

The image shows a handwritten signature in black ink that reads "Paul Bradford". The signature is fluid and cursive, with a long horizontal stroke at the end of the name.

ACCREDITED TUTOR

## HOSTING YOUR OWN ATTENDED COURSE.

Setting up your own attended course on the AT pages is simple, just follow the instructions below and you'll be well on your way to hosting your very own cake master class!

[SECTION 1 – Before you book your course.](#)

[SECTION 2 – Submitting your planned attended course.](#)

[SECTION 3 – Next Steps](#)

[SECTION 4 – Eventbrite](#)

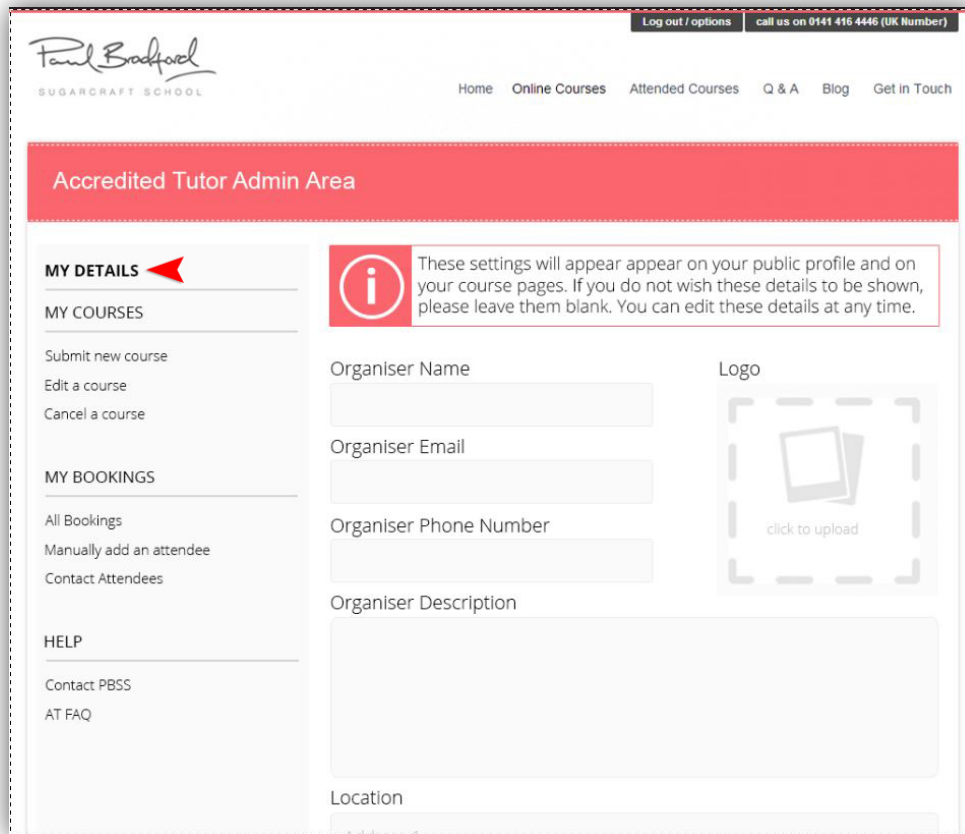
[SECTION 5 – Using Eventbrite](#)

## BEFORE YOU BOOK YOUR COURSE.

Before submitting your course request to us you'll need to supply any information about yourself and where the course is going to be hosted on the [My Details page](#).

Just follow the steps below:

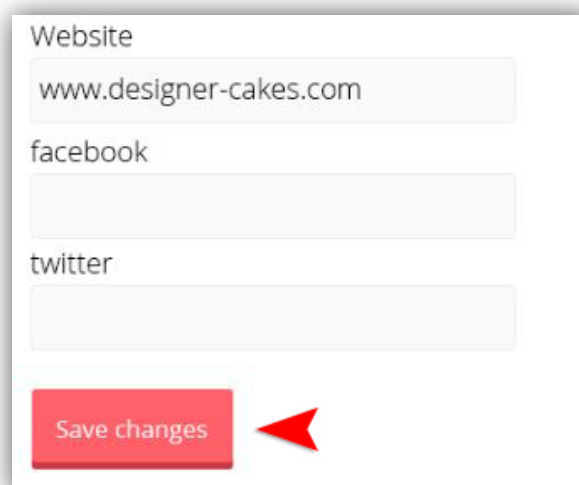
- Start by logging into your Accredited Tutor (AT) account [here](#) and then progress to the [admin area here](#)



The screenshot shows the 'Accredited Tutor Admin Area' for Paul Badford Sugarcraft School. The page has a red header with the school's logo and navigation links: Home, Online Courses, Attended Courses, Q & A, Blog, and Get in Touch. A 'Log out / options' and 'call us on 0141 416 4446 (UK Number)' link is in the top right. The main content area is titled 'Accredited Tutor Admin Area' and features a sidebar on the left with sections: 'MY DETAILS' (highlighted with a red arrow), 'MY COURSES' (with links for Submit new course, Edit a course, Cancel a course), 'MY BOOKINGS' (with links for All Bookings, Manually add an attendee, Contact Attendees), and 'HELP' (with links for Contact PBSS, AT FAQ). The main content area contains a red information icon and a warning: 'These settings will appear appear on your public profile and on your course pages. If you do not wish these details to be shown, please leave them blank. You can edit these details at any time.' Below this are form fields for: 'Organiser Name', 'Organiser Email', 'Organiser Phone Number', 'Organiser Description' (a large text area), and 'Location'. To the right of these fields is a 'Logo' section with a dashed box containing a camera icon and the text 'click to upload'.

- Navigate to the 'My Details' section (shown above)
- Fill out your details on the My Details page, the more details the better as this will help your future attendees with their decision to join your course.

**Note:** The details added to the page will be seen by public visitors of the site, if you don't wish for certain details to be seen you can leave the section blank.



This screenshot shows a form for social media details. It includes three text input fields: 'Website' (containing 'www.designer-cakes.com'), 'facebook', and 'twitter'. At the bottom, there is a red 'Save changes' button with a red arrow pointing to it.

When you've supplied your details click the 'Save Changes' button at the bottom of the page.

**You're now ready to move onto SECTION 2 of this guide!**

## Submitting your planned Attended Course

### SECTION 2

#### SUBMITTING YOUR PLANNED ATTENDED COURSE

To allow promotion of your course and to make everything official you need to submit your planned course through our Course Submission page.

(To submit a course you must first add your details in the My Details section as explained in [SECTION 1](#) of this guide.)

Follow the steps below for instructions of how to submit your planned attended course:

- Login to your Accredited Tutor (AT) admin area [here](#)
- Click on the AT link at the top right or click on the [Accredited Tutor link on the welcome screen](#).
- Navigate to the '[Submit New Course](#)' section as pictured below.

The screenshot shows the 'Submit Accredited Tutor Course' page. On the left is a sidebar with 'MY DETAILS' (Home, Edit my details), 'MY COURSES' (Submit new course), and 'HELP' (Contact PBSS, User Guide, Video Guides). Below the sidebar is the Paul Bradford Accredited Tutor logo and a red 'PANIC BUTTON'. The main form area contains an information box, a 'Choose Course' dropdown, a 'Course Ticket Price' field, and date/time pickers for 'Start Date', 'Start Time', 'End Date', and 'End Time'. Below these are fields for 'Course Tutor', 'Street Address', 'Street Address 2', 'City', 'Country', and 'Post Code'. A red 'SUBMIT COURSE' button is at the bottom right.

- Select the course you intend to run from the 'Choose Course' option box. Then fill out the boxes below, these will include the Course Name, Length of the course, ticket prices and the address where the course will take place.

This is a close-up of the 'Choose Course' dropdown menu, which currently shows '-- select --'. Below it is the 'Course Ticket Price' field, which is empty.

- Fill in your Start Date and End Date for the course.

Contact PBSS AT FAQ	Start Date date @ time	End Date date @ time
	Course Tutor	

- Make sure the other details are correct and when you're happy they are click on 'Submit Course'

### SECTION 3

#### NEXT STEPS

After submitting your course request (covered in [SECTION 2](#)) we will then check everything over and send confirmation within 48 hours.

It is our aim to ensure that Accredited Tutor courses are given the optimum opportunity to fill, so in certain circumstances the requested dates or the chosen course on that date may need to be reconsidered. Changes will be kept to a minimum and at the discretion of Paul Bradford Sugarcraft School, however for your peace of mind once approval has been given it will not be withdrawn.

When your course is accepted we will perform the necessary 'behind the scenes' tasks to get the course listed on our website at [www.designer-cakes.com](http://www.designer-cakes.com) we will also provide you with a link to your very own course page (example pictured below) so you can promote your course across the internet.

**Tutor Name - 3D Dragon course - 20140827**

## 3D Dragon course

Course taught by TUTOR NAME at Cake Company

Location: Linlithgow  
Duration: 1 day  
Course date and times: 27/08/2014 to 28/08/2014  
Price: £165

### About the Course

This incredibly popular 3D Dragon course will walk you through each step to make a glorious 3D Dragon...who doesn't like dragons? This is a great cake to showcase your talents, in your cake shop window or to wow your friends and family. You'll be learning how to create stunning cakes from a master of the cake decorating world, you'll be learning techniques rather than simply copying the process but if you do want to recreate this cake, that's great too. Whichever is your preference, you'll have an awesome Dragon cake to take home with you!

### About Cake Company

This is a test description for demonstration purposes. This is a test description for demonstration purposes. This is a test description for demonstration purposes. This is a test description for demonstration purposes. This is a test description for demonstration purposes. This is a test description for demonstration purposes. This is a test description for demonstration purposes. This is a test description for demonstration purposes.

**BOOK NOW**

Unit 6, Breehead Business Units  
Breehead Road  
Linlithgow  
West Lothian  
United Kingdom  
EH49 6EP

<http://www.designer-cakes.com>  
<http://www.facebook.com>  
<http://www.twitter.com>

Ticket Type	SALES END	PRICE	FEE	QUANTITY
1 day	4 Oct 2014	£165.00	£4.75	▼

Powered by **Eventbrite**

Check out **PayPal**  
The safe, easy way to pay  
You will be taken to PayPal's secure checkout to complete the purchase.

Quick registration for 3D Dragon course with Amy Crawley powered by Eventbrite

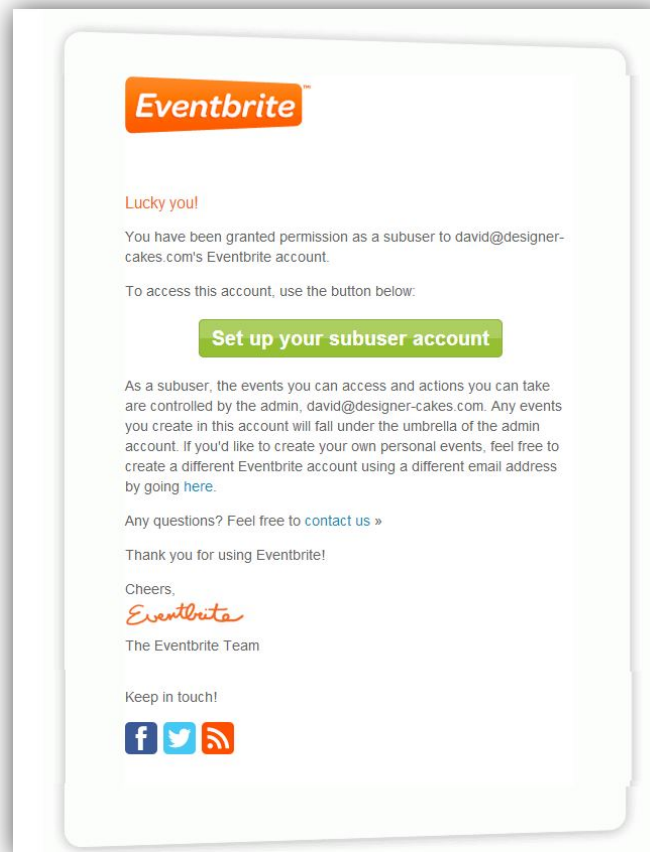
## SECTION 4

### EVENTBRITE COURSE MANAGEMENT

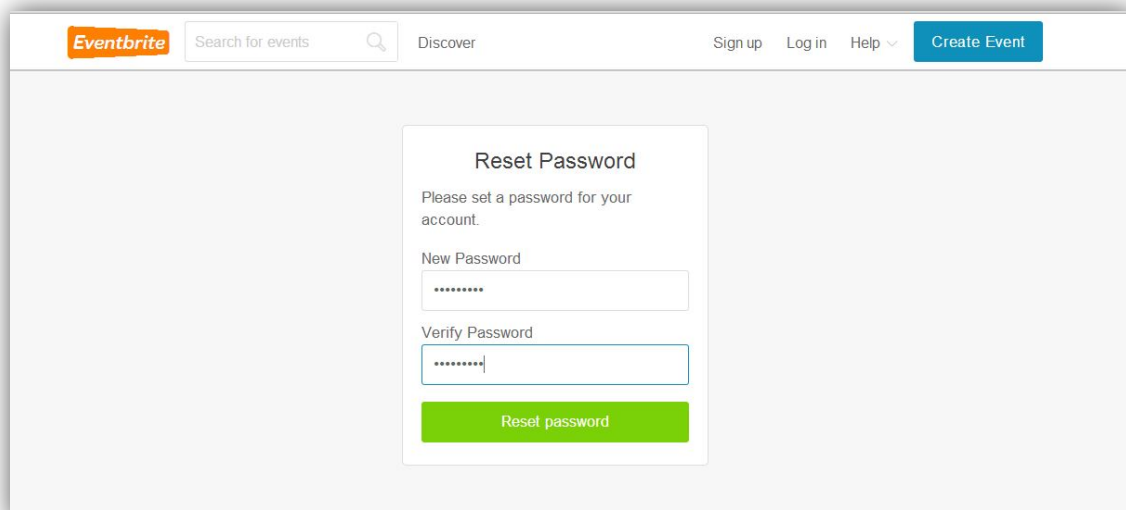
Once your course is given the all-clear and is accepted following your Course Submission (covered in [SECTION 2](#)) you will then receive an invitation email for Eventbrite.

Eventbrite is a website that will manage your payments and course information which will allow you to get paid in a variety of ways, here's how to get started with Eventbrite.

- Your invitation email for Eventbrite will look like the image below, make sure to check your spam and junk folders in your email account if you haven't received the email after we've confirmed your course has the go ahead.

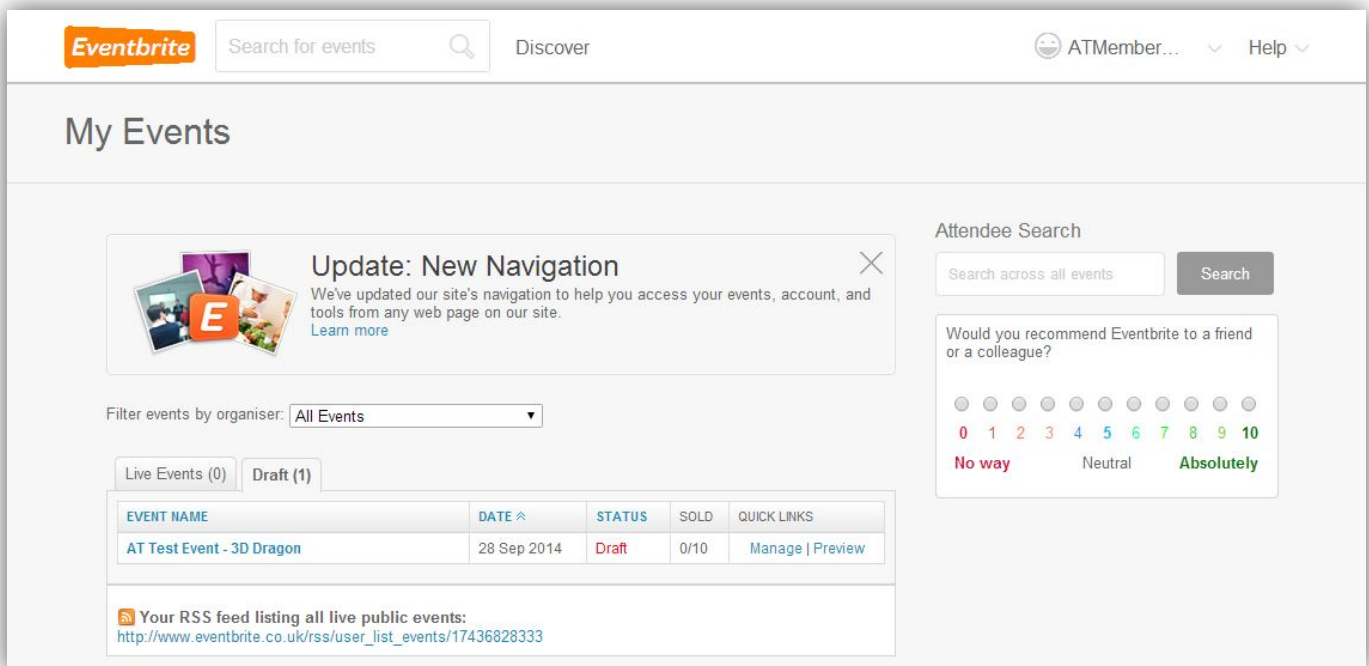


- Click on the green button 'Set up your subuser account' and then on the screen you're greeted with, set yourself a



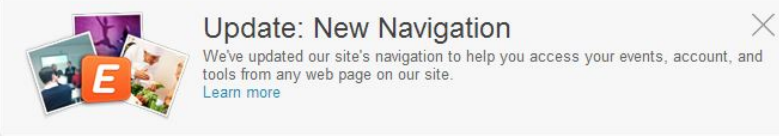
memorable password.

- You're now greeted with your event page (if not just click your name at the top right followed by 'My Events' or use [this link](#)) and you will see your recently approved event in the list similar to the one pictured below.



Eventbrite Search for events Discover ATMember... Help

## My Events



Update: New Navigation  
We've updated our site's navigation to help you access your events, account, and tools from any web page on our site.  
[Learn more](#)

Filter events by organiser: All Events

Live Events (0) Draft (1)

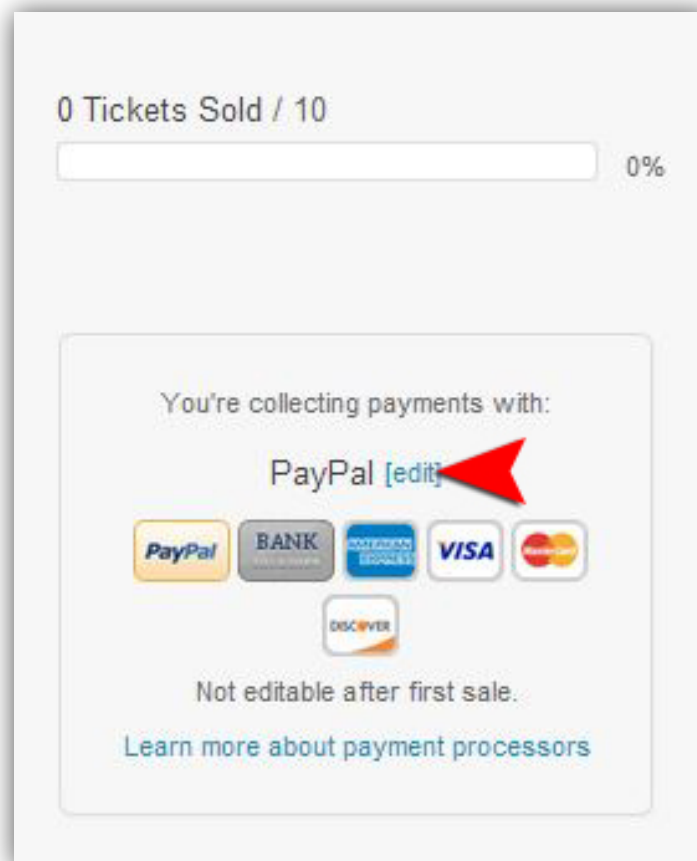
EVENT NAME	DATE	STATUS	SOLD	QUICK LINKS
AT Test Event - 3D Dragon	28 Sep 2014	Draft	0/10	Manage   Preview

Your RSS feed listing all live public events:  
[http://www.eventbrite.co.uk/rss/user\\_list\\_events/17436828333](http://www.eventbrite.co.uk/rss/user_list_events/17436828333)

Attendee Search  
Search across all events Search

Would you recommend Eventbrite to a friend or a colleague?  
0 1 2 3 4 5 6 7 8 9 10  
No way Neutral Absolutely

- If you aren't logged in automatically go to [www.eventbrite.co.uk](http://www.eventbrite.co.uk) and login with your supplied details. When logged in click your name at the top right and then click 'My Events' Click on the event name or the Manage link to proceed to your event page, here you can change your payment methods, check who's attending the course and change attendee details.
- The important part here is for you to **add a payment collection method** to receive your payments from ticket sales, so go ahead and click on the **edit** link as pictured below.



0 Tickets Sold / 10

0%

You're collecting payments with:

PayPal [\[edit\]](#)

PayPal BANK AMERICAN EXPRESS VISA DISCOVER

Not editable after first sale.

[Learn more about payment processors](#)

- Following this you will be greeted with a payment options screen, select either **PayPal\*** or **Eventbrite Payment Processing** from the drop down list then fill in your details for payment.


## Payment Options







### Collecting payments

To collect payments online, Eventbrite offers you a variety of [payment processors](#) to give you the flexibility to collect ticket sales the way that works best for you.

You will be able to modify your choice of processor for each event, until you have made your first ticket sale.

#### Payment processor



Eventbrite will collect payments on your behalf and begin issuing payments 5 days after your event ends.

### Receiving funds

Please enter your account information to receive the payouts for your sales. Payout details must be specified before Eventbrite can deliver your funds to you.

Country  
United Kingdom

Name on account \*

Bank name \*

IBAN number \*

Re-enter IBAN number \*

- Press the green **SAVE** button at the bottom and that's your payments all configured and you're ready to start selling tickets to your attended course!

\*Receiving payments with PayPal requires a merchant account, you can find out more [about this here](#).

## SECTION 5

### USING EVENTBRITE

#### Logging in to Eventbrite

Once you've configured your Eventbrite subuser account as covered in [SECTION 4](#) you can login to Eventbrite at any time to check on bookings for your course, details for attendees and to change payment details.

- To login open your preferred web browser and go to [www.eventbrite.co.uk](http://www.eventbrite.co.uk) and click Login at the top of the screen.
- Your username will be your email address and your password is the password you specified (see [SECTION 4](#))

#### How Payments Work

Depending on your chosen payment method (covered in [SECTION 4](#)) the way you receive payments will differ, if you've chosen the Eventbrite Payment Processing method you will receive your payment ([minus Eventbrite processing fees](#)) 5 days after your event has taken place.

If you've selected PayPal as the way you receive your Eventbrite ticket payments then you will receive your funds as soon as a payment is received. Eventbrite fees can be charged afterwards or can be absorbed by the ticket price for more information see video lesson 2 on [this page](#).

#### Check your bookings and number of attendees

Check your bookings in Eventbrite by navigating to this link <http://www.eventbrite.co.uk/myevents/>

**Eventbrite also has a comprehensive help system on their site which can be [found here](#), of course don't hesitate to [get in touch](#) with us if you're stuck with anything at all.**