



WHAT IS TUBS?

TuBS (Tutorial Booking System) is a quick and easy way for you to discover and book your place on upcoming teaching events. After you have attended an event and left feedback, TuBS will generate a certificate of attendance that you can print. You will always have a permanent log of your events that you can use as evidence for your professional development, such as RoT or CPD.

CONTACT

QUESTIONS AND SUPPORT

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TECHNICAL ISSUES

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ATTENDEE

QUICKSTART GUIDE

1

REGISTER

go to
tutorialbooking.com

complete the grey registration box on the right side of the page, using your NHS email address if you have one

the email address you use is also your username - use it to login to TuBS and also to sign into events. you can change your TuBS email address later in My Account

TuBS will send you an activation email (be sure to check your spam inbox)

click the activation link in the email. your TuBS account is now active!

2

SUBSCRIBE

login to TuBS
on your first login TuBS will ask you to select the group(s) you want to subscribe to
scroll down to view the available groups

to subscribe to a group, click the **+ add to my groups** button on the right side of your chosen group

you must select your role within a group to ensure that you can find relevant events - scroll up to view your subscribed groups. use the role selector to select your role

update your subscriptions later in My Account > My Groups

3

SEARCH

click Find on the main menu
you will see all of the upcoming events that you are able to attend, based on your subscribed groups and roles

filter events using the search functions

book your place in advance: click the event you wish to attend. scroll down then click **Sign Up as an attendee**

your event will now show in My Events > Upcoming

if you can no longer attend, remember to cancel and let the facilitator know

4

ATTEND

you must confirm your attendance at the event by eSigning your name and email address on the TuBS attendance register.

this is displayed on the facilitator's TuBS account during the event. click add attendee to confirm your attendance

if you previously booked your place at the event on TuBS, your name will already appear on the TuBS attendance register - simply ensure that the checkbox next to your name is ticked to confirm your attendance

5

FEEDBACK

after the event, feedback is required for two purposes: (1) **TuBS will not generate an attendance certificate for the event until you complete feedback;** (2)

it allows the facilitator to improve their teaching

when you next sign into TuBS you will see a pop-up to complete the feedback

6

CERTIFICATE

to print an attendance certificate for a single event, click My Events > Past. Find the event and click the **Certificate** button on the right side of the event

to print an attendance certificate for multiple events, click My Events > Past. use the advanced search features to display the events you want to include. click the select all check box or manually check the to-be included events.

Click the **Reports** button, then Download PDF