



UNIVERZITA KARLOVA
1. lékařská fakulta

Login and registering for the Face-To-Face part







- **Availability of the registering could be limited** by - the date, previous requirements, successful completion of the test etc.



- in case there is not blue **“tick”**, it means the tasks have not been fulfilled and you have to fulfil them first to continue on
- after you have fulfilled all the previous tasks, click on the Face-To-Face part icon to log in and register
- the icon for a **Face-to-Face part**, e.g. Skills training session, online session, credit registration looks as such



- You must sign up only for **one date and time**
- The deadline within which you need to sign up for e.g. Skills training session to be found among the introductory information of the course
- Select the date and time and **log in for Face-to-Face part for each course**

Date	Time	Capacity	Status	Options
22 October 2018	2:15 PM - 3:45 PM	0 / 12	Booking open	   Attendees Sign-up
22 October 2018	3:00 PM - 4:30 PM	0 / 12	Booking open	   Attendees Sign-up

- Confirm the selected date and time of the booking

Sign-up for Praktický nácvik 1

Session date/time 9. říjen 2018, 07.00 – 9. říjen 2018, 08.30

Capacity 12

Details **Oblasti nácviku:**

- Primární vyšetření
- Sekundární vyšetření

Notification Type ...! ? Email Notification and iCalendar Appointment

Sign-up Zrušit

Formulář obsahuje povinná pole označená ! .

- Your calendar has to be set up for the correct time zone

All sessions in Praktický nácvik 1

Upcoming sessions

Date	Time	Seats available	Status	Options
9. říjen 2018	07.00 - 08.30	11	Booked	More info Cancel booking
9. říjen 2018	07.45 - 09.15	12	Booking open	none
9. říjen 2018	08.30 - 10.00	12	Booking open	none

- Your chosen date and time will be highlighted in green and the **Booked** status will appear

- You can change the reservation date before the registration closing

All sessions in Praktický nácvik 1

Upcoming sessions

Date	Time	Seats available	Status	Options
9. říjen 2018	07.00 - 08.30	11	Booked	More info Cancel booking
9. říjen 2018	07.45 - 09.15	12	Booking open	none
9. říjen 2018	08.30 - 10.00	12	Booking open	none

- Click "Cancel booking"
- Enter the reason you want to cancel the booking and confirm







Cancel booking for Praktický nácvik 1

▼ Cancel booking

Are you sure you want to cancel your booking to this session?

Reason

- The green highlighting will disappear

Date	Time	Capacity	Status	Options
22 October 2018	2:15 PM - 3:45 PM	0 / 12	Booking open	   Attendees Sign-up
22 October 2018	3:00 PM - 4:30 PM	0 / 12	Booking open	   Attendees Sign-up

- **After you have cancelled the previous booking only then** you can choose a different reservation; the newly chosen reservation will be highlighted in green as before.

- **There are certain rules for the Skills training session attendance –**
 - Arriving on time for the Skills training session
 - **Dresscode** – no lipstick; no jewellery and watch on; longer hair pulled back (no loose hair), etc. – **see Syllabus**
 - Confirmation of your chosen date and time for the Skills training session will be sent to your email and it will contain further detailed information

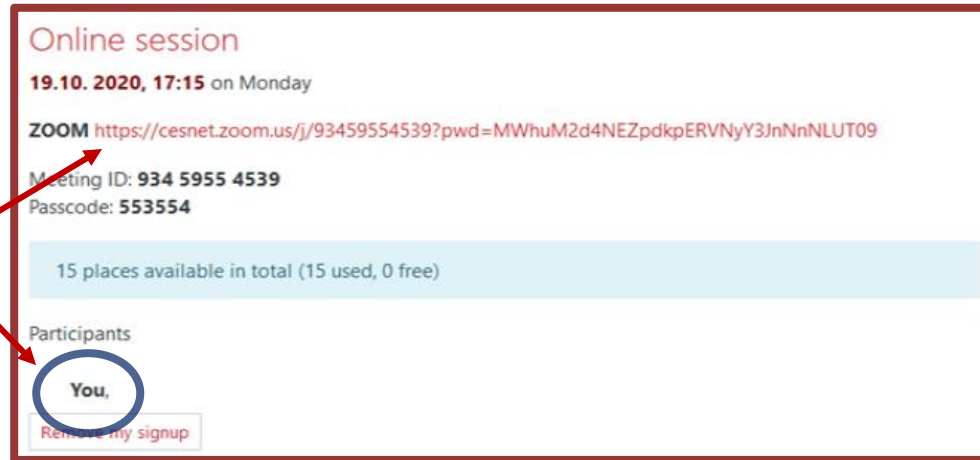
- In case of **Online session** lessons in Zoom the icon looks as such



- You must sign up for **only one** date and time then click

A screenshot of a Zoom online session sign-up page. It features two session listings. The first listing is for "19.10.2020, 16:30 on Monday" with Meeting ID: 916 8836 8449 and Passcode: 29 883. The second listing is for "19.10.2020, 17:15 on Monday" with Meeting ID: 534 5955 4539 and Passcode: 55 554. Both listings show "15 places available in total" and a "Participants" section. At the bottom of the page, a button labeled "Sign me up for this session" is circled in blue. Red arrows point from the text in the first list item to the "Sign me up for this session" button and from the text in the second list item to the "Sign me up for this session" button.

- After signing in you will find yourself among the other participants



- Click your signed-up Zoom session link and you will be asked to sign into Zoom (see information in the Introductory lesson)