



F2F Delivery with Hardcopy Booklets

1. Register course on
4MH Training Portal

- **Actioned by Trainers or Administration**
- Need Access to 4MH Training Portal



2. Print or Download:
'Registration QR Sheet'
'Evaluation QR Sheet'

- **Actioned by Trainers or Administration**
- Can be printed off or electronically downloaded to add in slides
- Both sheets contain a QR Code & web link



3. All Delegates sign-in
to training via
'Registration QR Sheet'

- **Actioned by Trainers**
- Delegates scan QR Code or type in web link to phone/laptop and add their name & email address to the session

4. Give Delegates hardcopy
Participant Booklet

- **Actioned by Trainers**



5. All Delegates sign-out of training via
'Evaluation QR Sheet'

- **Actioned by Trainers**
- Delegates scan QR Code or type in web link to phone/laptop and complete their anonymous evaluation to receive a digital Attendance Certificate