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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.

   ![Training & Services login](image)

   You will land on the Training & Services home page.

   ![Training & Services home page](image)

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](https://foundation.surgeons.org).
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.

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

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

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.
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**.
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.*

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**.

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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.

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.
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.