Standard ABOUTTHS RESOURCE

This resource is produced by Stonewall, a UK-based charity that stands for the freedom, equity and potential of all lesbian, gay, bi, trans, queer, questioning and ace (LGBTQ+) people.

At Stonewall, we imagine a world where LGBTQ+ people everywhere can live our lives to the full.

Founded in London in 1989, we now work in each nation of the UK and have established partnerships across the globe. Over the last three decades, we have created transformative change in the lives of LGBTQ+ people in the UK, helping win equal rights around marriage, having children and inclusive education.

Our campaigns drive positive change for our communities, and our sustained change and empowerment programmes ensure that LGBTQ+ people can thrive throughout our lives. We make sure that the world hears and learns from our communities, and our work is grounded in evidence and expertise.

To find out more about our work, visit us at www.stonewall.org.uk

Registered Charity No 1101255 (England and Wales) and SC039681 (Scotland)

Stonewall is proud to provide information, support and guidance on LGBTQ+ inclusion; working towards a world where we're all free to be. This does not constitute legal advice, and is not intended to be a substitute for legal counsel on any subject matter.

Instructions for using eLearning discount codes

You will need your organisation's discount code, which you should have received in your welcome email. If you cannot find this, please email education@stonewall.org.uk

- 1. Select the module in our <u>online shop</u>. Please note that your membership only includes access to courses aimed at Schools & Colleges in England.
- 2. Add the number of places required to the quantity and click 'Add to cart'. If you wish to purchase additional places beyond the number included in your membership, you will need to purchase these using a **separate transaction**.
- 3. Click 'Checkout' to proceed to the payment page. If you have an account with Stonewall's online shop, you'll be asked to log on. Please note that these log in details are different to your log in details for www.stonewall.org.uk and the Stonewall Learning platform.
- 4. Please fill in the details on this page with your organisation's information.
- 5. In the box 'gift card or discount code' type in your organisation's discount code and click 'apply'. This should apply the free places.
- 6. Proceed to payment options (which should appear as £0.00) and complete the order
- 7. If you wish to book additional places at the member only rate of £25 + VAT, repeat the process described about using the discount code MEM£10, then follow the payment instructions.

Please do not share your discount code with staff from other settings or services. Use of Stonewall Learning discount codes is monitored and any misuse will be in breach of the Stonewall Learning terms and conditions.

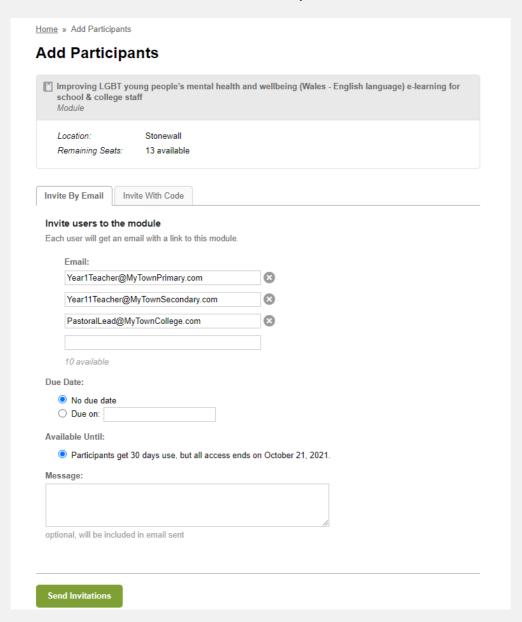
How to get started with your e-learning, once you've purchased the spaces for your setting

- 1. After completing the transaction via our online shop, you should be redirected to the Stonewall Learning platform, If not, don't worry you will receive an e-mail which invites you to get started too.
- 2. Click the hyperlink in the email to take you to the Stonewall Learning platform and create a Stonewall Learning account. Please note that your log in details for Stonewall Learning will be different to your log in details for www.stonewall.org.uk or for our online shop.
- 3.On your Stonewall Learning home page you will see the names of any courses you have 'purchased' (see the screenshot below).





- 4. Click 'add participants' then click the 'invite by e-mail' tab. Add the e-mail addresses of each person you are inviting to take the training. At first only 3 boxes will appear, but additional spaces will appear as you add more e-mail addresses.
- 6. Once you have added as many participants as you wish, you have the option of adding a due date and a message to your invitees. Once you have done this, click 'send invitations'. Invitees will then have one month to access their module so make sure your due date falls within this one-month period.



For support relating to e-learning, contact our dedicated support team at elearning.support@stonewall.org.uk

