Diocese of Guildford Education Services Portal School Admin Guide

V2

Finding the Education Services Portal

Go to **https://gdbe-elevate.org**

Registering

To register as a new user to site click on the login / register button in the top right-hand corner of the page:

Login / Register

Under the login form, click on the 'Register for a new account' link. Fill out the form and click on the Register button.   You will receive an email to verify your account. Click on the link within the email. Your school will be informed that you have registered.

Logging in for the first time

You need an email and password to log in to the site.

If you have been registered by The Diocese of Guildford or your school you will have received a verification email. You will need to click on the link within this email in order to verify you email address and request a password before you can log in.

Didn't get the email?

Check your spam folder to make sure it didn't end up there. You can also visit the following page to resend the verification email:

https://gdbe-elevate.org/forgot-password

Logging in

In the top right-hand corner of the page click on the login / register button.

Login / Register

Enter your email and password and click Login

Upon successfully logging in, the login / register button will be replaced by the **Account** button.

Account ⌄

Clicking on the Account button will show further links, including **My Account** showing your bookings, **Profile** to change your email and password and **Logout** to logout of the system.

Users with other permissions may have further links.

School Account

To access you school account click on **Account** button in the top right-hand corner of the homepage and then click on the **School Account** link.
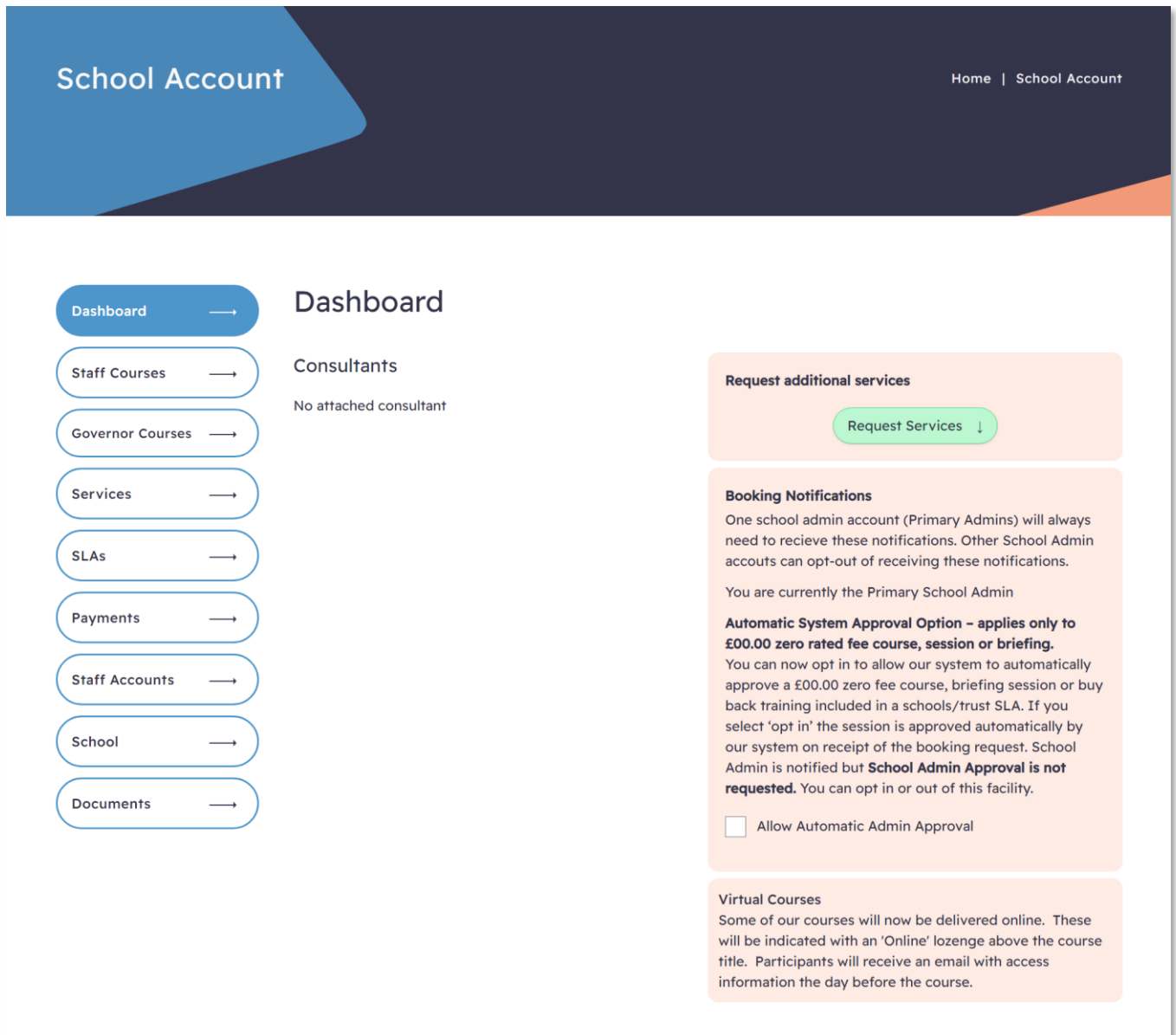
The Dashboard shows the contact information for you Consultants.

On the right you have options to request services and manage Booking Notifications.

Staff and Governor Courses, Service Requests

Bookings can either be Pending (waiting for approval), Approved or Rejected. Course bookings can also be held on a waiting list if the course is full. You are able to delete bookings that have yet to be approved.

If a member of staff makes a booking, you will receive an email requesting approval.

The bookings list will indicate when a booking requires your approval.

To approve a booking

Click the icon to approve a booking.

A popup confirmation window will open. Click 'Yes'.

To delete a booking

If a course booking has yet to be approved by GDBE, it can be deleted without penalty.

Click the icon to delete a booking.

A popup confirmation window will open. Click 'Yes'.

Booking Courses or Services

To book a course or service on behalf of a member of staff, the staff member must have an account. (See section on Staff to register a user).

When booking a course or service you will have the option of selecting the member of staff the booking is for.

Diocesan School Business Leaders, Managers and Bursar Network Meetings

Our annual series of 3 network meetings for School Business Leaders, Managers and Bursars. We warmly invite School Business Leaders to attend.

Content:

- GDBE elevate Education - Updates
- GDBE elevate HR - Update and Surgery
- GDBE Property and Buildings Team Surgery
- Network Focus - Current national, regional and local agendas
- Network expertise and resources that allow you to work together to best meet the needs of children and families living in your school community and provide support for you in your professional role.

Presenter and consultant preparation, training and resource materials are all included.

This network is **FREE** for all member schools or academies who subscribe to GDBE elevate CORE. There is a small fee for those who are non-members.

All bookings must be made online in advance of the session dates. All presenter post session materials and resources are included as part of the online booking.

School Business Leaders, Managers and Bursars working in Church Schools and Academies

Standard Price			
EsLA Standard £36	EsLA Core Free	EsLA Extend+ Free	EsLA Enhance++ Free

Book Course | Tutors & Venue

Date

24/06/2022 11:00-13:30

Who's attending the training?

Select Participant

Any Dietary Requirements?

☐ Would you like us to contact you to discuss your needs

☐ I would like a Church House Parking Permit

Anything else about the booking?

☐ I accept the Booking Terms & Conditions

Request Course ⟶

Requesting a Service Level Agreement

To request an SLA, click on the **Services** link in the menu bar and select **Core Membership & Services**.

You can also view and request a Service Level Agreement. Click on the **More Info** button in the Our Service Offer box. If the SLA for the following year is available this will show beside the current SLA box.

SLA pricing will be based on one or more factors such as pupil numbers, school type or status. The portal will automatically select the correct band.

Click on **Request** button to go to the SLA Request form.

GDBE elevate CORE

Our GDBE elevate CORE agreement is primarily designed to support CofE Church Schools, Single Academy Trusts and Multi-Academy Trusts, and Mixed Trusts with Church of England members within the Diocese of Guildford.

Each agreement comes with our GDBE elevate CORE support package. Download our brochure for full information about CORE support package buyback.

GDBE elevate CORE members benefit from price discounts on all GDBE elevate service and training.

Please note:

- You must be registered with us and logged into you account to order this agreement and additional support package 'bundles'.
- Our prices are quoted exclusive of VAT @20%.
- The agreement period is for one academic year.
- Renewal is automatic until you notify us of cancellation.
- Package bundle add ons are valid within the subscription period.
- Other terms and conditions may apply.

| Small Schools | 90 or less on roll | £595.00 |
| Per School/Academy | | £795.00 |

Request ⟶

SLA Request Form

CORE Support
SLA Request

SLA

GDBE elevate CORE	£ 795.00

The SLA price is based on your school information: 100 pupils
If this is incorrect, please edit your school information (dropdown) prior to submitting this request.

Select from the following to be included free in your package:
Leadership, Governance
Christian Distinctiveness | Activity 1 - Consultation Visit
SIAMS Review - Part 2
Leadership, Curriculum Support - Half-day
SIAMS Governance
Collective Worship | Activity 1 - Consultation Visit
Religious Education | Activity 1 - Consultation Visit
Spiritual Development | Activity 1 - Consultation Visit

Service Bundles

GDBE External Adviser	Headteacher Performance Management		Quantity
+ HTAPM Standard	Member Price £ 360.00	- 1 +
+ HTAPM Comprehensive with mid-year review	Member Price £ 695.00	- 0 +

Strategic Leadership | Executive Leader/Headteacher Recruitment

+ DDE and HR Combined Support	Member Price £ 949.00	- 0 +
+ DDE Support	Member Price £ 695.00	- 2 +
+ HR Support	Member Price £ 500.00	- 0 +

People (HR)

Summary

SLA	£ 795.00
Bundles	£ 1750.00
Total	£ 2545.00
	excluding VAT

☐ I accept the Booking Terms & Conditions

Request SLA ⟶

Bundles Requested
HTAPM Standard
DDE Support (x2)

Contact

Jane Whittingdale
Schools Services Manager
jane.whittingdale@cofeguildford.org.uk
t: 01483 484911

Click on the **School Information** link to correct any information used to calculate the cost of the SLA.

You have the option to select **Service Bundles** to accompany your SLA. To find out more about a bundle, click on the + next to the title.

Clicking on the Quantity field +/- to add service.   The Bundles requested will be summarized in the right column.

After reading and agreeing to the **Terms and Conditions** click on the 'Accept Booking Terms' checkbox. Click on the **Request SLA** button to submit the request.

The Diocese of Guildford will review your request and email you confirmation when approved.

Prior to the SLA being approved, you will be able to return and edit the request.   The request will be listed under the SLA tab in your School Account.

Payments

After a booking or request has been approved you will receive an email requesting payment. This email will include a link to the invoice.

The Payments tab will show a list of payments. Payments can either be Pending (waiting for payment) or Received.

Staff Accounts

School Staff are split in Staff and Governors.

To add a User, click on the **Add Staff Account** button.

E-mail address	The e-mail address must be unique. The reason for this is that the e-mail address is used to login to the system.
Restrict Access to bookings	Tick this box to prevent the staff member from bookings courses or services on the portal
School Governor	Tick this box if the user is a school governor
School admin	Tick this box if you would like the user to have similar school admin rights to yourself
Primary School admin	Tick this box if you would like the user to be the primary school admin. Only one person in a school has this role. They will receive all the email notifications.

Edit a User

To edit a User.

Click the icon to edit a User.

Delete a User

To delete a User.

Click the icon to delete a User.
A popup confirm box will appear. Click the delete button to remove the User.
Deleting a User will not remove the user's bookings.

School Information

This shows the school information help by the portal.

Dashboard →	
Staff Courses →	
Governor Courses →	
Services →	
SLAs →	
Payments →	
Staff Accounts →	
School →	
Documents →	

School Details

Edit →

Name	Zoom School
Account Number	
Type	Primary
Funding	Community
No of Staff	
Number on Roll	100
Address	Zoom School,
Telephone	
Email	
CEO	
Deputy	
Admin/Bursar	
Trust/Cluster	

Click the Edit button to update the information. Click the same button to then save any changes.

Documents

The portal hosts a large number of documents.   These documents support SLAs and Services. Some documents will be accessible to any registered user. Other documents will only be available to schools who have purchased a particular SLA or Service.

To view files, click on the folder title in the left-hand column.   The files within that folder will then show within the right-hand column. Click on the filename to download the file.