Log In Instructions - to book courses

Go to www.mediconf.co.uk

On the home page click the green log in button, then enter email and password where indicated

You are now logged in

My Details: all the details you entered when you registered and can be altered at any time, if you change surname or surgery address etc. The password cannot be changed this way. There is a facility to change passwords on the home page

My Events: Details of all the courses you have booked onto, along with your confirmations to print and bring with you and the area where your certificates are stored after the course has ended
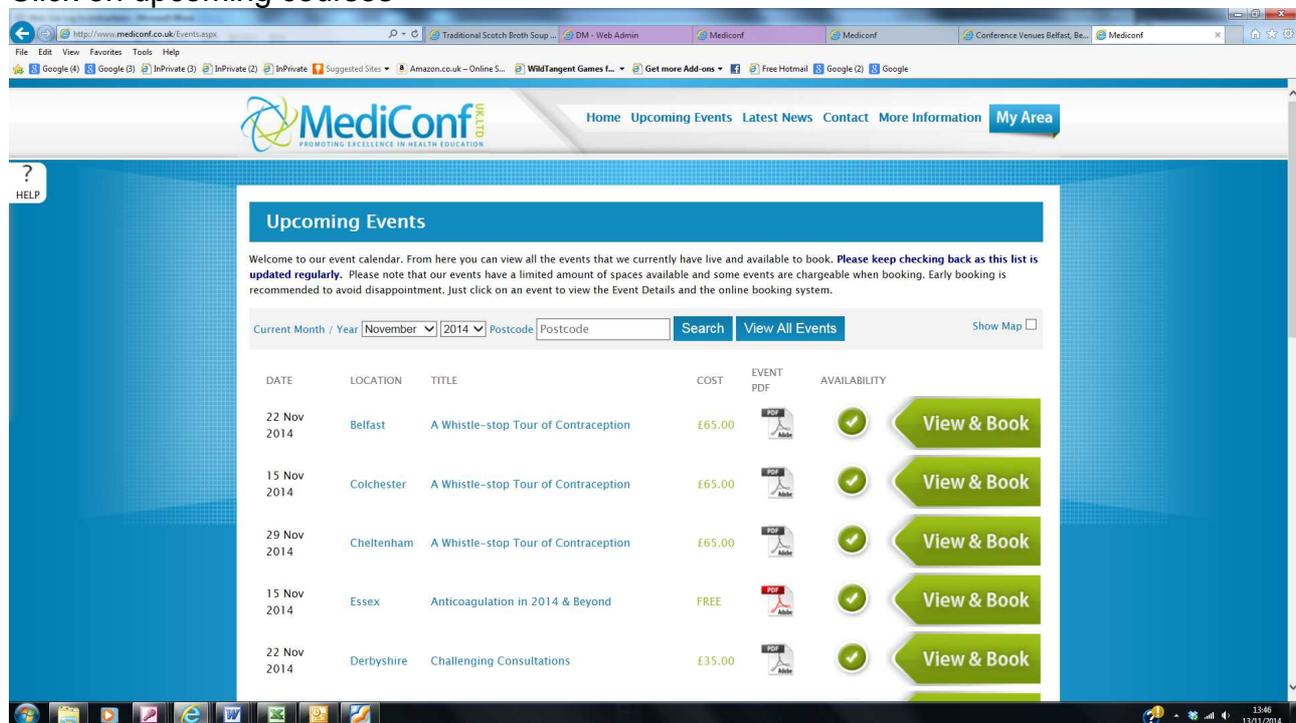
My Downloads
Storage of all your downloads for all courses you have attended

Logout
You must log out when you have finished

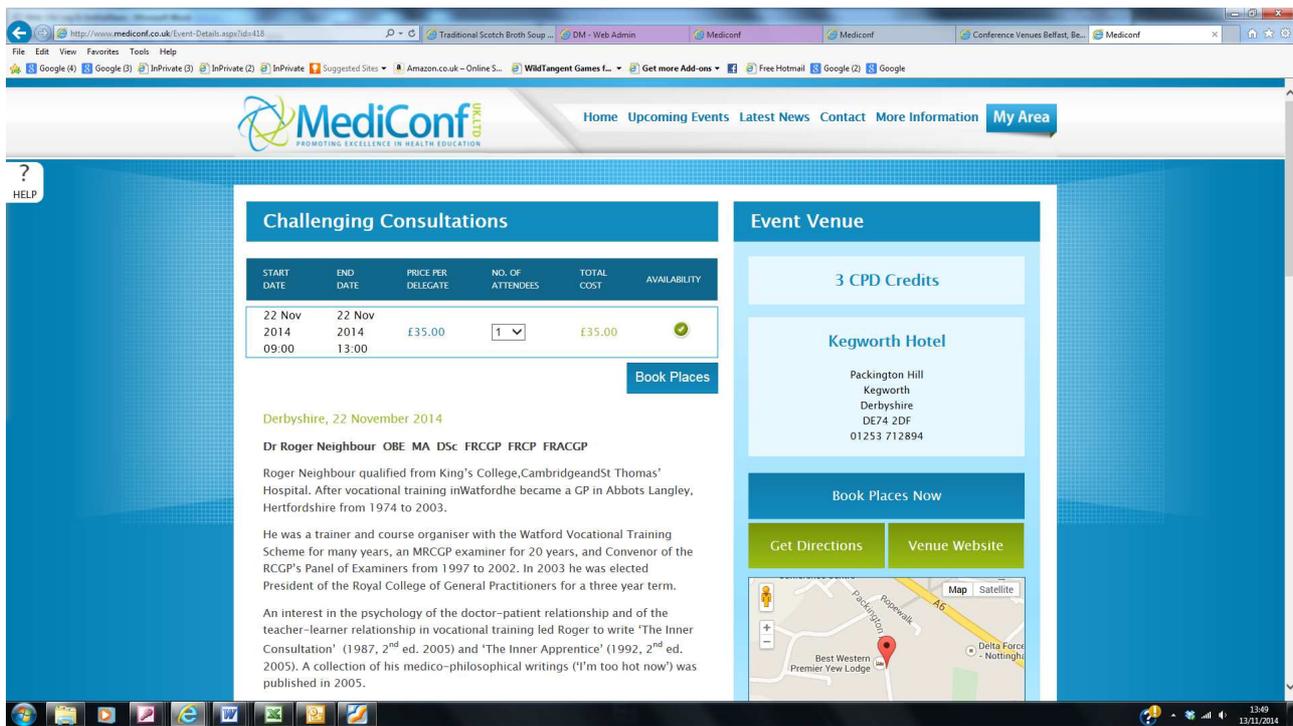To book courses once you are logged in
Click on upcoming courses

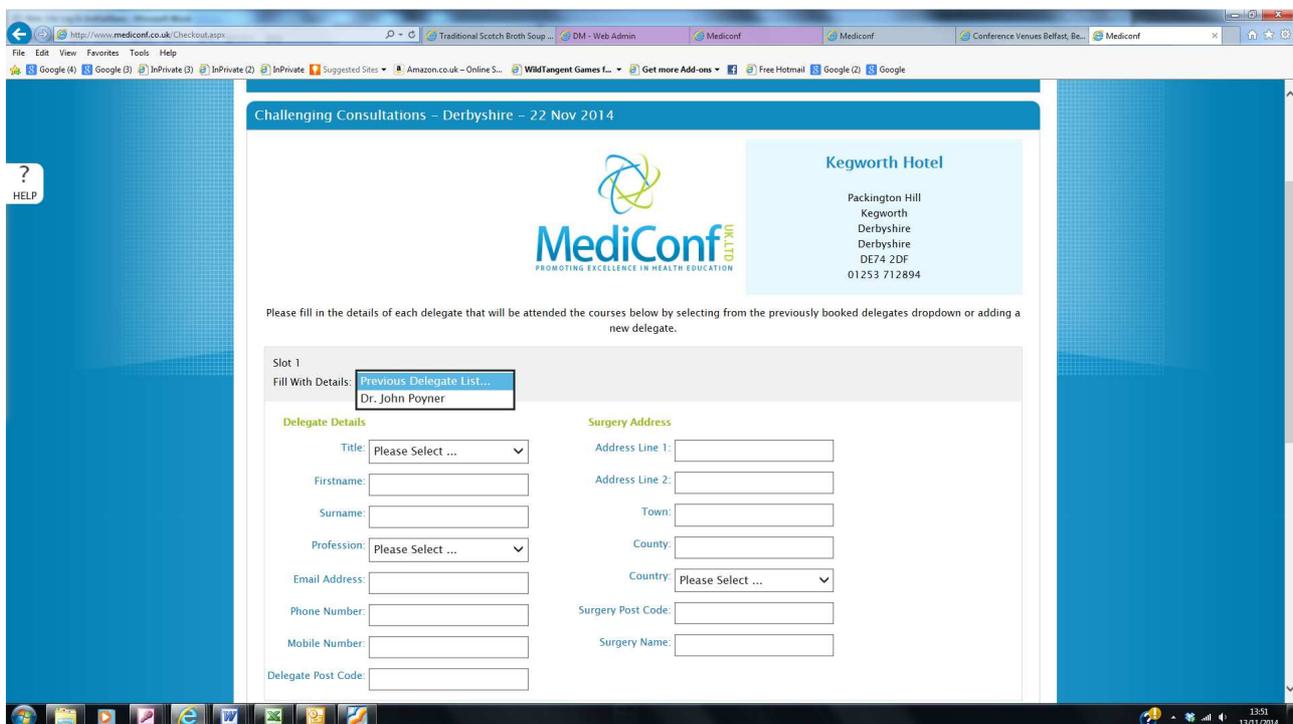You now have the facility to search for all, month order or courses in your area

Now click view and book

You can book as many places as you wish, then click book places

Go to Basket and then check out

The next screen will have your registration details as you are the one booking the courses, now click next

The above form already has your details in on the drop down arrow. If you wish to book any one not in the drop down list you simply complete the form with the person not already listed. These details will then be stored.

The click next and confirm pricing and finalise the order, the next screen takes you to the card payment section

Simply complete the card details and then you will be notified that its booked and you will receive your confirmation via email and it will also appear in your events