

Booking Platform User Guide

This platform is your hub for accessing our professional leadership and learning communities, professional development events, conferences, and much more. It has been intuitively designed to empower you and your teams to have full control of how you engage with us this academic year.

Whether you're attending in person or online, this guide will help you get started, book with ease, and make the most of every opportunity to learn, connect, and lead.

Getting started

How to create an account

To first register for an account, click 'Sign up'.

Enter your details in the form, ensuring you are using your school/MAT email address.

Select your MAT from the list.

Ensure you input any dietary or access requirements.

We recommend that you create a strong password, that uses capital letters, numbers, symbols and is over 8 characters long.

Click 'Create Account'.

Our team will then approve your account.

You will then be sent an email to confirm your email address, please click the link in the email to confirm your account. You will now have signed up for our booking platform!

How to log in

To log in to the platform, visit <https://bookings.inspiringleaderstoday.com/signin> and input your email address and password.

Forgotten password

If you have forgotten your password, visit <https://bookings.inspiringleaderstoday.com/> and click 'Forgot Password'. Input the email address that you used to sign up and click 'Send Reset Link'. An email will be sent to your email address for you to reset your password.

Please follow the instructions in the email to reset your password and log back in with your new password.

If you are still having difficulty accessing your account, please email info@iltoday.co.uk and one of our team will be happy to help you.

Your booking homepage

Once you sign in, you will land on your booking homepage. Along the top of the page you will find:

Book an Event – This page will take you back to the bookings homepage, where you can browse upcoming and past events. Events can be searched, and filtered by topic, programme type, location and past/current events.

My bookings – This page will take you to the events that you have booked on to. Here you will be able to view event details, amend and cancel bookings. You will also be able to toggle between upcoming, past and cancelled events.

Booking onto an event

Click on 'Book an Event' along the top of the screen to browse our events.

You will be able to browse events as part of your MAT partnership offer by clicking the box next to 'MAT Partnership'.

Once you have found the event that you would like to book on to, click either:

Book now – This is a direct booking link. You will not be able to view further details about the event by clicking on to this link. If you would like to book, click 'Book now'.

More info – By clicking on this link, you will be able to view the full details about the event, including date, time, address, topic, area, number of bookings, event overview and relevant links and documents you need before booking your place. To book your place, click 'Book now' on the right-hand side of the screen.

Once you have booked on to an event, you will receive an email to confirm your booking. In this email you will receive a calendar link, for you to add the event to your calendar.

Please note: calendar invites won't be sent out directly, so please use the link in the confirmation email to add the event to your calendar.

Managing your bookings

Click on 'My Bookings' to manage your event bookings. On this page you will be able to view event details, amend and cancel bookings. You will also be able to toggle between upcoming, past and cancelled events.

Cancel an event booking

If you don't think you will be able to attend an event you have booked on to, it is imperative that you cancel your place.

To cancel your place, sign in to your account and click 'My Bookings' on the top of the screen.

Find the event you want to cancel and click on 'Cancel'. You will then be prompted to commit to the cancellation again with a pop-up. Click 'Cancel Booking' to cancel your place.

Profile and Preferences

To view or amend details on your profile, find the circle with your initials in the top right-hand corner of the screen.

Click on 'Account Settings'.

Here you will be able to update your details and change your password. Please click 'Save Changes' if any changes have been made.

If you have any questions, or need further support, please email info@iltoday.co.uk. One of our team will get back to you as soon as possible.