



## WHAT IS TUBS?

TuBS (Tutorial Booking System) is a quick and easy way for you to:

- create and organise your teaching events
- accurately record attendance during the event
- receive anonymous feedback following your events using the inbuilt feedback system
- keep 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

**Steven Klym**

TuBS Manager

[steven.klym@nhs.net](mailto:steven.klym@nhs.net)

### TECHNICAL ISSUES

[tubs@mlist.is.ed.ac.uk](mailto:tubs@mlist.is.ed.ac.uk)

## FACILITATOR

QUICKSTART GUIDE

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## REGISTER

go to [tutorialbooking.com](https://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!

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## SUBSCRIBE

login to TuBS

on your first login TuBS will ask you to select the group(s) you want to subscribe to - you must do this before you can create an event in a group

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

select your role within a group: scroll up to view your subscribed groups. use the role selector to select your role

update your subscriptions later in My Account > My

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## CREATE

click Create on the main menu, then select the group you want to create the event in

complete the fields on the next page. projects are event templates useful for regular events - contact us to create a project

Attendee Roles specify who can find and attend your event (likewise for Facilitator Roles)

press **Next** to configure the additional information and Feedback questions. drag feedback questions from the bank on the right to the left.

contact us to add additional questions to the bank

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## FACILITATE

**you must take an attendance register during your event:** just before the events starts you will see a pop up "you have an event starting soon"; click on the event - this is the attendance register

as attendees appear, add their name and email address to confirm their attendance (checkbox ticked = attended)

those who booked their place in advance will already be on the register - simply ensure that the checkbox next to their name is ticked to confirm attendance

**Submit Register** once complete

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## FEEDBACK

after the event, TuBS will automatically request feedback from those in attendance

to keep feedback response rates high: remind attendees to leave feedback on TuBS by logging into their own account incorporate feedback time at the end of your session (attendees can do this via smart-phone); and emphasise the importance of feedback to both you and the attendees: they will not be able to generate a certificate of attendance until they leave feedback.

access your feedback in My Events > Past, then click the event name > Feedback

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## CERTIFICATE

to print a 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 a 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