



Online Training Requirements & Attendance Instructions

1 Online Training Requirements

1.1 Technology Requirements

McPherson Online Courses are delivered on Microsoft Teams and use the TurningPoint app (from Turning Technologies) for audience participation.

Attendees must ensure that the hardware and software meet the minimum requirements as set out in the Terms and Conditions associated with the booking.

1.1.1 Hardware Requirements

To participate in Online Training, you will need a reliable internet connection and the following hardware:

- PC, Laptop, Tablet or iPad
 - with a working webcam, microphone and speakers
- Smart Phone
 - *optional* but highly recommended for TurningPoint

1.1.2 Software Requirements

Please ensure that you have the following software downloaded *in advance* of the course start date and time.

1.1.2.1 *Microsoft Teams*

If you are using a PC or Laptop there is *no requirement* to download the Microsoft Teams desktop client as you will be able to join via the web browser.

However, you can download the application if you prefer to use it.

For those using a tablet or iPad you **MUST** download the Microsoft Teams app from the relevant app store in advance of the training. This will ensure that the training experience will be much smoother.

Android Tablet	iPad
Search the Play Store for: <ul style="list-style-type: none">• Microsoft Teams	Search the App Store for: <ul style="list-style-type: none">• Microsoft Teams

1.1.2.2 *TurningPoint*

Attendees can use their Smart Phone to submit answers to classroom polls and questions posed by the trainer via the TurningPoint app. McPherson **highly recommends** that you use the app so please download it from the relevant app store in advance of the training.

Android Tablet	iPad
Search the Play Store for: <ul style="list-style-type: none"> • TurningPoint 	Search the App Store for: <ul style="list-style-type: none"> • TurningPoint

If it is not possible to use a Smart Phone you can also use your web browser (full instructions will be provided on the day by the trainer).

1.2 ID Requirements

The following ID will be required:

- Driving Licence
- DVLA Check Code
- Email Address
- Telephone Number

Attendees will be required to produce their Driver's Licence on each day of attendance – no copies will be accepted.

Drivers must also send a photo or copy of their licence to McPherson Training in advance of the training session in order to assist with validation.

1.3 Dress Code & Workspace

Please be aware that all course participants will be able to see you and what's behind you during training so please ensure you are dressed appropriately and friends and family know to give you the space and time needed to complete the training

Examples of inappropriate attire and conditions include:

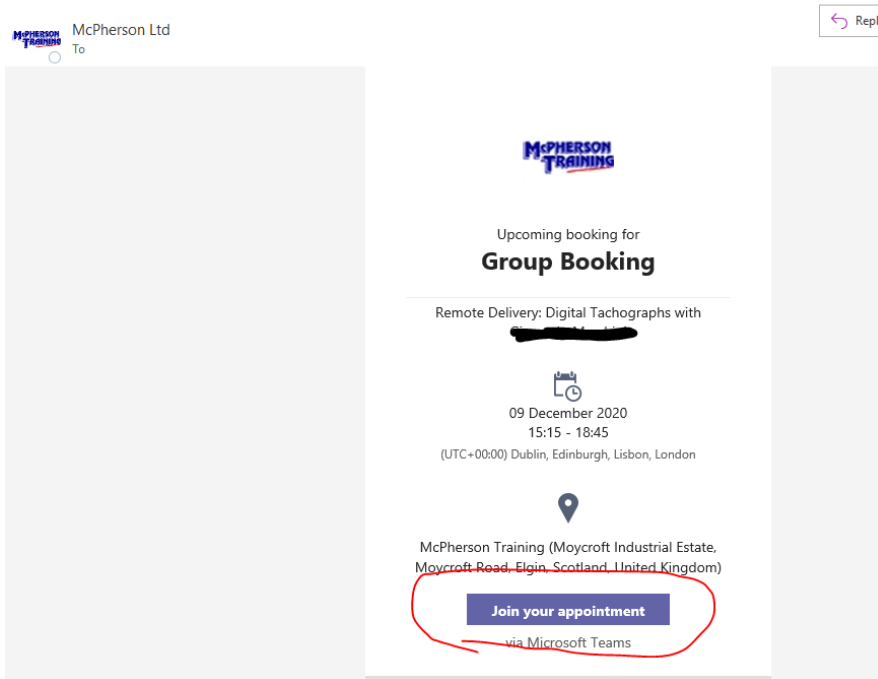
- Pyjamas
- Football Tops
- Posters that may cause offence
- Interruptions from family

2 Attendance Instructions

2.1 Via Email Link

The easiest way to join the training session is to click the link in the original email received, or the follow-up reminder email, sent out 30 mins before the session is due to start:

Reminder: Remote Delivery: Digital Tachographs



The screenshot shows an email interface. At the top left, there is a logo for 'McPherson Training' and the text 'McPherson Ltd' with 'To' below it. At the top right, there is a 'Reply' button with a left-pointing arrow. The main content of the email is centered and includes the following elements: the 'McPherson Training' logo, the text 'Upcoming booking for', the heading 'Group Booking', a horizontal line, the text 'Remote Delivery: Digital Tachographs with' followed by a redacted name, a clock icon, the date and time '09 December 2020 15:15 - 18:45', the time zone '(UTC+00:00) Dublin, Edinburgh, Lisbon, London', a location pin icon, the address 'McPherson Training (Moycroft Industrial Estate, Moycroft Road, Elgin, Scotland, United Kingdom)', a blue button with the text 'Join your appointment', and the text 'via Microsoft Teams' below the button. A red hand-drawn circle highlights the 'Join your appointment' button and the text 'via Microsoft Teams'.

2.2 Via Calendar Invitation

If you wish to add the training session to your calendar and join from there, please follow the steps outlined below.

Further details on how to attend a Microsoft Teams meeting can be found at the link below:

<https://support.microsoft.com/en-us/office/join-a-meeting-without-a-teams-account-c6efc38f-4e03-4e79-b28f-e65a4c039508>

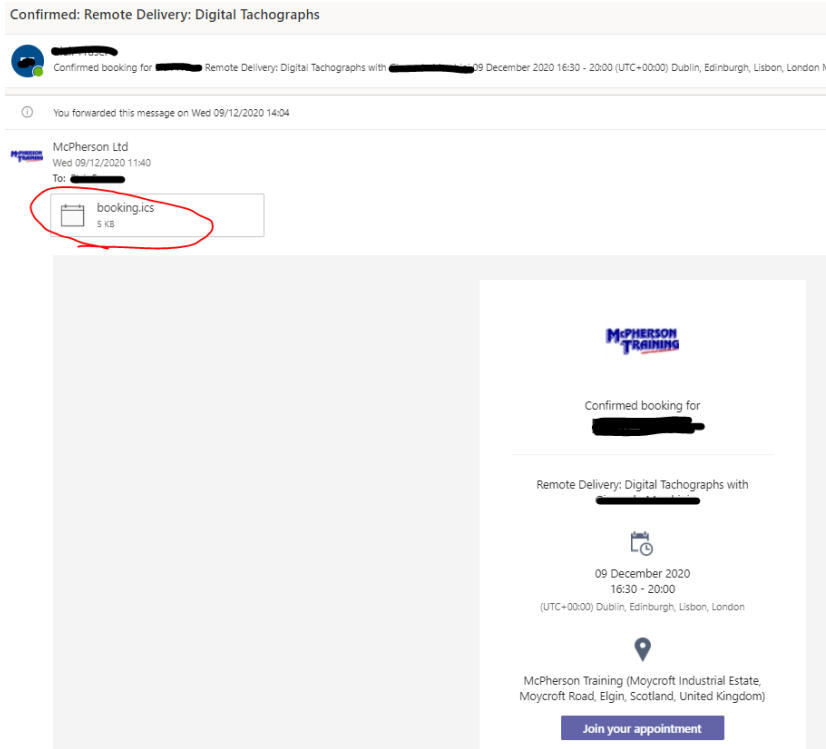
2.2.1 Adding the Appointment to Your Calendar

To add the appointment to your calendar, open the attachment **booking.ics** or click to **add to calendar** (instructions below for Gmail and Microsoft accounts):

Gmail:

The screenshot shows a Gmail email interface. At the top, the subject is "FW: Confirmed: Remote Delivery: Digital Tachographs" and it's in the "Inbox". The email is addressed "to me". The main content area is divided into two columns. The left column shows the event details: "Remote Delivery: Digital Tachographs", "When: Wed Dec 9, 2020 4:30pm - 8pm (GMT)", "Where: McPherson Training (Moycroft Industrial Estate, Moycroft Road, Elgin, Scotland, United Kingdom)", and "Who: McPherson Ltd*". A red circle highlights the "Add to calendar" link. The right column shows the "Agenda" for "Wed Dec 9, 2020", listing "4:30pm Remote Delivery: Digital Tachographs". Below the email content, there is a large white box containing the "McPHERSON TRAINING" logo, the text "Confirmed booking for" followed by a redacted name, and "Remote Delivery: Digital Tachographs with" followed by a redacted name. At the bottom of this box, it says "09 December 2020 16:30 - 20:00".

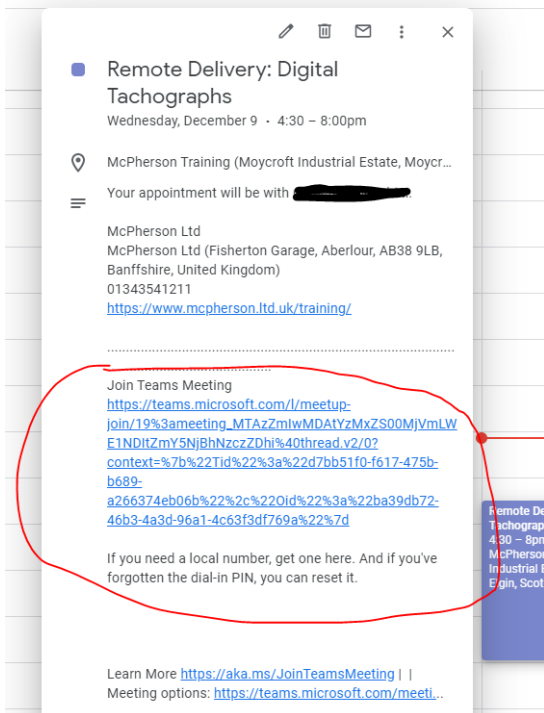
Outlook:



2.2.2 Joining Instructions


To join the training session, simply click on the MS Teams link contained in the meeting invitation:

Google Calendar:



Alternatively, click the link in the original email received, or the follow-up reminder email, sent out 30 mins before the session is due to start:

Reminder: Remote Delivery: Digital Tachographs

 McPherson Ltd
To

 Reply



Upcoming booking for
Group Booking

Remote Delivery: Digital Tachographs with
~~XXXXXXXXXX~~



09 December 2020
15:15 - 18:45

(UTC+00:00) Dublin, Edinburgh, Lisbon, London



McPherson Training (Moycroft Industrial Estate,
~~Moycroft Road, Elgin, Scotland, United Kingdom~~)

[Join your appointment](#)

via Microsoft Teams