



Welcome to our new Online Learning System! We hope you find this easy to use. We have provided instructions below on how to register for a training, as well as what to expect with the new and improved Online Learning System.

## LET'S WALK THROUGH THIS TOGETHER

To access the Online Learning System, click the Training Calendar button on our website:

[www.caringfamilies.org.nz](http://www.caringfamilies.org.nz)

## HOME PAGE

On the Training Calendar Home Page, you will see:

- **Regions**

Regions		
<a href="#">Upper North</a>	<a href="#">Auckland</a>	<a href="#">Auckland South/Waikato</a>
<a href="#">Central North</a>	<a href="#">North West</a>	<a href="#">East Coast</a>
<a href="#">Lower North</a>	<a href="#">Otago</a>	<a href="#">Lower South</a>
<a href="#">Upper South</a>		<a href="#">Canterbury</a>

In this part of the home page you can click on your region to see what trainings are available or you can scroll down to see the full list of All Training's in date order (see below).

- **All Trainings**

**All trainings**

Show  
10 ▼

PREVIOUS 1 2 3 4 5 6 NEXT

Title	Date	Location		
Keeping Memories	22/07/2020 at 11:00 AM - 01:00 PM	Gore	INFORMATION	REGISTER
Understanding National Care Standards	25/07/2020 at 09:30 AM - 12:30 PM	Dunedin	INFORMATION	REGISTER
Understanding National Care Standards	28/07/2020 at 09:30 AM - 12:30 PM	Hastings	INFORMATION	REGISTER
Fetal Alcohol Spectrum Disorder	28/07/2020 at 09:30 AM - 11:30 AM	Alexandra	INFORMATION	REGISTER
Understanding National Care Standards	28/07/2020 at 10:00 AM - 01:00 PM	Kaiwaka	INFORMATION	REGISTER
Keeping Memories	28/07/2020 at 10:00 AM - 12:00 PM	Tokoroa	INFORMATION	REGISTER
The Importance of Play	29/07/2020 at 09:00 AM - 03:00 PM	Paeroa	INFORMATION	REGISTER
Understanding National Care Standards	29/07/2020 at 09:30 AM - 12:30 PM	Danniverke	INFORMATION	REGISTER
Identity & Belonging	29/07/2020 at 09:30 AM - 02:00 PM	Balclutha	INFORMATION	REGISTER
Fetal Alcohol Spectrum Disorder	29/07/2020 at 09:30 AM - 11:30 AM	Invercargill	INFORMATION	REGISTER

Showing 1 to 10 of 54 entries

PREVIOUS 1 2 3 4 5 6 NEXT

You can use the NEXT button to click through pages or you can click the numbers to go to a certain page. In the top right you can see SHOW, here you can click the drop arrow to show more than 10 Training's at a time.

- **Trainings**

Any courses that are open to all Regions (ie. are e-modules or virtual) will be listed in between Regions and All Trainings.

**Trainings**

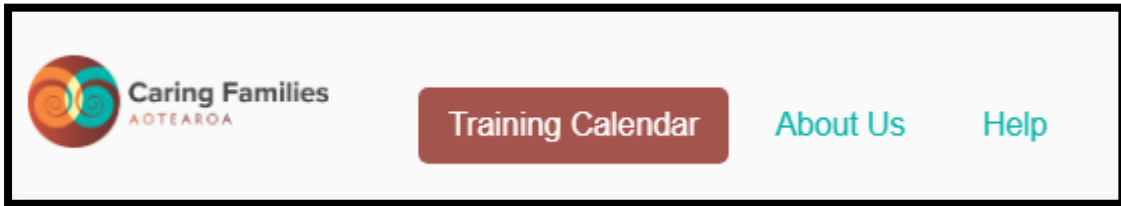
**Keeping Memories Online course**

📅 25/08/2020 at 07:00 PM - 08:00 PM

📍 National

COURSE INFORMATION
REGISTER

- **Additional Support**



On the top left-hand side of the Home Page there are pages to provide HELP and additional information.

**HELP** – If you have any problems registering or any questions about training, click help and contact us using the number or email provided.

**ABOUT US** – This page is all about CARING FAMILIES AOTEROA. This explains who we are and what we do, with a link back to our website.

**TRAINING CALENDAR** – This button will take you back to the Training Calendar Home Page.

## **COURSE INFORMATION**

To find out more about a course and what is included, click on the blue INFORMATION button.

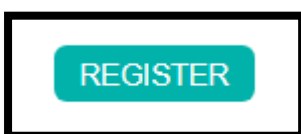


This will open an overview of the course including Learner Objectives, Learner Outcomes as well as date, time and location of the course.

You will also find that there is a REGISTER button at the top of this page.

## **HOW TO REGISTER FOR TRAINING**

If you have found a training you would like to attend, click the REGISTER button.



If this is the first time registering, using this system, please follow the simple steps to register.

Please note: You will need an email address. If you do not have an email address, call us on 0800 693 323 and we can register for you.

### Step One:

- Please enter your email address and create a password. You will use this in future to log into your Training Calendar, so please remember your password. If you do forget, there is a password reset button.

[← BACK TO COURSE INFORMATION](#)

## Sign up

**The Importance of Play**

Please login or create a user account. If you do not have an email address please call us and we will register you - 0800 693 323.

[SIGN UP](#)

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Have you **created an account** with us before? If you have, please [Login](#). Otherwise, please enter your email address and choose a password below to create a new account.

The password you choose must be at least 8 letters, and contain small letters, capital letters and numbers. You will be able to use this password to sign up for other Courses without having to re-enter all your information.

Email address

Repeat E-mail

Password

Repeat Password

[CONTINUE TO NEXT STEP](#)

- Once you have entered your email address and password, click CONTINUE TO NEXT STEP.

### **Step Two:**

- The next step explains the course requirements for the training you are registering for.
- Once you have read the requirements, click CONTINUE TO NEXT STEP.

### **Step Three:**

- Please enter your information as required. Please note, if you have missed a compulsory field it will not let you continue to the next step. You will get an error message in red.
- Once you have completed your information, click CONTINUE TO NEXT STEP.

[← BACK TO COURSE INFORMATION](#)

## Registrant information

The Importance of Play

Please enter your information

[SIGN UP](#) > [REQUIREMENTS](#) > [REGISTRANT INFORMATION](#)

First Name

Surname

Agency you are a caregiver for (please enter N/A if you do not provide care through an agency)

Address

Location

Suburb

Postal code

Telephone number

What type of care do you provide?

- Respite
- Emergency
- Whanau / Kin
- Transitional / Short-term
- Permanency / Home-for-life
- Family home
- Other

Ethnicity

- Maori (please specify Iwi below)

- NZ European
- Samoan
- Tongan
- Cook Island
- Niue
- Other

What year did you begin caregiving?

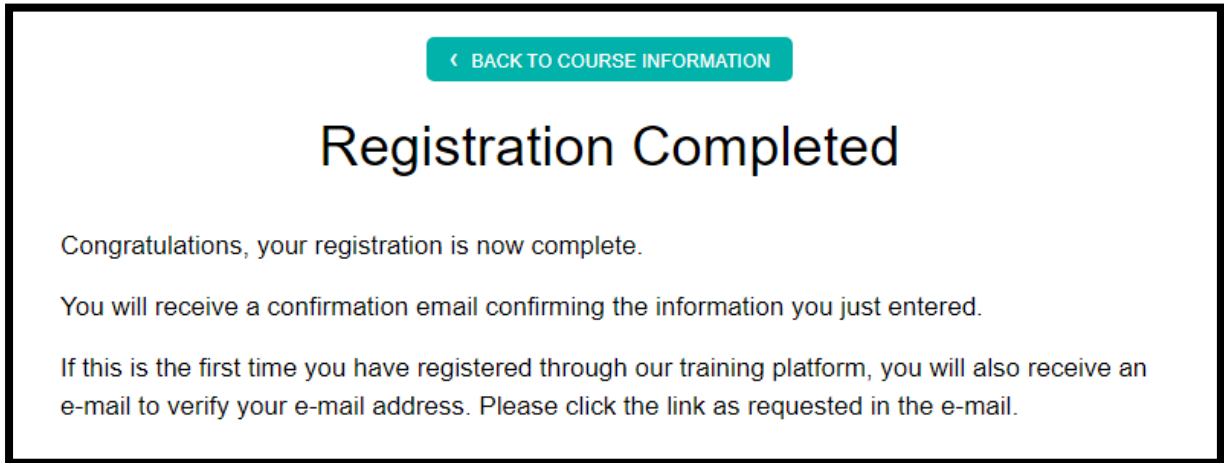
Do you have any special requirements? (eg dietary or accessibility)

[BACK](#)

[CONTINUE TO NEXT STEP](#)

#### Step Four:

- Next you will have to verify your details. If they are correct, click CONTINUE TO NEXT STEP.



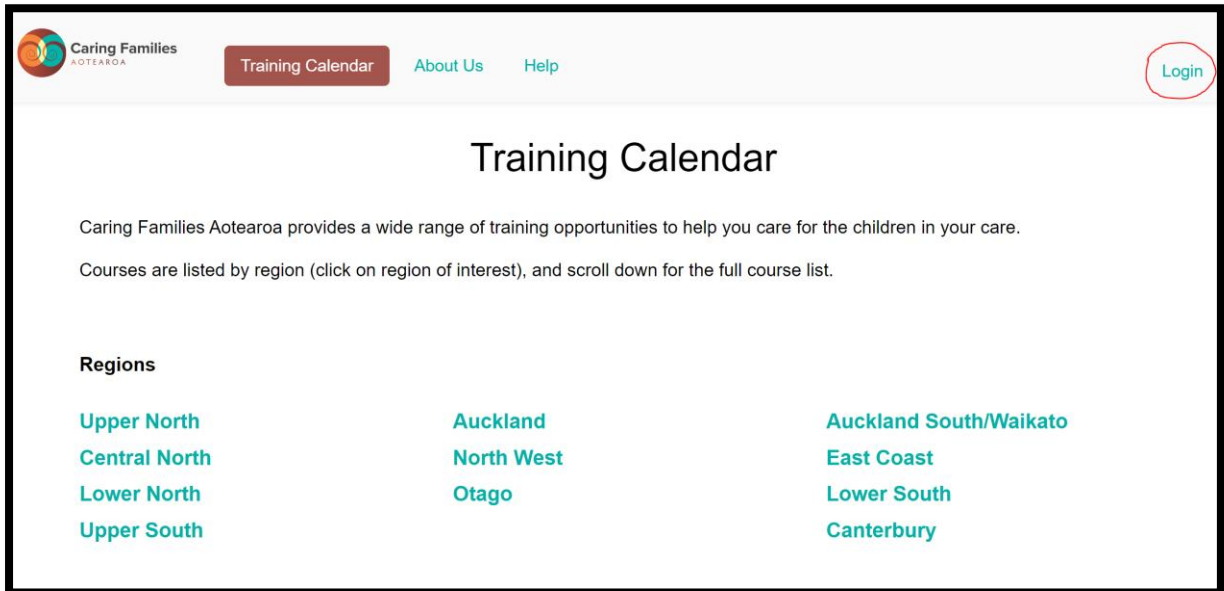
- You will then receive an email confirming you have registered for a training and an email asking you to verify your email address. If you do not receive this email, please get in touch with us.
- **You must verify your email address to be able to login in the future.**

**Please note: These emails may go to your junk box. To ensure these emails do not go into your junk box in the future you can mark them as 'Not Junk' by right clicking on the email.**

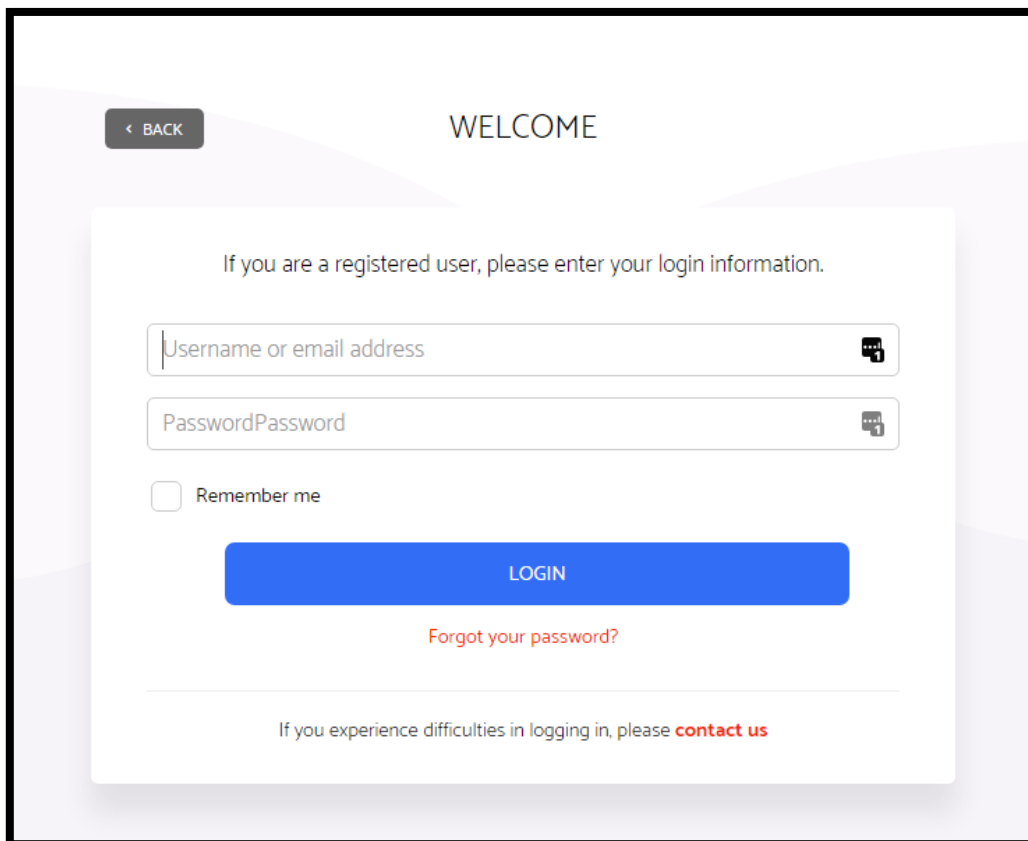
Once you have gone through the registration process, you can now login to register for more trainings, view your profile information and view your training record.

## HOW TO LOGIN

- To LOGIN, click the LOGIN button at the top right-hand side of the home screen.

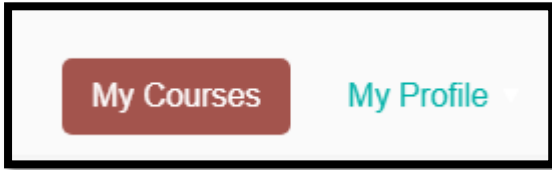


- You can then login by entering your email and password you used to register. If you forget your password click [Forgot Your Password](#).





- Once you login, you will have access to **MY PROFILE** and **MY COURSES**. These are located on the top right-hand side of the HOME PAGE.



- If you hover over MY PROFILE with your mouse, you will have options to click Information and My Availability.
  - **Information** is your profile information, if your details change, you can update your profile here.
- My COURSES provides you with the overview, time, date and location of the course/s you have registered for.

**We are here to help you with any problems registering or questions about our trainings.**

**Please contact us on 0800 693 323 or email  
caregivertraining@caringfamilies.org.nz**