cplonline™

GREENE KING

BURY ST EDMUNDS

Registration Document

www.beer-genius.co.uk

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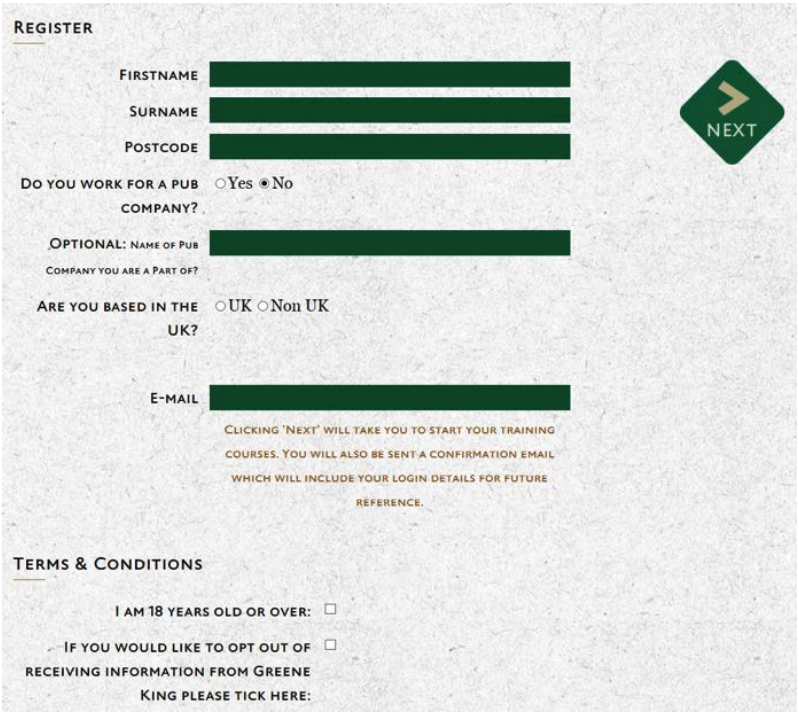
To access or register e-Learning Courses, click on ‘Take e-Learning Courses’ on the Beer Genius website.

If you already have an account click on ‘already registered’. If you do not and would like to register click on one of the modules.

Then, select which category you would like to register under.

Individual User Registration

If you are registering as an individual user, fill in the all the sections and this will create you as a user. Clicking 'next' will take you to the console where you can log in to access the modules.

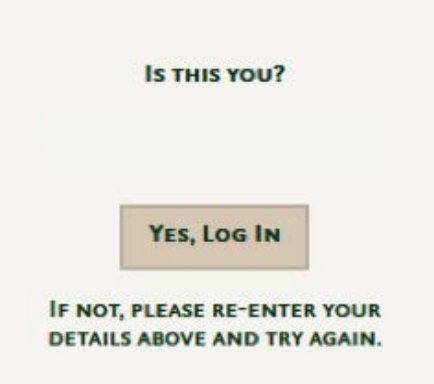


If you are registering as a 'Free Trade' pub then click on 'Free Trade'. Type in your customer number and postcode, without spaces.

It will then ask you to confirm if this is your pub. Click on 'Yes, Log in' to confirm.

If you are registering as a Greene King Manager/Tenant/Lessee then please provide your Postcode and House Number and click 'log in'.

It will then ask you to confirm if this is your pub. Click on 'Yes, Log in' to confirm.



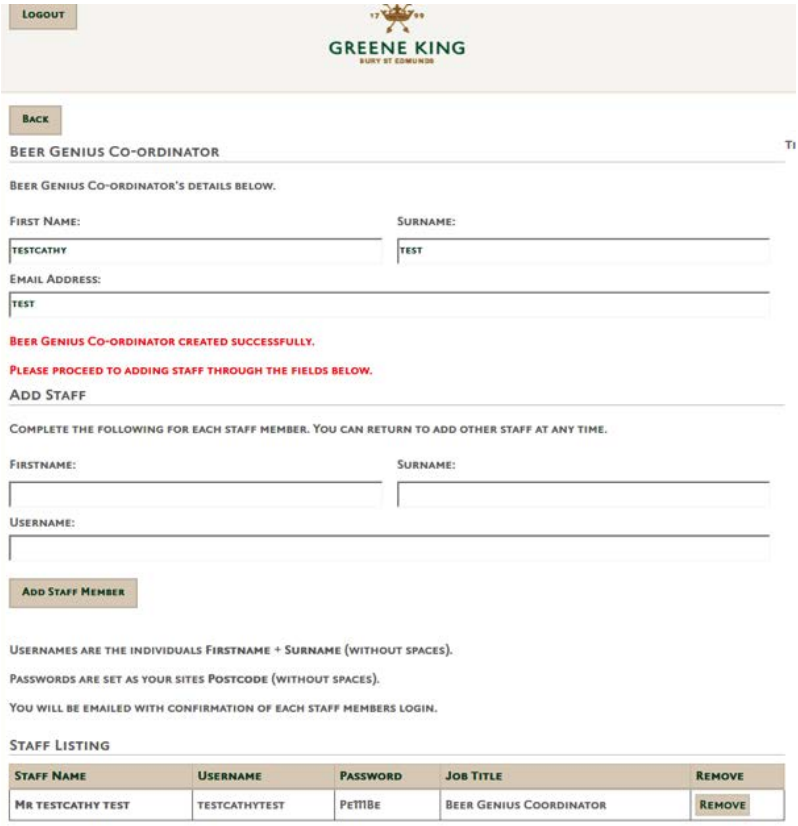
You will then be asked to complete the pub address if it has not already been completed.

A Beer Genius Co-ordinator will have to be created before registering any staff.

Once details have been provided click ‘Add Beer Genius Co-ordinator’.
By providing your email address you will receive confirmation emails each time a user is created.

Next, you can add your staff by providing their first names and surnames.

A username and password will automatically be generated. You will receive a confirmation email with the user details and a link to the console.



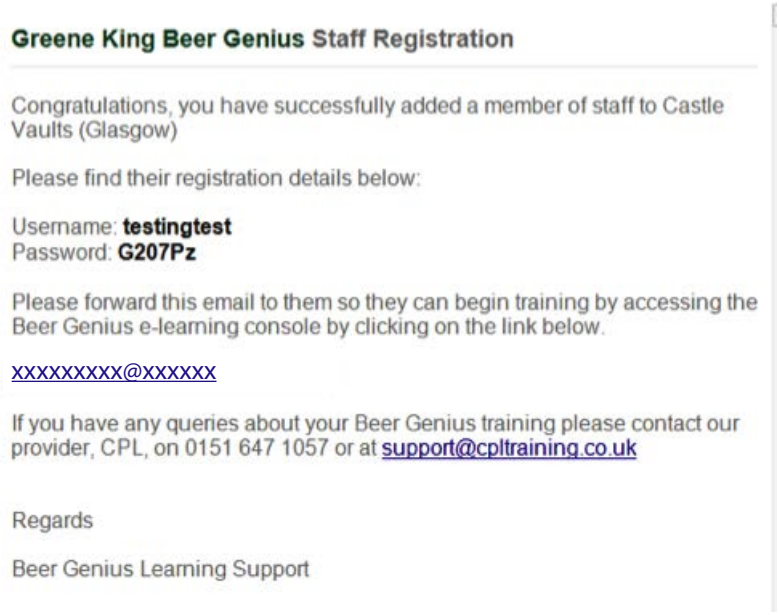
You will be able to view the staff at the bottom under ‘Staff Listing’. You can also remove staff by clicking on ‘remove’ next to the user’s name.

STAFF LISTING

STAFF NAME	USERNAME	PASSWORD	JOB TITLE	REMOVE
MR TESTCATHY TEST	TESTCATHYTEST	Pe111Be	BEER GENIUS COORDINATOR	REMOVE

NEXT

You will then receive a confirmation email with the login details and a link to the console.



Greene King Beer Genius Staff Registration

Congratulations, you have successfully added a member of staff to Castle Vaults (Glasgow)

Please find their registration details below:

Username: **testingtest**
Password: **G207Pz**

Please forward this email to them so they can begin training by accessing the Beer Genius e-learning console by clicking on the link below.

xxxxxxxxx@xxxxxx

If you have any queries about your Beer Genius training please contact our provider, CPL, on 0151 647 1057 or at support@cpltraining.co.uk

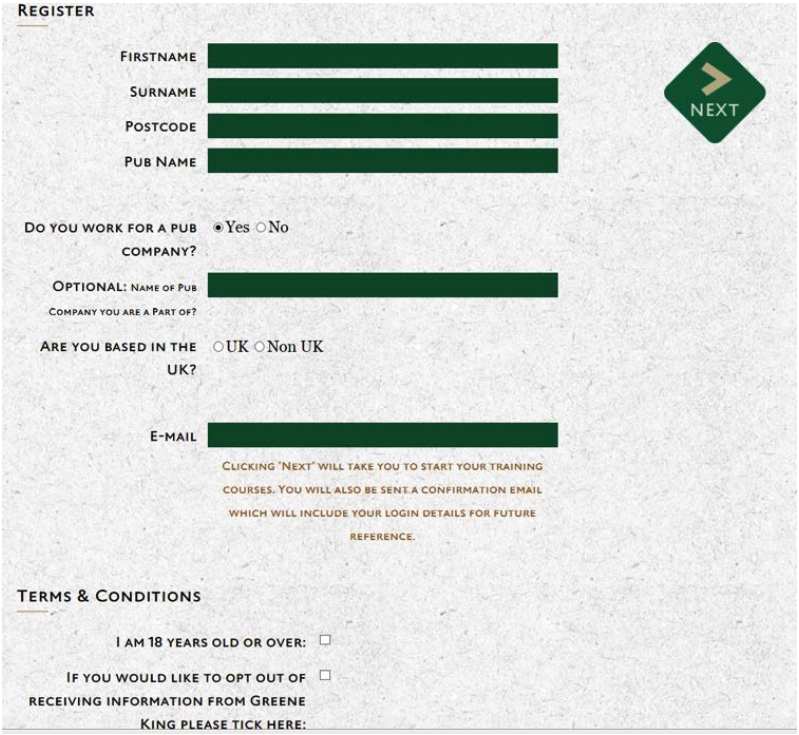
Regards

Beer Genius Learning Support

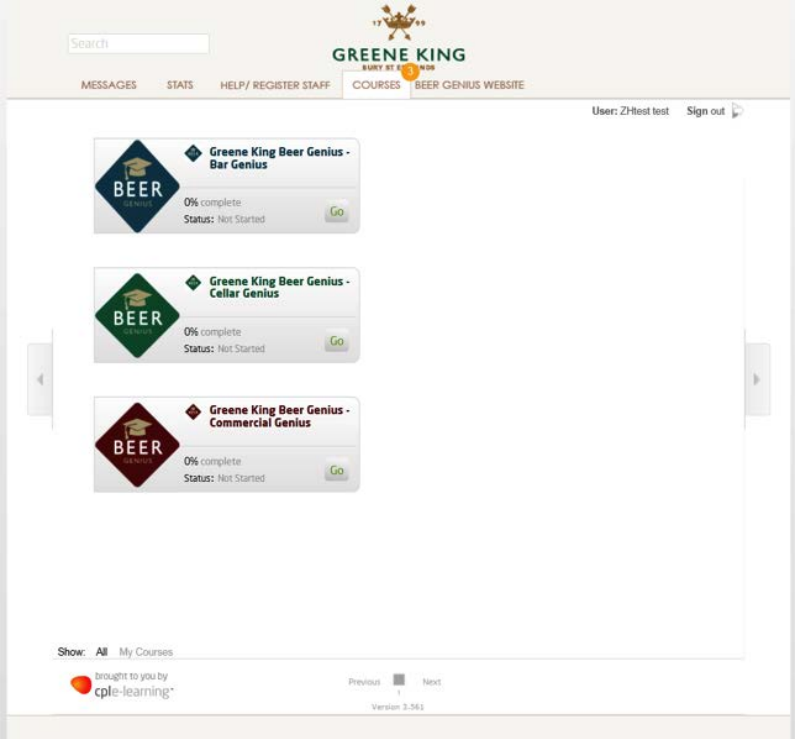
Non Greene King Pub

If you are registering as a 'Non Greene King' user then please provide your details. By clicking 'Next' you will be taken to the console to start your training.

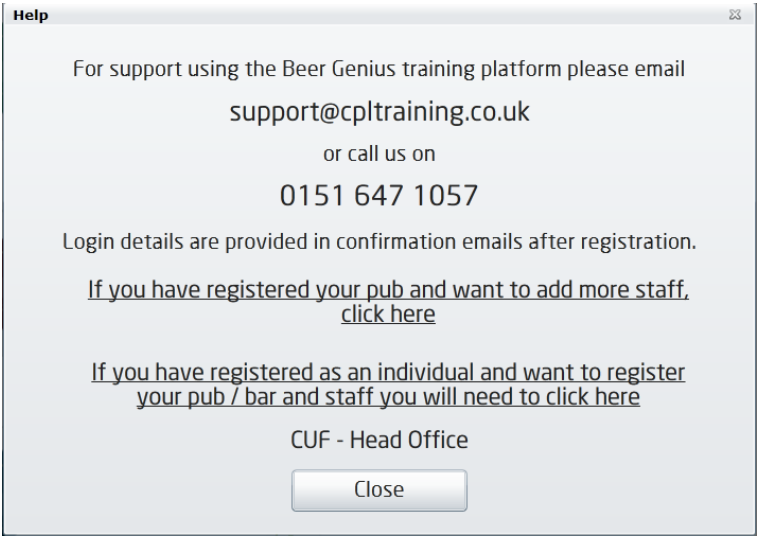
You will receive a confirmation email providing your login details and your Site login for when you register staff.



If you would like to register more staff, click on the ‘Help/Register Staff’ tab at the top.

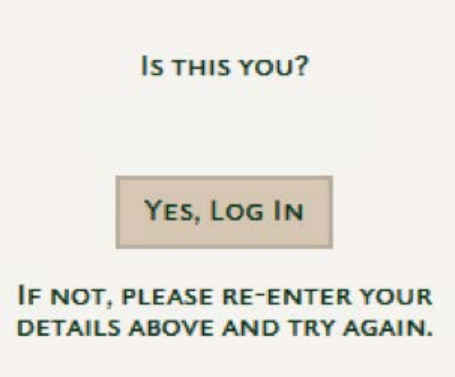


This window will then appear. Click on 'If you have registered as a pub and want to add more staff click here' to register staff at your pub.



You will then be asked to log in using your 'Site Name' and 'Postcode'.

You will then be asked to confirm if this is your site, click on 'Yes, Log in' if the details are correct.



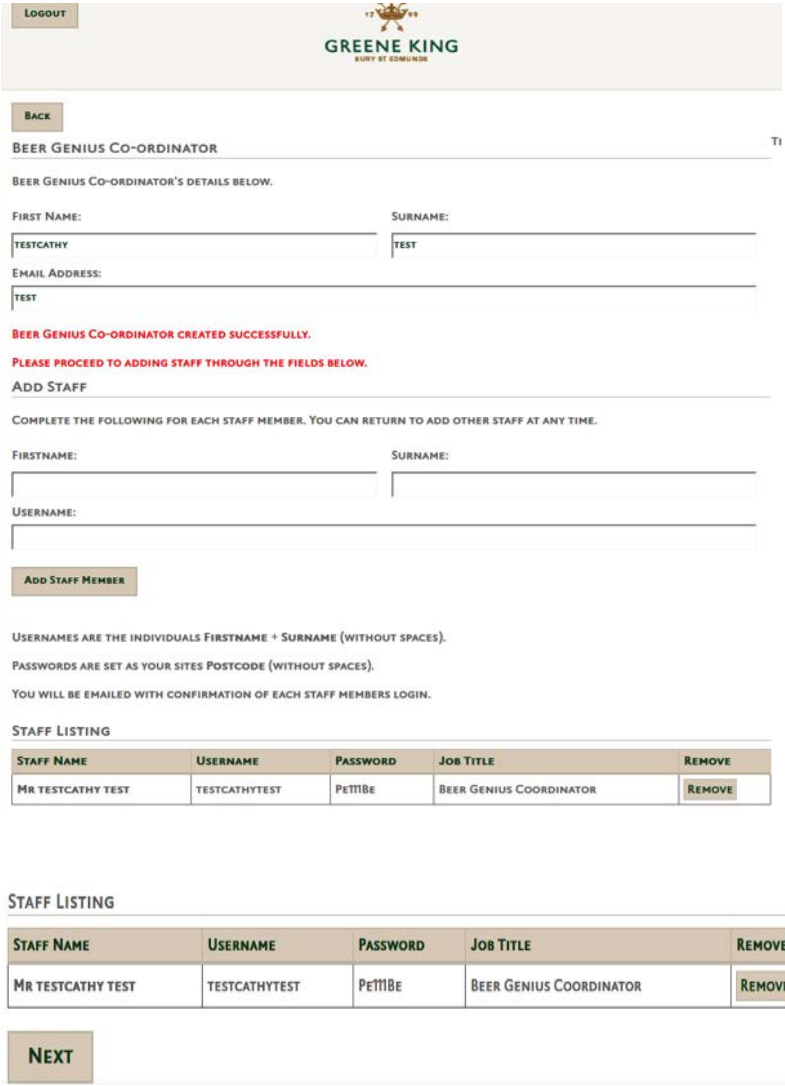
You will then be asked to complete the pub address if it has not already been completed.

A beer Genius Co-ordinator will have to be created before registering any staff.

Once the details have been provided click ‘Add Beer Genius Co-ordinator’

By providing your email address you will receive confirmation emails each time a user is created.

You will be able to view the staff at the bottom under ‘Staff Listing’. You can also remove staff by clicking on ‘Remove’ next to the user’s name.



You will receive a confirmation email with all login details and a link to the console.

Greene King Beer Genius Pub/Bar Registration

Congratulations, you have successfully registered your pub/bar.

The Beer Genius Co-Ordinator at this site is:

Username:
Password:

Site Username:

Site Password:

Site Name:
Post Code:

To return to the E-learning Console, please click the link below

www.beer-genius.co.uk/xconsole

If you wish to add more staff, please follow this link.

If you have any queries about your Beer Genius training, please contact our provider, CPL, on 0151 647 1057 or at support@cpltraining.co.uk

Regards

Beer Genius Learning Support