

Modifying or cancelling your booking

- Firstly, click on the **Amend My Booking** button on your confirmation email:

Please click the button below to join the event:

Join Event

Please note that you will need your confirmation number should you need to cancel or modify your booking. If you'd like to make a change to your booking, please click on the button below for further options.

Amend My Booking

- You can then click on one of the buttons below to either modify or cancel your booking:

Congratulations, you are now registered!

Your Confirmation Number is:

HRNBWQBGRZ

You will receive an email with your registration details.

Add to Calendar

Modify Registration

Cancel Registration

Refunds

- If you wish to cancel a booking for a Paid Event, you will be entitled to a full refund if the cancellation is made within 7 calendar days of the event date.