

Introducing another new feature - just released on EGfL

'Add event to my Outlook (or other) calendar' and 'Book now' redirect to CPD Online'

From the Key dates calendar on EGfL you can now send a note of an event to your own calendar or link direct to CPD Online to book a place.

Adding an event to your calendar

1. Go to the EGfL site:



2. Click on **key dates** to find a calendar of useful dates for school and LA leaders



3. **Search** for your event on key dates - or if you see an event you'd like to add to your own calendar - **select the event title**

Key dates

Welcome to the key dates calendar. From here you can search for some key Children's Services meetings and events relevant to schools. You can refine your search by using the filters on the right hand side. Please use the archive to view details of past events.

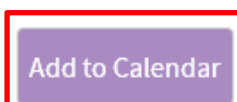
SEND panel

Tuesday, 3 November 2015, 09:00 to 13:00 4 hours

School workforce survey day

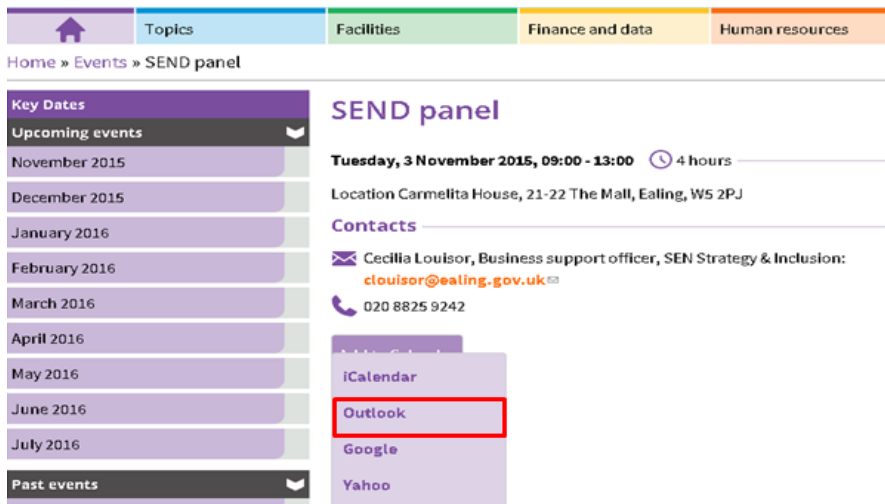
Thursday, 5 November 2015

4. Click on '**Add to Calendar.**' NB this adds a note of the event to your calendar but does not book you onto the event.

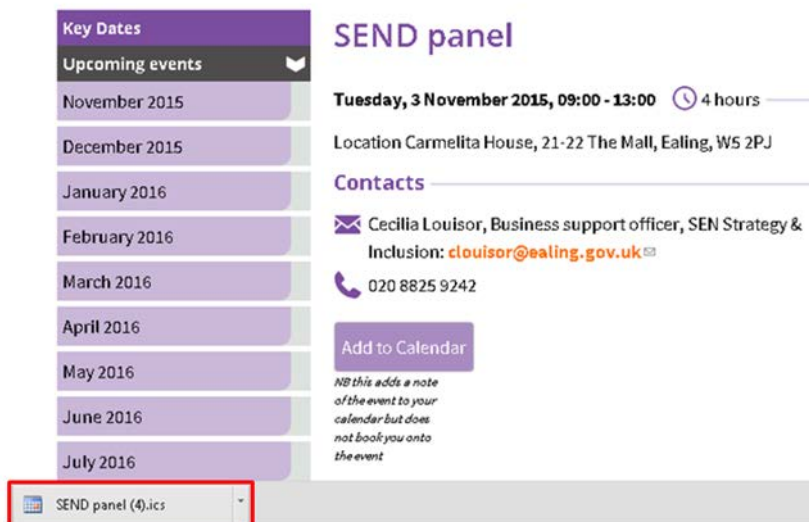


NB this adds a note of the event to your calendar but does not book you onto the event

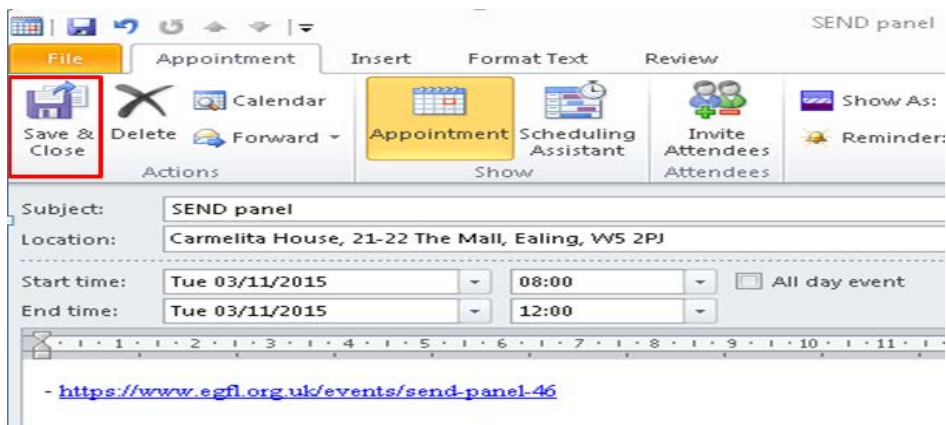
5. Now select the **email programme** that you use.



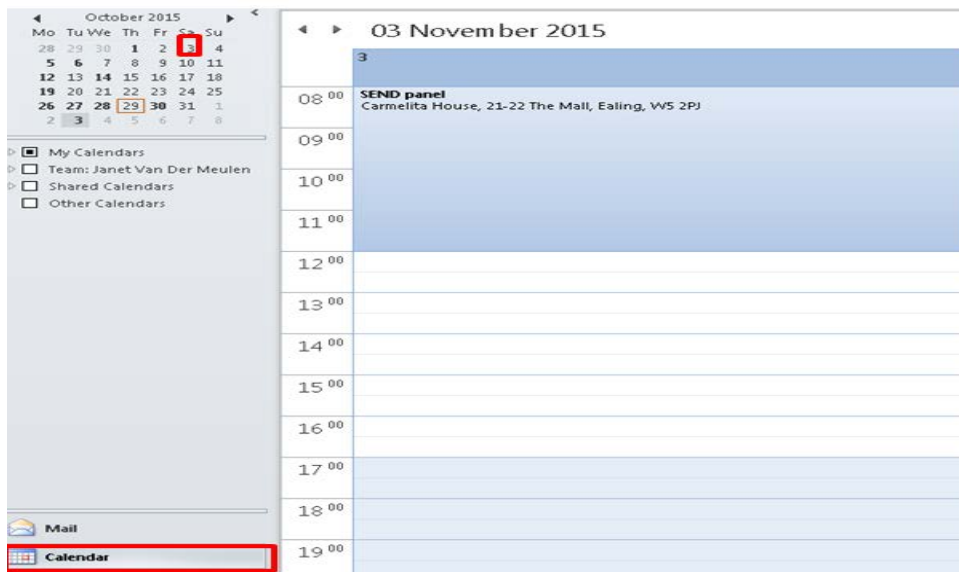
6. Click on the **calendar box** that appears on the **bottom left of your screen**. You will receive a **calendar appointment in your inbox**.



7. Select **Save and close**. Your event is now saved on your calendar.

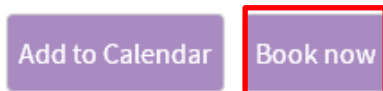


- To view the saved changes on your **calendar**, simply select **calendar** and choose the **date** of the event.



How to use the 'book now' function, if there is one available.

Wherever you see 'book now' it will take you through to the **event page on CPD online** where you can find full details and book your place.



NB this adds a note of the event to your calendar but does not book you onto the event

| | | | | | |
|------|--------------|---------------|-------------|------------------|------|
| Home | Schools Home | Search Events | Book a Room | Events Directory | Help |
|------|--------------|---------------|-------------|------------------|------|

View Details

[Request a place](#)
[Full details](#)
[Print event](#)
[Event list](#)

MOST ABLE, GIFTED AND TALENTED CROSS PHASE CONFERENCE

This event is suitable for Ealing maintained schools and all other schools

| | |
|------------|---|
| Short URL | http://schools.ealingcpd.org.uk/courses/bookings/c_detail.asp?cid=8799 |
| Event code | SCH 15/326 |

We look forward to seeing you at the 2nd Most Able Gifted and Talented Cross-Phase Conference which will be held on 5th November 2015 at 9:00-16:00. Venue: Holiday Inn, Brentford Lock.

This conference is for the Headteachers, Deputy Headteachers, More Able (G&T) and Subject Leaders. Confirmed key note speakers and contributors include:

- Professor Deborah Eyre - internationally recognised as one of world's leading experts on MAGT education
- Jeremy Loukes (HMI)
- Ian Warwick - Senior Director of London G&T
- Mike Fleetham - author of Thinking Classrooms
- Robert Wiline Director for Secondary and Debbie Morgan Director for Primary - National Centre for Excellence in the Teaching of Mathematics

The programme includes ground-breaking research findings, crucial debates and practical and innovative approaches to