## **Course booking instructions (paying by invoice or UoE internal transfer payment)**

Please ensure you have booked your place through the ePay website before arranging a Purchase Order or UoE internal transfer payment

## Accessing booking from CRF Website (Courses) BEFORE YOU BOOK - How to book and pay for a place on one of our courses or Make sense of data presented in graphs events \*\*We strongly recommend that anyone wishing to sign up for this course has already attended the "Stats for the Terrified: An Introduction to Medical Statistics" course, which is scheduled to take place on 14/09/22 \*\* Tutor **Upcoming Courses** Dr David Chinn Cost Self-directed | Bitesize Introduction to Patient & Public Involvement Student (matriculation details required) = £40 University of Edinburgh/NHS Lothian = £60 • Other academic/NHS = £90 Tuesday 20th September 2022 | Understanding how to access UK health data for research 0 For industry rates, email education@edinburghcrf.ed.ac.uk. There is a cancellation date of 8 September 2022. You will be charged if you cancel after this date. Wednesday 21st September 2022 - Wednesday 5th October 2022 | An Introduction to Qualitative Methods Thursday 22nd September 2022 | Making Sense of Numbers: Interpretation of Data ☑ Book now: Making Sense of Numbers 22/09/22 (link to external ePay website) Monday 26th - Thursday 29th September 2022 | Dementia Prevention Summer School Monday 26th - Thursday 29th September 2022 Dementia Prevention Summer School Wednesday 28th September 2022 | A Practical Guide to Patient and Public Involvement in Research Click on the + next to the course you are interested in, for Click on the 'Book Now' button, which takes you to the more information and to access booking link ePay website

## Once on ePay website



Continue Shopping Proceed to Checkout	same as if paying by card)	Add Attendee	
Total £0.00		Total Before VAT	£0.00
	Continue Shopping	Proceed to Checkout	

Select "Paying by invoice/internal transfer payment" or "Paying by other method" if you are looking to pay by invoice or UoE internal transfer (formerly eITs) You need to 'Proceed to Checkout', even though the Cost is showing as £0. This is because you are booking, but not paying through this website since not paying by card.

Department *		
Attendee category *	Please Select 🗸	
Please confirm the email * address you would like course joining instructions and materials to be sent to		
If you are a student please provide your matriculation number and expiry date:		
Please provide a contact name * of the person/organisation to be invoiced or to organise a UoE internal transfer payment		
Please provide an email * address for the person/organisation to be invoiced or to organise a UoE internal transfer payment		
Do you have any accessibility * requirements for this course? Please specify		
Do you consent for Edinburgh * CRF Education Core to send you details of future courses/events/promotions/updates via email?		

Enter text with all details requested. When you get to this page, you will enter the contact name and email address of the person/department who will arrange the PO or UoE internal transfer payment.