

CPFT – Event Registration User Guide

Please follow the guide below to book a CPFT event and receive the final confirmation email.

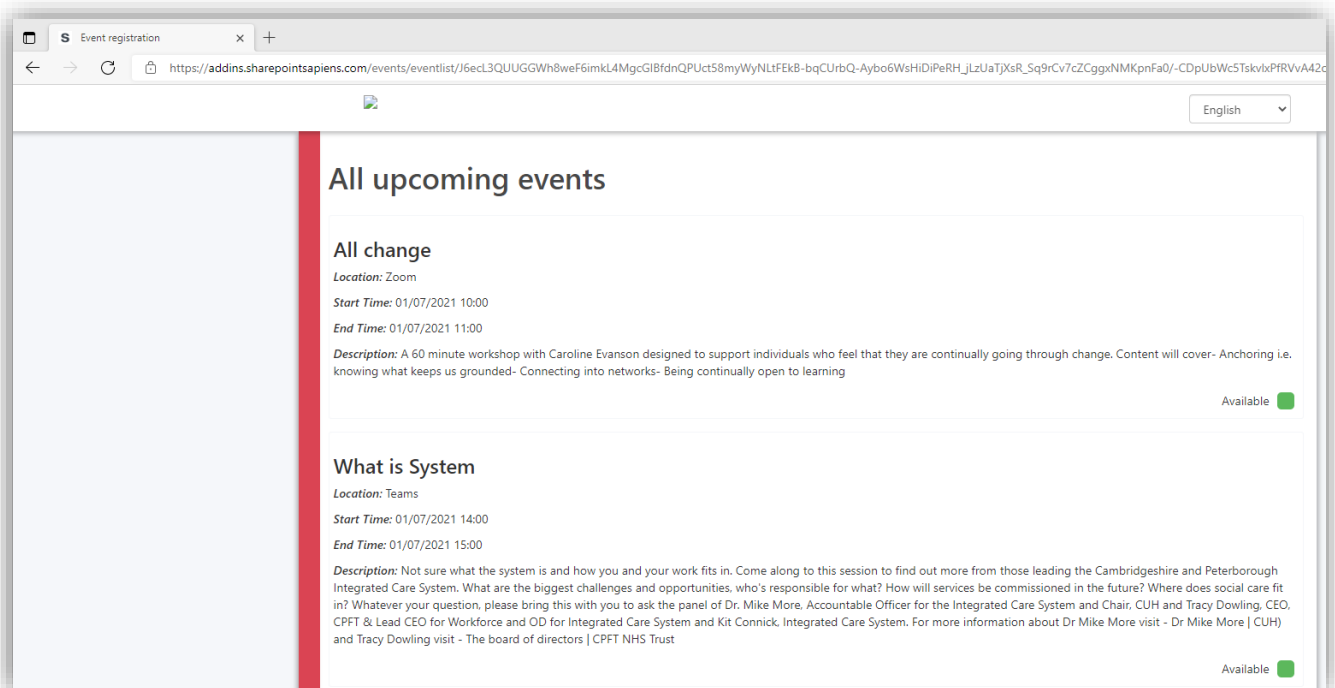
- **You can register an event using any email address.**
 - **You can access the event management site from any device.**
1. Launch **Microsoft Edge** using the first icon shown below. If you have any difficulties with Edge then please use **Google Chrome** or **Internet Explorer**:



2. Right click and **copy** the link below, then paste it into the Edge/Chrome/Internet Explorer browser:

https://addins.sharepointsapiens.com/events/eventlist/J6ecL3QUUGGWh8weF6imkL4MgcGIBfdnQPuct58myWyNltFEkB-bqCurbQ-Aybo6WsHiDiPeRH_jLzUaTjXsR_Sq9rCv7cZCggxNMKpnFa0/-CDpUbWc5TskvlxPfrVvA42oySe8knUnbcTt5nPudOFIk7ukNYWv2cX5D5a-jmqgRvCaZca4NGjg6Z1uDbXSJt6FyJ1gcjZiwpjdH0uv1f6TPmgmIJqtuVTmQnm2I_BPR_NY64Gwbk7YheaZ_SHmiPef59u5pFHVpyeJJQv8Dw

3. You will be presented with a selection of CPFT events. Select one to begin the booking process:



4. Enter your email address and click **Send**:

What is System

Title: What is System
Location: Teams
Start Time: 01/07/2021 14:00
End Time: 01/07/2021 15:00

Description:
Not sure what the system is and how you and your work fits in. Come along to this session to find out more from those leading the Cambridgeshire and Peterborough Integrated Care System. What are the biggest challenges and opportunities, who's responsible for what? How will services be commissioned in the future? Where does social care fit in? Whatever your question, please bring this with you to ask the panel of Dr. Mike More, Accountable Officer for the Integrated Care System and Chair, CUH and Tracy Dowling, CEO, CPFT & Lead CEO for Workforce and OD for Integrated Care System and Kit Connick, Integrated Care System.

For more information about Dr Mike More visit - [Dr Mike More | CUH](#)) and Tracy Dowling visit - [The board of directors | CPFT NHS Trust](#)

Send me the link to the enrollment form

We have to verify your e-mail address before you can enroll in this event. Please enter your e-mail address and click on 'Send' to receive the link to the enrollment form.

Your e-mail address *

5. An enrollment email confirmation message will be displayed:

What is System

You'll receive the link to the enrollment form at johnsmith@gmail.com shortly.
If you don't receive the e-mail, please check your spam folder and make sure cpft-leadingtogetherfestival.cpft@mgevents.sharepointsapiens.com is not blocked.

All upcoming events > What is System

Need help?
If you have any questions about our events, let us help.
e-mail: leadingtogether@cpft.nhs.uk

6. Check your inbox for the enrollment email. Check the spam/junk folder if you do not receive the email within a few minutes. Click **Enroll**, outlined below in red:

Enroll in What is System

This is the requested link to the enrollment form.

[Enroll in What is System](#)


We look forward to welcoming you to this festival session.

If you didn't request this e-mail, please ignore it, delete it, don't reply!.

Kind regards,

The Learning and Organisational Development Team
Cambridgeshire and Peterborough NHS Foundation Trust

Click [here](#) to book further festival sessions.



7. Enter your full name and click Enroll Now:

What is System

Title: What is System
Location: Teams
Start Time: 01/07/2021 14:00
End Time: 01/07/2021 15:00

Description:
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For more information about Dr Mike More visit - [Dr Mike More | CUH](#) and Tracy Dowling visit - [The board of directors | CPFT NHS Trust](#)

Enroll Now!

E-Mail *
@ johnsmith@gmail.com

Full Name
John Smith ✓

ENROLL NOW

8. You will be presented with a successful enrollment message:

What is System

You are now successfully enrolled. You'll receive an invitation at magdybauer@gmail.com shortly.
If you don't receive the e-mail, please check your spam folder and make sure cpft-leadingtogetherfestival.cpft@mgevents.sharepointsapiens.com is not blocked.

9. Check your inbox for the final confirmation email. You must complete the process to be fully enrolled. Full details of the date, agenda, and Microsoft Teams invitation can be found in the final email:

cpft-leadingtogetherfestival.cpft@mgevents.sharepointsapiens.com
to me ▾

Jul 2 Fri

Invitation to Together in Mind: The M...
[View on Google Calendar](#)

When Fri 2 Jul 2021 12pm – 12:30pm (BST)
Where Microsoft Teams
Who CPFT - Leading Together Festival*

[More options](#)

Agenda
Fri 2 Jul 2021

No earlier events

12pm Invitation to Together in Mind: The M...

No later events

Invitation to Together in Mind: The Mountain Meditation

Thanks for registering for Together in Mind: The Mountain Meditation.

Click [here](#) to view your enrollment online.

Microsoft Teams meeting

Join on your computer or mobile app
[Click here to join the meeting](#)

If you have any questions or issues please email leadingtogether@cpft.nhs.uk . Enjoy the Festival!