

Training & Services platform in eHub

Quick Reference Guide

7 November 2022

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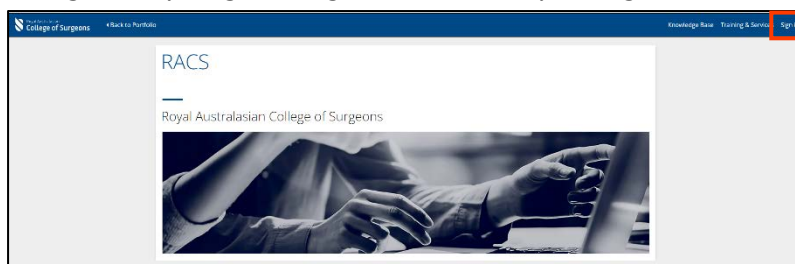
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1. How to access the Training & Services platform?

1.1. The Training & Services platform can be accessed in [eHub](#). You can view the events on the platform without logging in; however, you must be logged in to register for an event.

1.2 To sign in, enter your username and password.

Note: The username for active Fellows, SETs, SIMGs and Junior Doctors is the RACS username, that is, ending in [@my.surgeons.org](#). For others, it is your registered email address



1.3 Once logged in, click **Training & Services** on the upper right-hand corner of the screen.



You will land on the Training & Services home page.



1.4 To proceed, click the tab as per below:

- **Courses & Workshops** if you want to register for a Skills Training or a Professional Development course and workshop
- **Examinations** if you want to apply for the Generic Surgical Science Examination (GSSE), Clinical Examination (CE), Specialty Specific Examinations (SSE) or Fellowship Examinations (FEX)
- **Social Events & Conferences** tile if you want to register for social events and conferences organised by RACS, e.g., Surgeons Ball, Rural Conferences, etc.

Note: The Donations tab is not operational at this stage. If you want to donate to the Foundation for Surgery, please visit [Foundation for Surgery](#).

2. How to search for an event (courses, workshops or exams)?

Once you land on the Courses and Workshops / Examinations / Social Events & Conferences home page, you will see a list of all available events.

The screenshot shows the 'Courses and Workshops' page. On the left, there are filters for 'COUNTRY' (Australia, New Zealand), 'STATE' (Online, Australian Capital Territory, New South Wales, Northern Territory, Queensland, South Australia, Tasmania, Victoria, Western Australia), and 'EVENT SUB CATEGORY' (ACT course). The main list displays four events, each with a 'REGISTER' button. A 'RELEVANCE' button is at the top right.

Sort Events
alphabetically A-Z or
Z-A and date wise

Filter events
(based on
Country, State,
Event Sub
category,
pricing, and
date range)
and click APPLY
FILTERS

Click CLEAR
FILTERS to
return to the
initial list

The filter section includes checkboxes for 'V.C. Course', 'V.C. Webinar', 'V.C. Workshop', 'WA Course', 'WA Webinar', 'WA Workshop', and 'Working Medical Legal Records'. Below these are 'PRICING' filters (Min \$, Max \$) and a 'DATE RANGE' dropdown menu. At the bottom are 'CLEAR FILTERS' and 'APPLY FILTERS' buttons.

3. How to register for an event (courses, workshops or exams)?

3.1 Once you've decided which event to register for, click **REGISTER**.

This screenshot is identical to the previous one, but the 'REGISTER' button for the first event, 'Asset Au 1', is highlighted with a red box.

3.2 The personal details screen appears. Enter details as shown below and click **Next**.

Note: Completing these details is one-off activity. Once you complete this form upon first-time login, details will be saved for future events registration. When you register for an event in the future, you will have to confirm the details and click **Next**.

Personal Details

Full Name: xxxxxxxx RACS ID: xxxxxxxx
 Primary Email: xxxxxxxx@xxxxxx Mobile Phone: 13424000000
 Preferred Name: _____

Address

Work Practice Address
 250-290 Spring St
 EAST MELBOURNE, 3002 VIC
 Australia

Billing | Mailing | Shipping

Please note: You may not delete an address if it has a mailing/shipping/billing preference set against it.

ADD

Medical ID: xxxxxxxxxxxxxxxx

Qualifications

Academic Institution	Other Institution	Country	Date Awarded	Qualification Type
Adelaide University Surgical Society		Australia	30/05/2022	Bachelor of Medical Science

ADD

Specialty: _____

Skill Profile

Intended Practice: Emergency Medicine RACGP Qi & CPD Id: _____
 Training: Consultants ACRIM Member Id: _____
 Supervisor Name: _____

Emergency

Emergency Contact Name: SS Emergency Contact Relationship: Other
 Emergency Contact Number: 0404000000

Dietary Requirements

Dietary Requirements: None

Special Requirements

Special requirements for attending this event e.g. wheelchair access: _____

Consents

I permit the college to give the course brochure and elsewhere my email so they can contact me.
 I permit the college to use my photo during the event in future marketing materials and news article submissions.

CANCEL REGISTER

3.3 The course registration screen appears. Click **REGISTER NOW** to register for the event.

3.4 The event requirement screen appears. Complete the form as shown below and click **SUBMIT**.

ASSET UAT 5/10
Event Date: Oct 25, 2022, 11:12:00 AM
Event Address: 250-290 Spring Street Melbourne 3002

Royal Australasian College of Surgeons

Personal Details

First Name*
Last Name*
Jaspreet
Gawler
Email*
jaspreet.bindra@surgeons.org

Requirements

Would you like to opt for accommodation?
No
Would you like to opt for additional packs?
No

FEEDBACK (expectations from the course)

How confident do you feel about your current non-technical surgical skills?
Not at all confident
How frequently do you use non-technical surgical skills in your practice?
Frequently
List the top 3 things you hope to learn by attending this course.
How did you first find out about the course?
Workplace
Other (please specify)

Event Passes

Select a Pass*
lunch (\$30)

Additional Guests

Do you want to invite guests?

Terms and Conditions

I accept Terms and Conditions*

SUBMIT

Verify Personal details

Select requirement

Provide expectations from the course

Select Event Pass

Add additional guests

Read and Accept the Terms and Conditions

3.5 My Cart screen appears. Confirm event details as below and click **PROCEED TO PAYMENT**.

Important: The event will remain active in the shopping cart for 15 minutes only.

My Cart

(1 items)

CONTINUE SHOPPING

Jaspreet Gawler - ASSET UAT 5/10 - lunch \$30.00
Item ID: RACSAUDEvent
Type: Courses & Workshops
Expires in: 14m 0s
Price: \$30.00

My Cart Total AU \$

Subtotal:	\$ 27.27
GST:	\$ 2.73
Cart Total (Inclusive of GST):	\$ 30.00

PROCEED TO PAYMENT

Donate to the Foundation for Surgery

Two out of three people worldwide do not have access to safe, affordable surgical care when they need it most. You can help change this by supporting the Foundation for Surgery life-changing global health, indigenous health and surgical research projects.

100% of your tax deductible donation is dedicated to addressing critical surgical need.

Would you like to support safe surgery and help children, families and communities access quality surgical care when they need it most?

Yes I want to support safe surgery through our Foundation for Surgery today
 No, I don't want to support safe surgery through our Foundation for Surgery at this time

Delivery Information

Delivery by Australia Post or Express Post is free of charge. If courier delivery is expressly requested, these costs will be charged to the customer, following customer agreement after a courier cost quote is obtained.

Orders are dispatched within two business days of receipt of order

- For items under \$55 of value, Australia Parcel Post is used which delivers within 5 to 9 business days
- For items over \$55 value, Express Post is used which usually has next day delivery. This is done so that the parcel may be tracked.

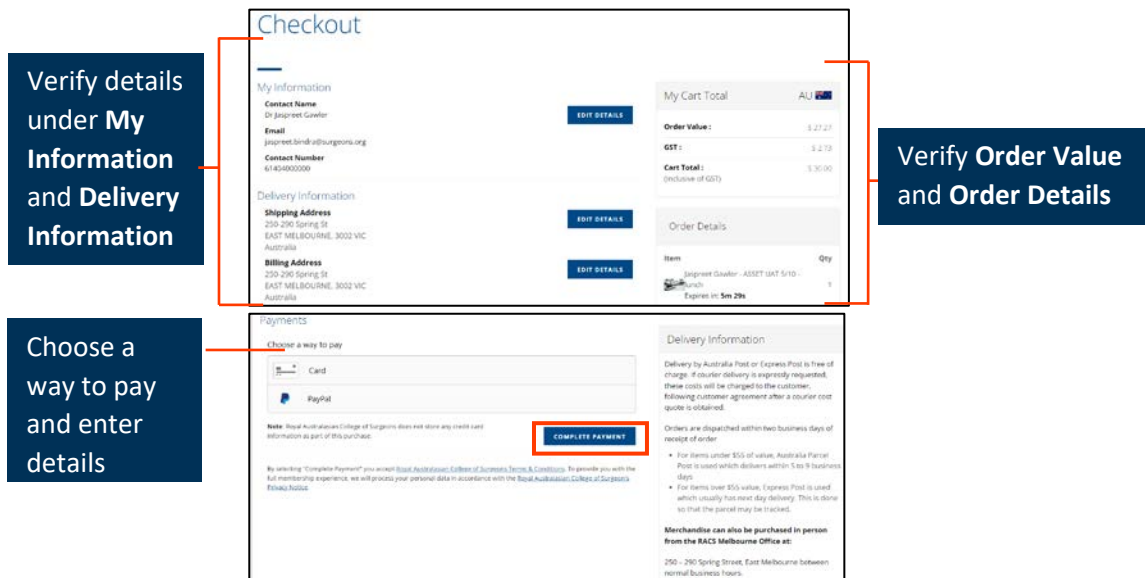
Merchandise can also be purchased in person from the RACS Melbourne Office at:
250 - 290 Spring Street, East Melbourne between normal business hours.

Confirm Event details

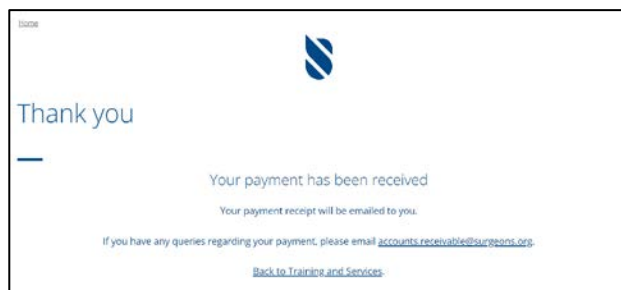
Choose an option to donate to the Foundation for Surgery

Proceed to payment

3.6 The Checkout screen appears. Enter Payment details as shown below and click **COMPLETE PAYMENT** to proceed.



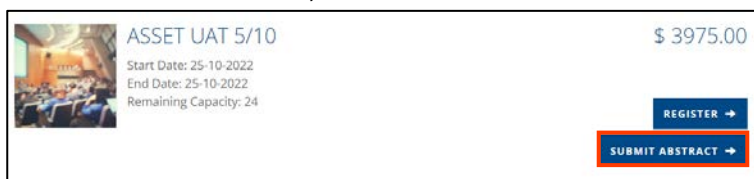
Once the payment is complete, a Thank you screen appears. A tax invoice/payment receipt will also be emailed to your registered email address.



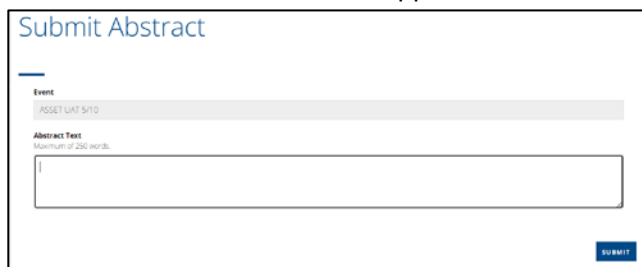
4. How to submit an Abstract for an Event?

If you wish to speak at an event, you will be able to submit an abstract if RACS has enabled Abstract submission for that event.

4.1 To submit an Abstract, click **SUBMIT ABSTRACT**



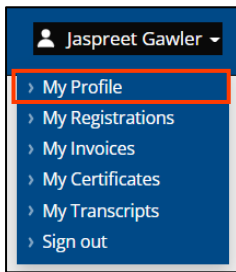
4.2 The Submit Abstract screen appears. Enter Abstract text and click **SUBMIT**.



5. How to access your Profile?

You can access or edit your profile in eHub.

4.1 To access or edit your profile, click on the drop-down arrow next to your profile name on the right corner of the screen.



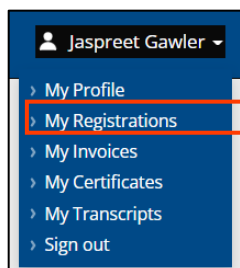
4.2 Click **My Profile**. My Profile screen appears.

4.3 Go to the tab you want to edit. Make the required changes and click **SAVE**.

6. How to view your Event registrations and withdraw from an event?

You can view your event registrations in eHub

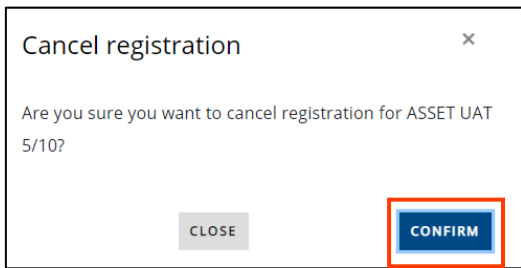
6.1 To view your Event Registrations, click on the drop-down next to your profile name on the right corner of the page.



6.2 Click **My Registrations**. **My registrations** screen appears. View the events you are registered for.

6.3 If you want to withdraw your registration from an event, click **CANCEL**.

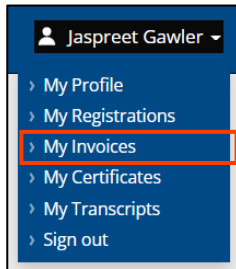
6.3 A confirmation screen appears. Click **CONFIRM** to proceed.



7. How to view your Event Invoices?

You can view your invoices in eHub.

7.1 To view your Event registrations, click the drop-down arrow next to your profile name on the right-hand corner of the screen.



7.2 Click **My Invoices**. The invoices screen appears.

7.3 Click **DOWNLOAD** to download an Invoice.

The screenshot shows two tables. The first table, "My Outstanding Invoices", has columns: Name, Total Amount, Total Order Amount, Remaining Amount, and Created On. It contains the message "There are no records to display." The second table, "My Paid Invoices", has columns: Invoice Number, Invoice ID, Customer, Total Amount, and Modified On. It contains one record for invoice INY-00001702 with a total amount of \$30.00, modified on 24/10/2022 12:10 PM. A "DOWNLOAD" button is visible at the end of the row.

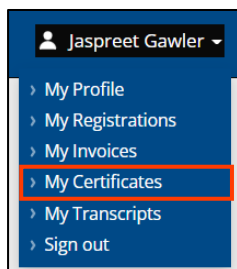
Name	Total Amount	Total Order Amount	Remaining Amount	Created On
There are no records to display.				

Invoice Number	Invoice ID	Customer	Total Amount	Modified On
INY-00001702	INY-00001702	Jaspreet Gawler	\$30.00	24/10/2022 12:10 PM

8. How to view your Certificates?

You can view your certificates in eHub.

8.1 To view your Event Certificates, click the drop-down arrow next to your profile name on the right-hand corner of the screen.



8.2 Click **My Certificates**. **My Certificates** screen appears.

8.3 Click **DOWNLOAD** to download the certificate.

The screenshot shows the "My Certificates" screen with a table containing one record. The table has columns: Name, Course/Exam, Event Registration, Attempt, Overall Score, Grade, and Grade Date. The record shows a grade of "Pass" for the course "OPB exam bus rules". A "DOWNLOAD" button is visible at the end of the row.

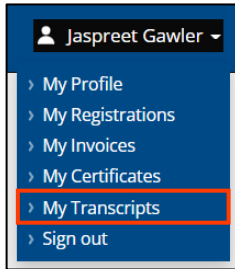
Name	Course/Exam	Event Registration	Attempt	Overall Score	Grade	Grade Date
QBS	OPB exam bus rules	ER 4C96TSVQFNPNWIPG6S24FLQBPUE	1	99	Pass	

9. How to view your Transcripts?

You can view the transcripts for the events you spoke at in eHub.

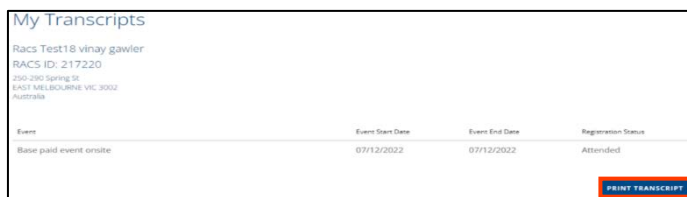
Note: *The transcript is the list of events the speaker spoke at.*

9.1 To view your Transcripts, click the drop-down arrow next to your profile name on the right-hand corner of the screen.



9.2 Click **My Transcripts**. **My Transcripts** screen appears.

9.3 Click **PRINT TRANSCRIPT** to print the Transcript.



My Transcripts

Racs Test18 vthay gawler
RACS ID: 217220
250-260 Spring St
EAST MELBOURNE VIC 3002
Australia

Event	Event Start Date	Event End Date	Registration Status
Base paid event onsite	07/12/2022	07/12/2022	Attended

[PRINT TRANSCRIPT](#)