

## TFP ONLINE - MEMBERSHIP ACTIVATION INSTRUCTIONS

This is a password-protected, member's only website. Once your membership is activated, **you have 365/24/7 online access to your private area** showing the TFP training courses you and your staff have attended and the courses available, which you can reserve places on at any time.

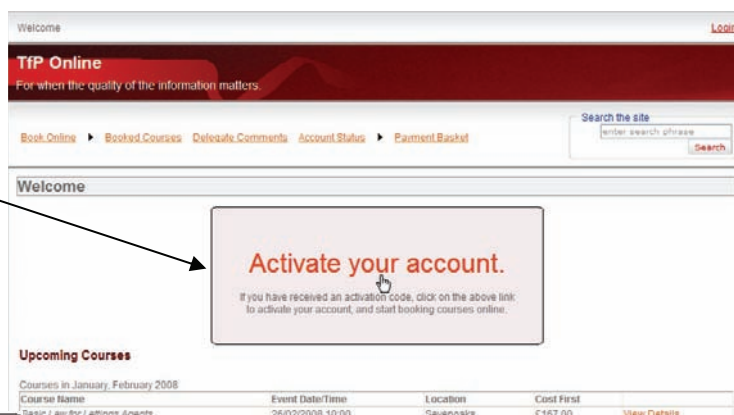
You need your **User Name** and **Your Activation Code** which came with this sheet (find the sheet headed 'How To Reserve Your Places'). If you do not have this information, please send an email to **tfp@lettingnetwork.com** with your agency name and telephone number and we will send it back to you.

### ACTIVATING YOUR ACCOUNT

In your web browser go to **www.tfponline.co.uk**

**CLICK ON ACTIVATE YOUR ACCOUNT**

The **Activate your account** screen displays



**Activate your account**

Username:

Email Address:

Activation Code:

Enter your activation details above.  
You can also use this form to notify us that you wish not to be contacted.

**ENTER YOUR USER NAME (AS SUPPLIED)**

**ENTER YOUR EMAIL ADDRESS**

**ENTER YOUR ACTIVATION CODE (AS SUPPLIED)**

**CLICK THE ACTIVATE BUTTON**

You will be asked to set up your private password

**Activate your account**

New Password:

Repeat Password:

**Mail Preferences**

[Please don't mail or email me in the future.](#)

### Password Setting

Because this password allows you access to your private area on the TFP Online website it is important to choose one that cannot be easily guessed or broken.

The strongest password structure includes numbers and symbols as well as letters. This is why your password must contain at least **1 Capital letter, 1 numeric character and 1 symbol**. You could use a favourite place or word and replace some of the letters with numbers or symbols, as shown in the examples below:

Davidspassword=**Dav!d5pas5w0rd**      or Stunning=**5tunn!nG**      or Amie0512=**Am!e0S!2**

When you login into the site in future the password will show a ● for each character you type.

Once you have set your password you will be taken to the Book Online screen where the current courses are displayed.

***Please Turn Over for Online Booking Instructions...***

# BOOK ONLINE

From the Book Online screen you can choose which course date and venue you wish to reserve places on:

**Upcoming Courses**  
Courses in January, February 2008

Course Name	Event Date/Time	Location	Venue	Cost First	Cost	Spaces	Attending	
Basic Law for Lettings Agents	26 February 2008 10:00	Sevenoaks	TBD	£167.00	£167.00	50	0	<a href="#">Book Now / View Details</a>
Basic Law for Lettings Agents	27 February 2008 10:00	Nottingham	TBD	£167.00	£167.00	50	0	<a href="#">Book Now / View Details</a>
Legal Update	27 February 2008 10:00	Exeter	TBD	£167.00	£167.00	50	0	<a href="#">Book Now / View Details</a>
Legal Update	28 February 2008 10:00	Birmingham	TBD	£167.00	£167.00	50	0	<a href="#">Book Now / View Details</a>

**Future Courses**

Select a date from the calendar to view the events on that day. Available dates are highlight in red.

Mon	Tue	Wed	Thu	Fri	Sat	Sun
25	26	27	28	29	1	2
3	4	5	6	7	8	9

CLICK THE BOOK NOW/VIEW DETAILS LINK FOR THE REQUIRED COURSE

If your agency has more than one branch:

SELECT YOUR BRANCH FROM THE DROP-DOWN LIST

**Book Online**

**Course Details**

Course Title: Basic Law for Lettings  
Event Date/Time: 27 February 2008 10:00  
Location: Nottingham  
Venue: (TBD)  
Spaces Remaining: 48  
Cost for First Delegate: £167.00  
Cost Thereafter: £167.00  
Description: [Return to Courses List](#)

**Attending**

You already have the following people booked on this course.

**Add Delegate**

Choose or enter the details of a person you would like to attend this course.

Office:  Delegate Name:  [Add Delegate](#)  
[Add Delegate not in the list](#)

Total : £0.00

SELECT THE STAFF MEMBER'S NAME, if shown, OR

CLICK THE ADD DELEGATE NOT IN THE LIST LINK

CLICK THE ADD DELEGATE LINK

**Add Delegate**

Choose or enter the details of a person you would like to attend this course.

Office:  Delegate Name:  [Add Delegate](#)  
[Add Delegate not in the list](#)

Repeat for each course delegate

CLICK THE PURCHASE BUTTON TO CONTINUE TO THE PAYMENT SCREEN

**Payment Basket**

Type	Description	Quantity	ItemPrice	ItemTax	ItemTotal	LineTotal	
Booking	Peter Johnson booked on 'Basic Law for Lettings', 27 February 2008 10:00	1	£167.00	£0.00	£167.00	£167.00	<a href="#">Remove</a>
Basket total					£167.00		
Vat					£0.00		
Grand Total					£167.00		

[Browse for more courses](#)

CLICK THE BROWSE FOR MORE COURSES LINK TO ADD OTHER COURSES BEFORE FINALISING YOUR BOOKING

You can choose to complete your payment online (the **Pay Now** button) or print your booking invoice and send it with your cheque.

Your course confirmation will be sent to your registered email address once payment has cleared.