Professional Development Booking and Approving Guide

Contents

Introduction 2
Finding a course on the Professional Development calendar 2
Finding a course on the Professional Development pages of the website 6
Finding a course on the School Support Hub 7
Completing course booking on MyCambridge 9
Payment options 12
Paying for a course by card 12
Paying for a course by charging to Centre 13
Viewing bookings 16
Cancelling bookings 17
Reviewing and Approving bookings as a Training and Events Coordinator 18
Setting up Training and Events Coordinator access 19

All communications from the Professional Development Portal will come from **info@cambridgeinternational.org**. To make sure you receive all relevant information for your courses and to prevent emails going into your spam folder, please save **info@cambridgeinternational.org** to your address book.

We recommend using Google Chrome for this website.

If you have a query that cannot be resolved using the information in this guide, please contact the Customer Services team at info@cambridgeinternational.org or on +44 1223 553554

Updated: 22 October 2026

© Cambridge University Press & Assessment 2025

Introduction

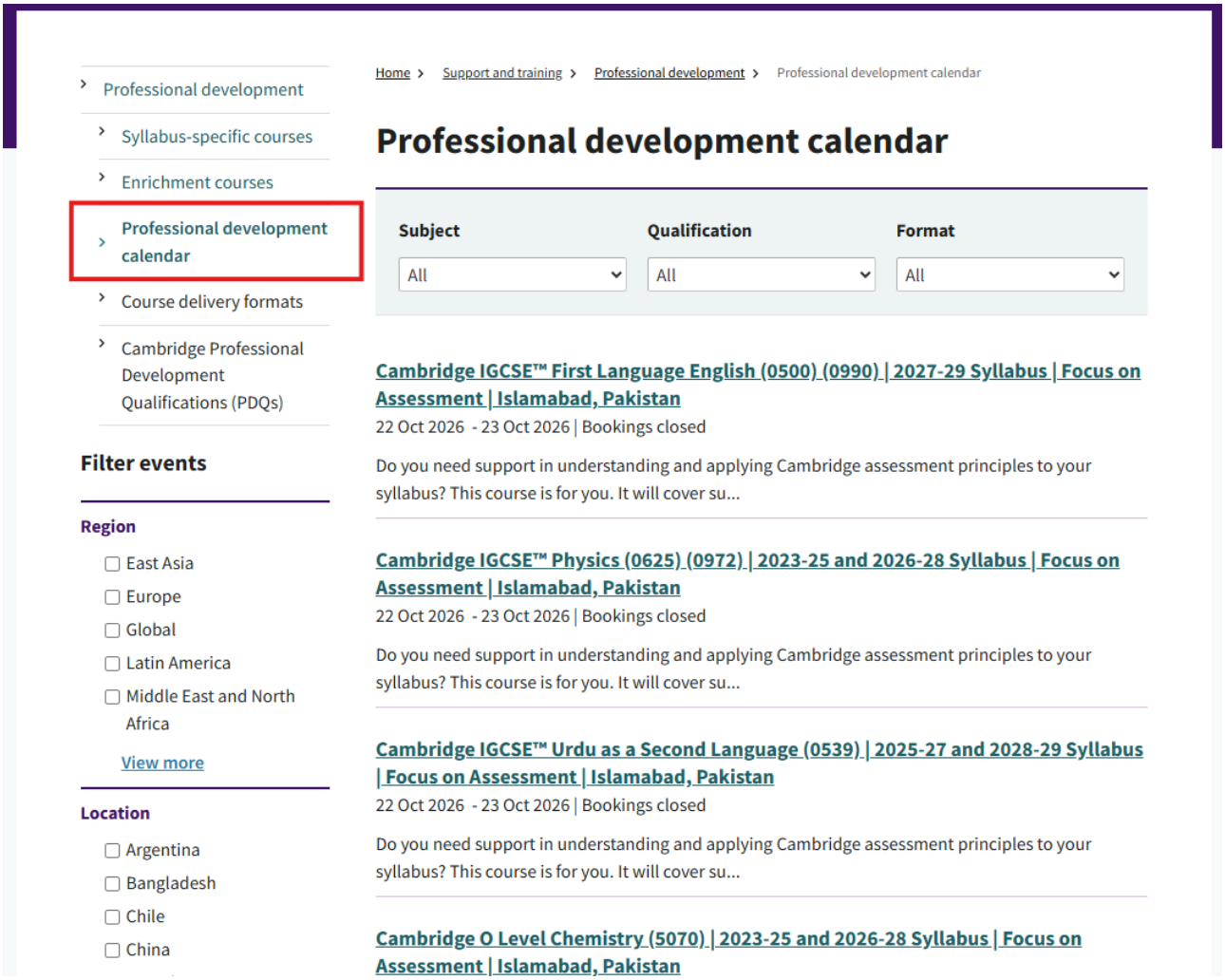
You can find information about our professional development courses from a variety of sources, including:

- Our marketing materials and emails
- The Professional Development section of the Cambridge International website
- The School Support Hub

When you're ready to book a course, you can do so through either the Cambridge International website or the School Support Hub.

Finding a course on the Professional Development calendar

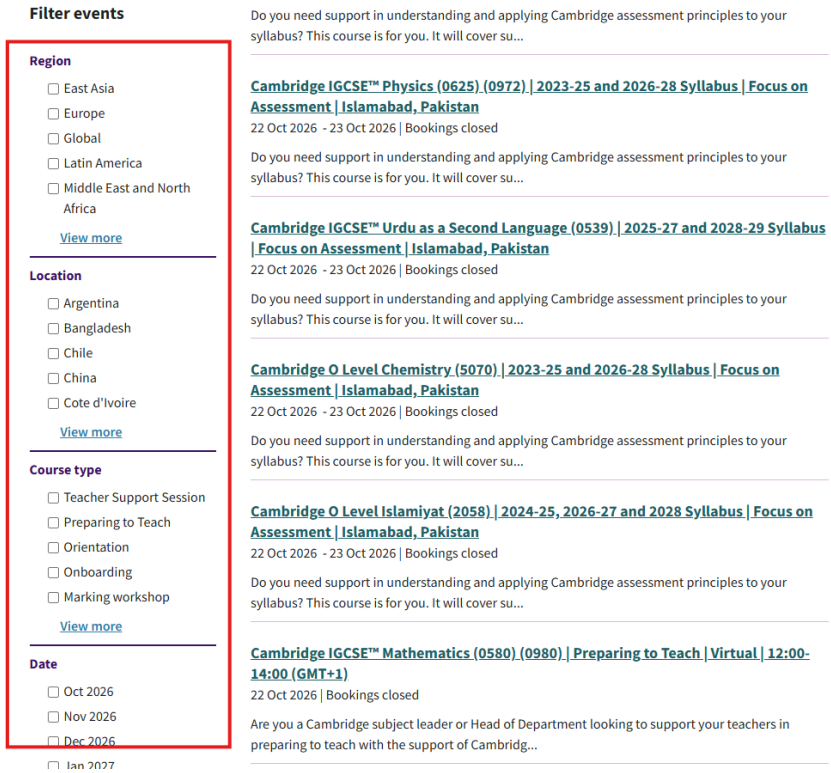
1. You can use the Professional Development Calendar on the Cambridge International website to search for a course.



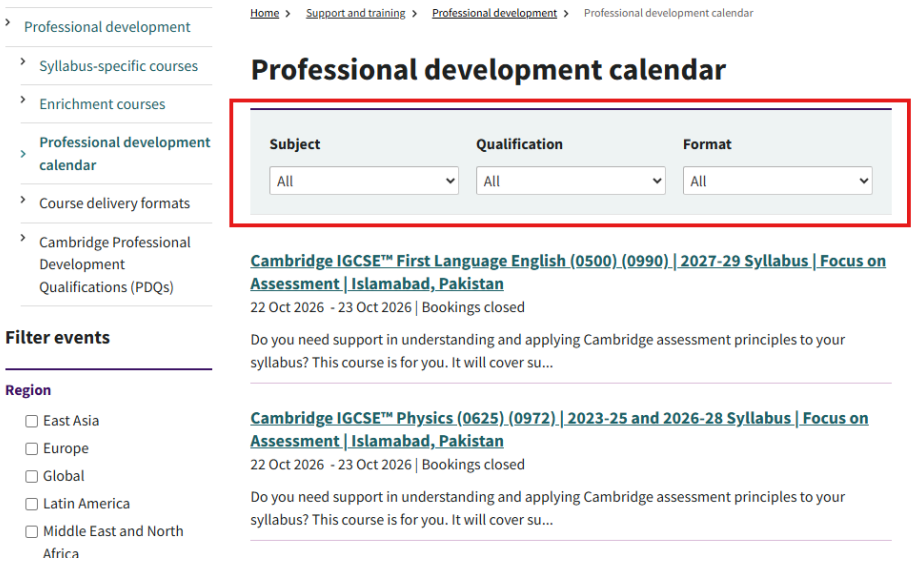
© Cambridge University Press & Assessment 2025

2. In the Calendar, you have the option to filter events by:

- Region
- Location
- Course type
- Date

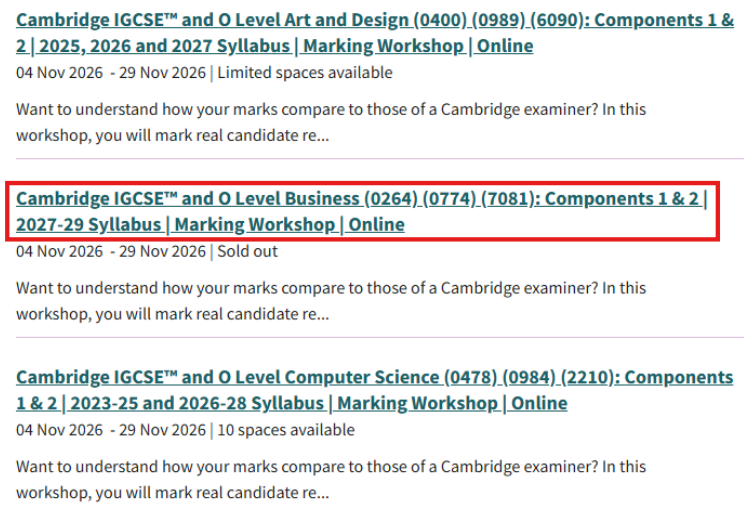


3. You can refine your search by selecting Subject, Qualification, or Format from the filters at the top of the page:

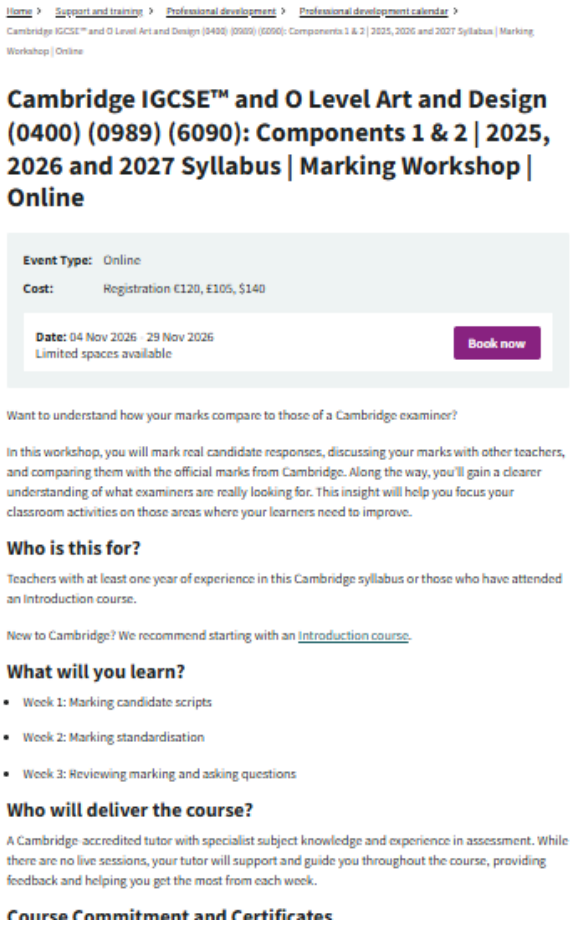


© Cambridge University Press & Assessment 2025

4. Click on any course title link for further information:



5. This will bring up a new window with further course information, and you can click the purple 'Book now' button to book a place on the course:



© Cambridge University Press & Assessment 2025

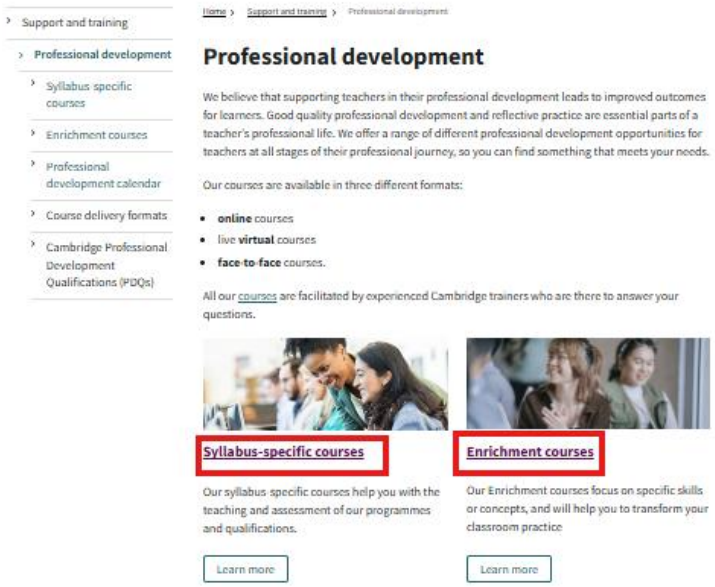
6. To find out how to continue making a course booking, go to the section ‘Completing course booking on MyCambridge’

© Cambridge University Press & Assessment 2025

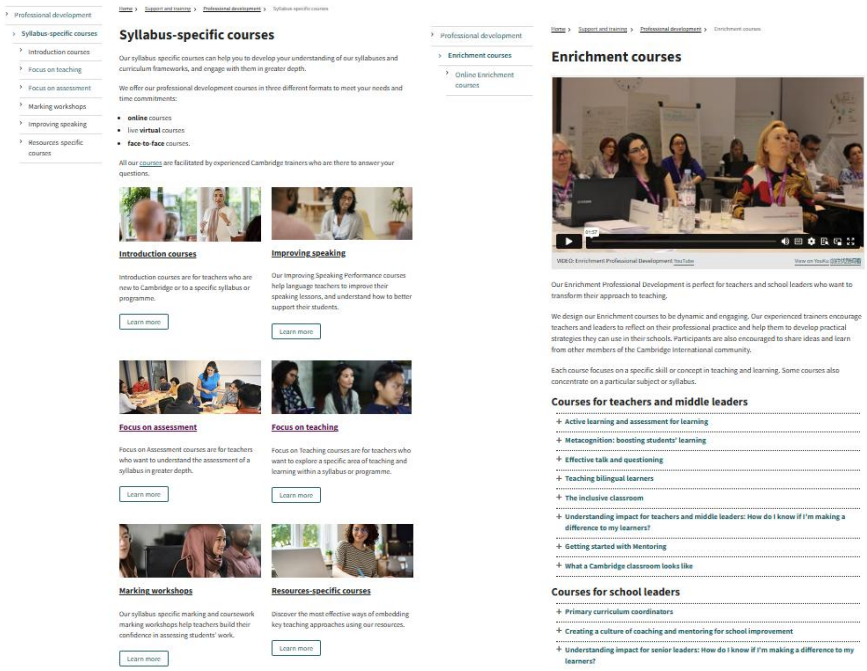
Finding a course on the Professional Development pages of the website

1. You can also book through the Professional development pages of the website here:

https://www.cambridgeinternational.org/support-and-training-for-schools/professional-development/



2. Click through either of the Syllabus-specific courses or Enrichment courses links. These options both bring up new windows with further course options:

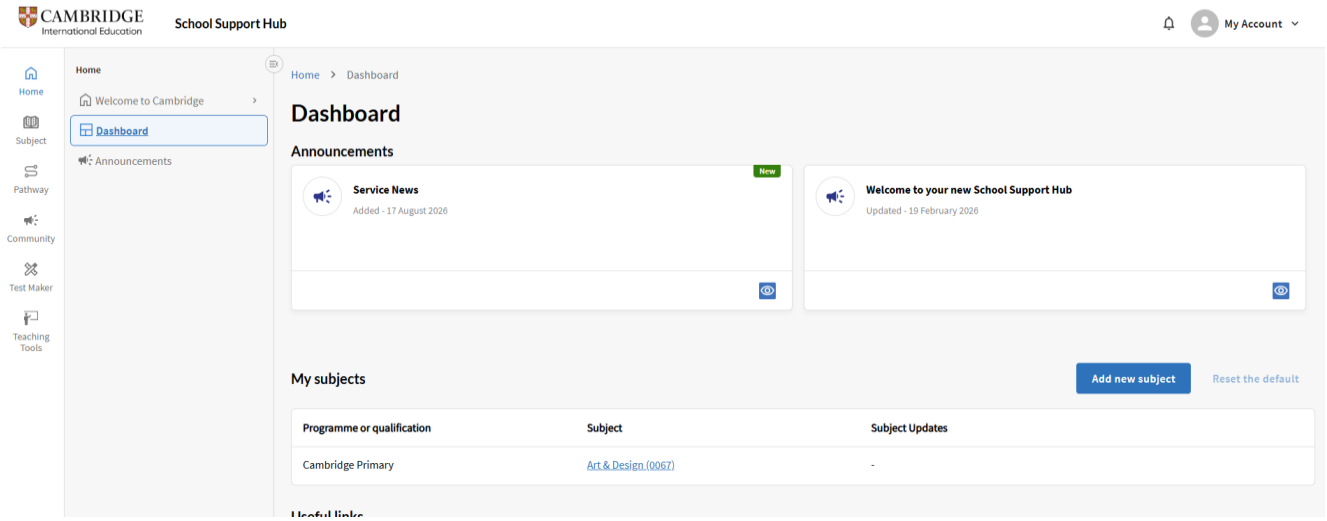


© Cambridge University Press & Assessment 2025

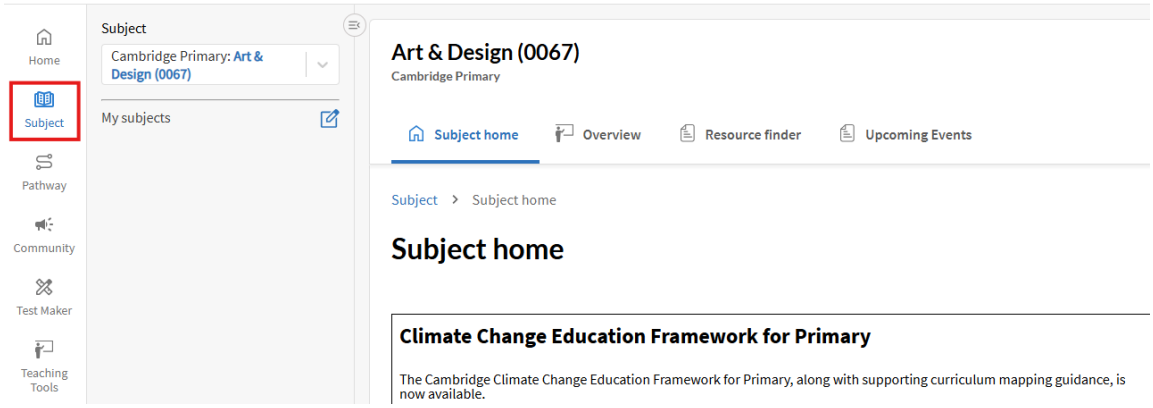
3. Once you have found a course you would like to book, go to the section 'Completing course booking on MyCambridge'

Finding a course on the School Support Hub

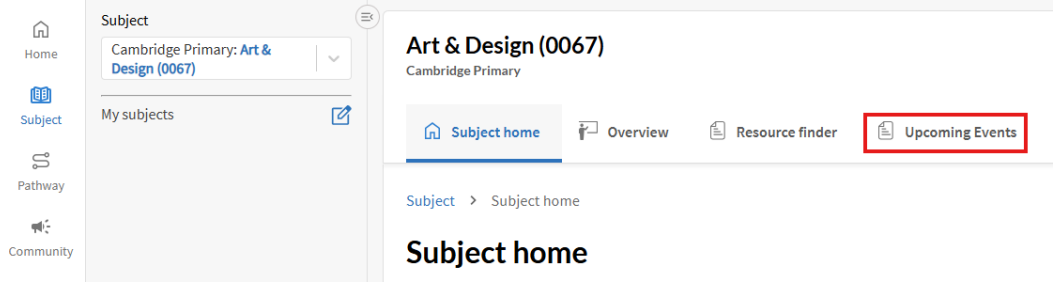
1. Once you have logged into the School Support Hub you will see the screen below:



2. Click on the 'Subject' tab on the left-hand side:



3. Click on the 'Upcoming Events' tab on the far right:



© Cambridge University Press & Assessment 2025

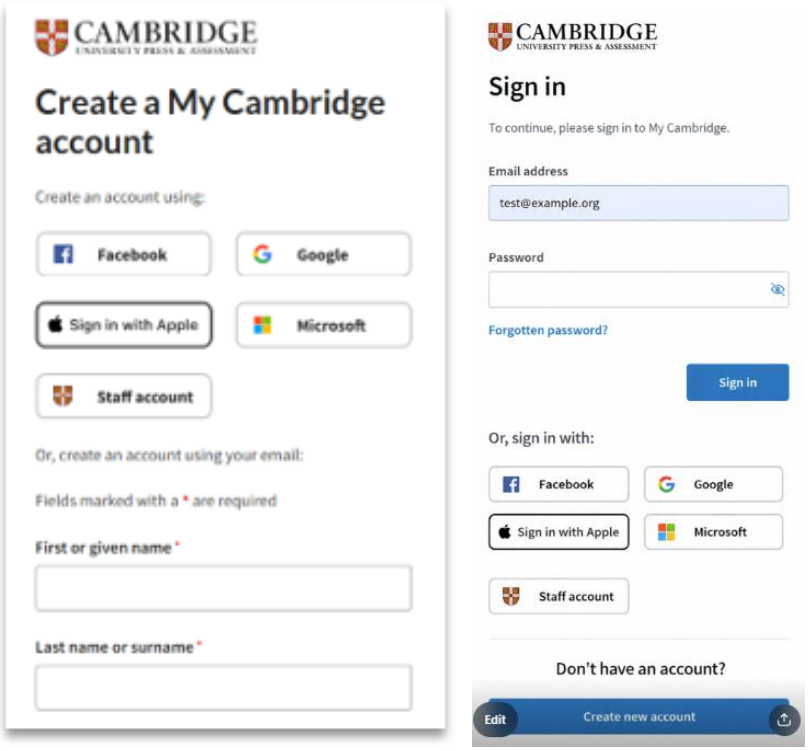
This will take you to the Professional Development Calendar on the website, then follow the steps outlined earlier in the Finding a course on the Professional Development calendar section.

4. To find out how to continue making a course booking, go to the section 'Completing course booking on MyCambridge'

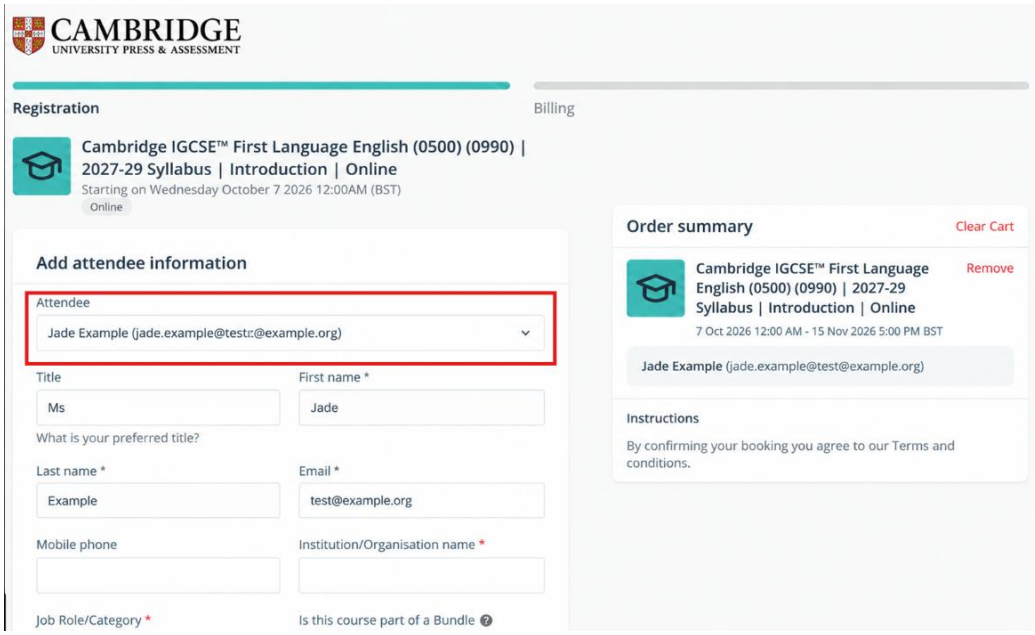
© Cambridge University Press & Assessment 2025

Completing course booking on MyCambridge

1. Once you have selected a course using one of the three methods above, you will be taken to the My Cambridge portal, where you can create an account or sign in using your existing My Cambridge account.

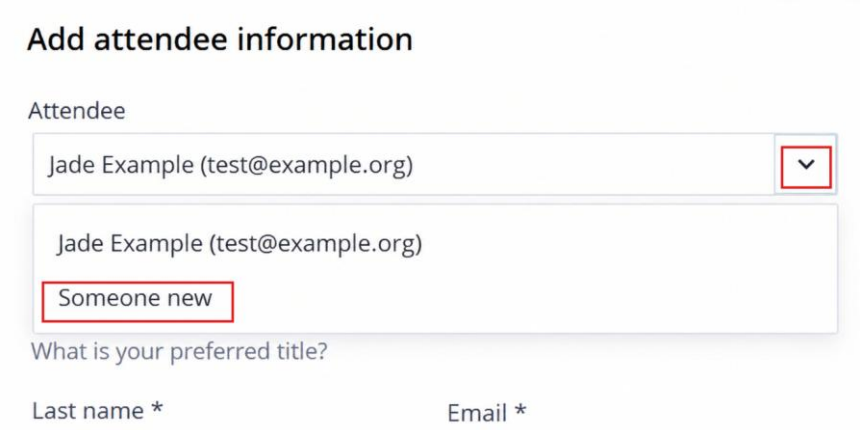


2. Once you have signed in you will see the course you chose detailed at the top and you will need to 'Add attendee information'. This can either be for yourself:



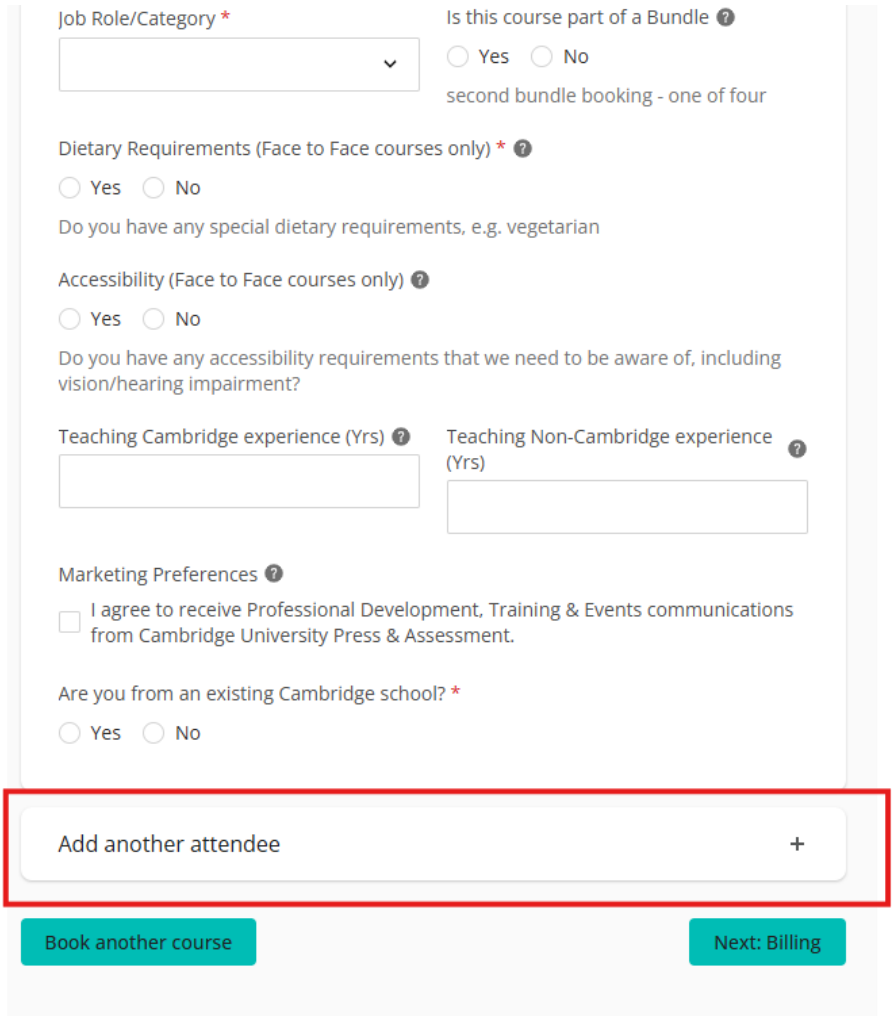
© Cambridge University Press & Assessment 2025

3. **Or if you are booking on behalf of someone else,** you can select the small downwards arrow on the right-hand side of the box, select 'someone new' and add the details of the other person that will be attending the course.



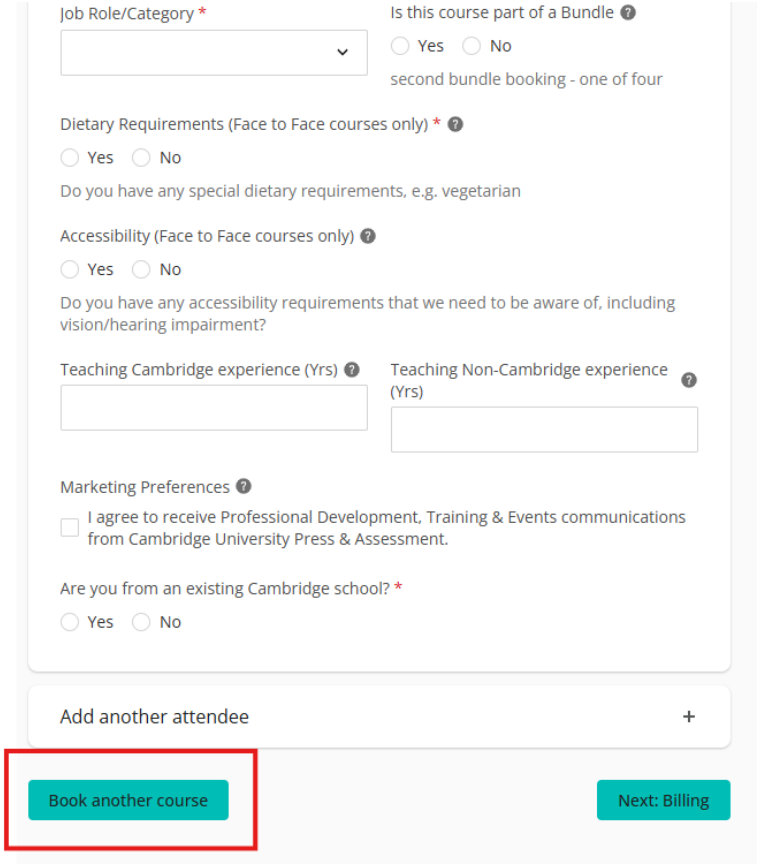
4. You can then fill all the information in for yourself or the attendee.

5. If you would like to add another attendee to the *same* course, you can choose 'Add another attendee' at the bottom of the page. This will open a new form to fill in again but keep the previous attendees' details in your shopping basket:

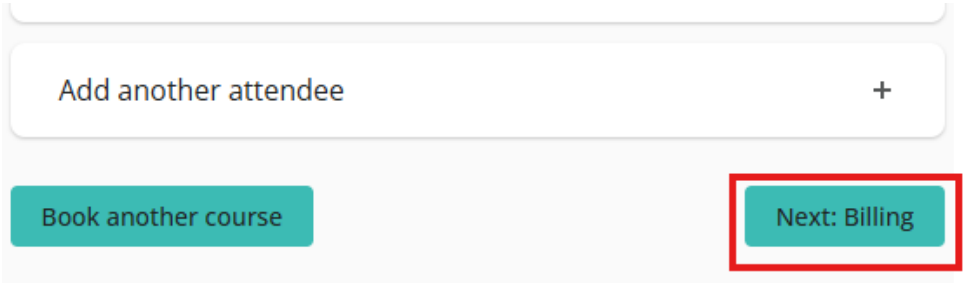


© Cambridge University Press & Assessment 2025

6. Alternatively, you can complete registration for another teacher for another course, by clicking the ‘book another course’ option at the bottom and then you will be redirected to the Professional Development Calendar.



7. Once you have completed all the attendee’s/your details for all the courses you wish to book, you proceed to pay for the course/s by clicking the teal ‘Next: Billing’ button at the bottom.



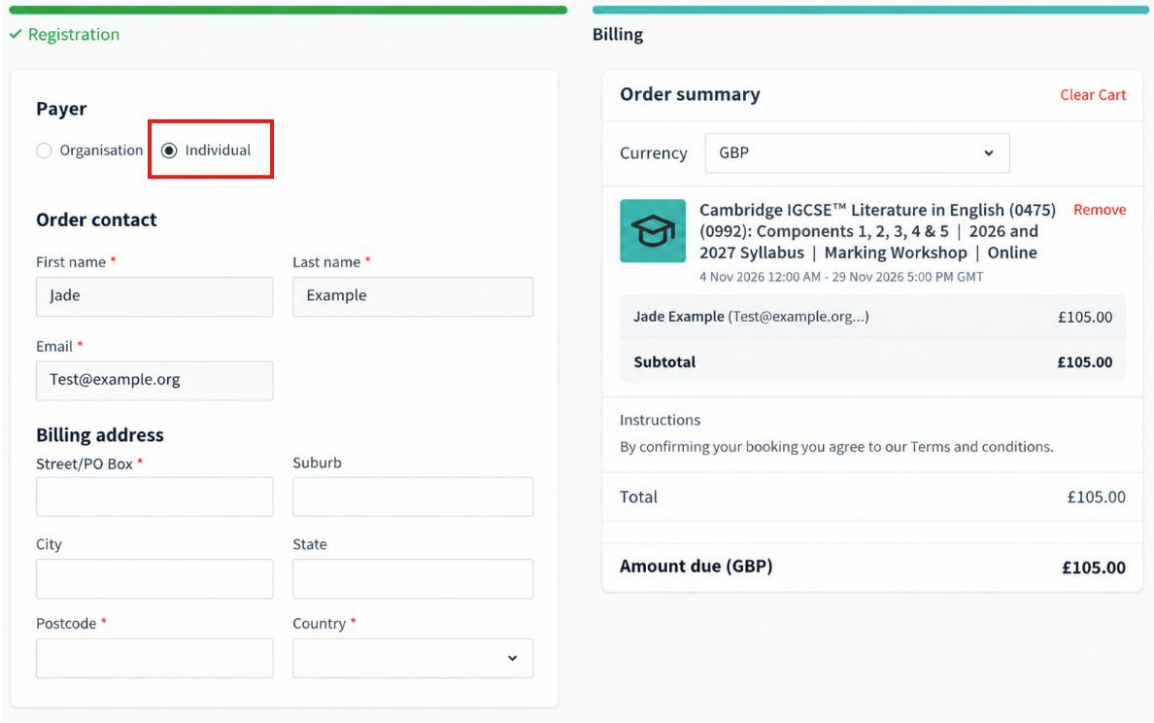
© Cambridge University Press & Assessment 2025

Payment options

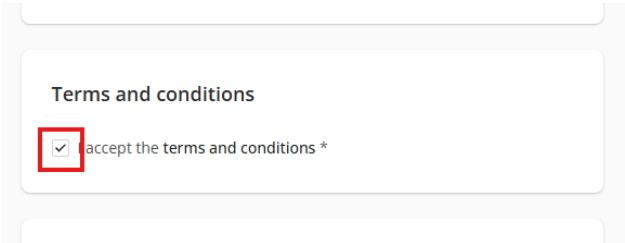
1. You can choose to pay via credit/debit card, or you can charge to your Centre and they will be asked to authorise the booking via the MyCambridge approval app, managed by your Centre Administrator. If the booking is authorised the Centre will be invoiced after the course has started.

Paying for a course by card

1. To pay by **debit or with credit card** select the 'individual' option and complete the details requested in the Order Contact section for yourself.

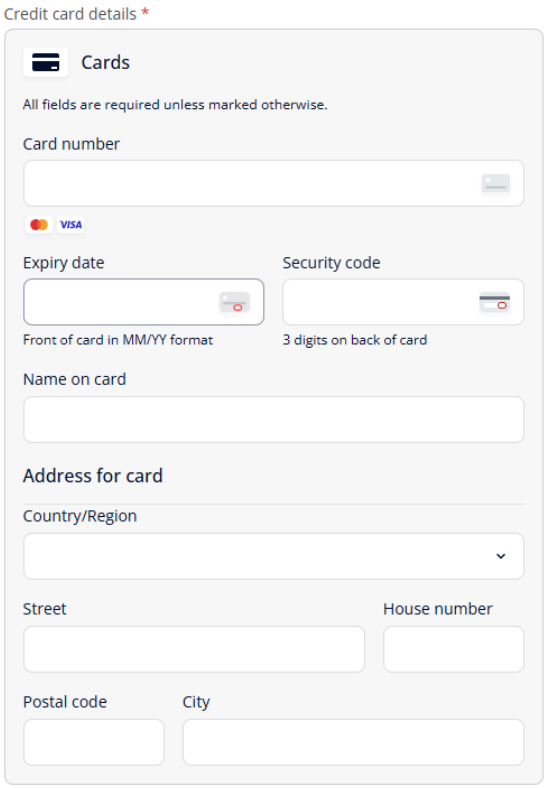


2. Accept the terms and conditions.

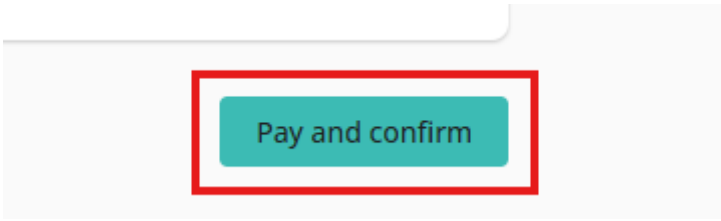


3. Enter any discount codes or voucher codes in the 'Payment details' section if provided. The credit card details section will then appear at the bottom of the screen for you to complete:

© Cambridge University Press & Assessment 2025



4. Once you are happy with all the details, you can proceed to finalise the booking/s by clicking on the ‘Pay and confirm’ teal button at the bottom right:

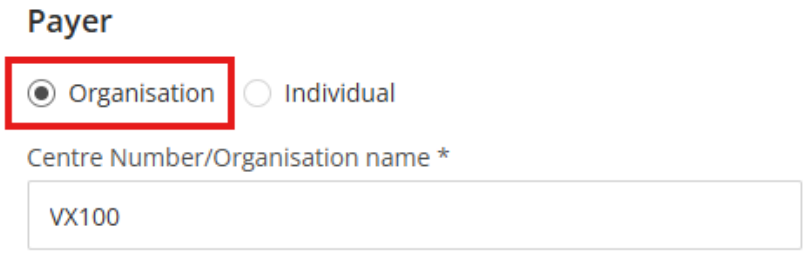


5. You will then see a ‘Thank you!’ message on screen and the attendees will receive a confirmation email with the course details.

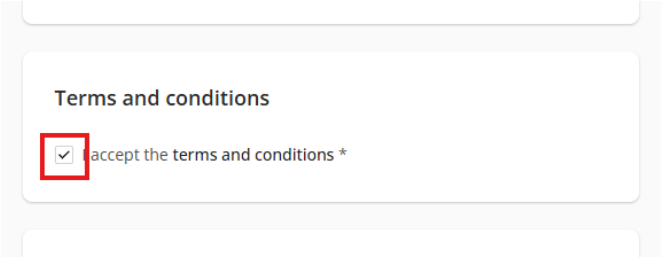
Paying for a course by charging to Centre

1. If you would prefer to invoice to your Centre, select the ‘Organisation’ option and add your Centre number in the box below. If you do not know your Centre number, you will need to get this information from your Centre.

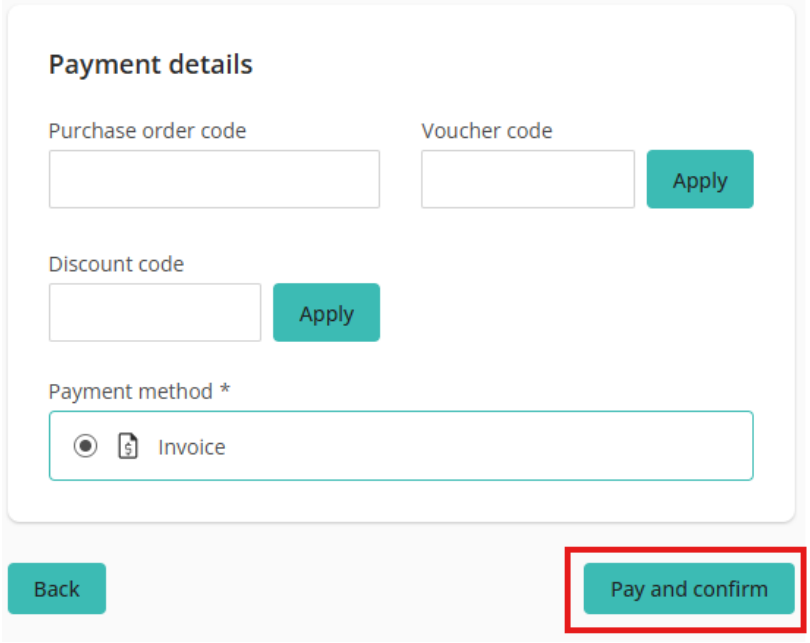
© Cambridge University Press & Assessment 2025



2. Accept the terms and conditions.

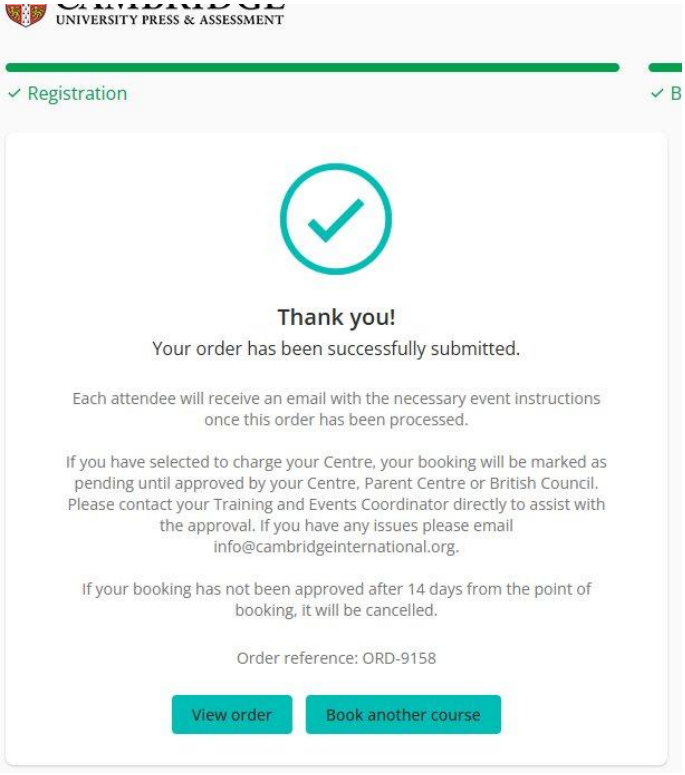


3. Enter any discount codes or voucher codes in the 'Payment details' section if provided. Once you are happy with all the details, you can proceed to finalise your booking by clicking on the 'Pay and confirm' teal button at the bottom right:



4. You will then receive a 'Thank you!' message including further information about what happens next for bookings and that it will be pending awaiting confirmation by the Centre approver.

© Cambridge University Press & Assessment 2025



5. Once the order has been authorised all attendees will receive event instructions via email.

Please make sure to check your junk, spam and promotions folders as often our emails are automatically filed here incorrectly by your email provider. We recommend adding info@cambridgeinternational.org to your safe senders list so you don't miss any future emails.

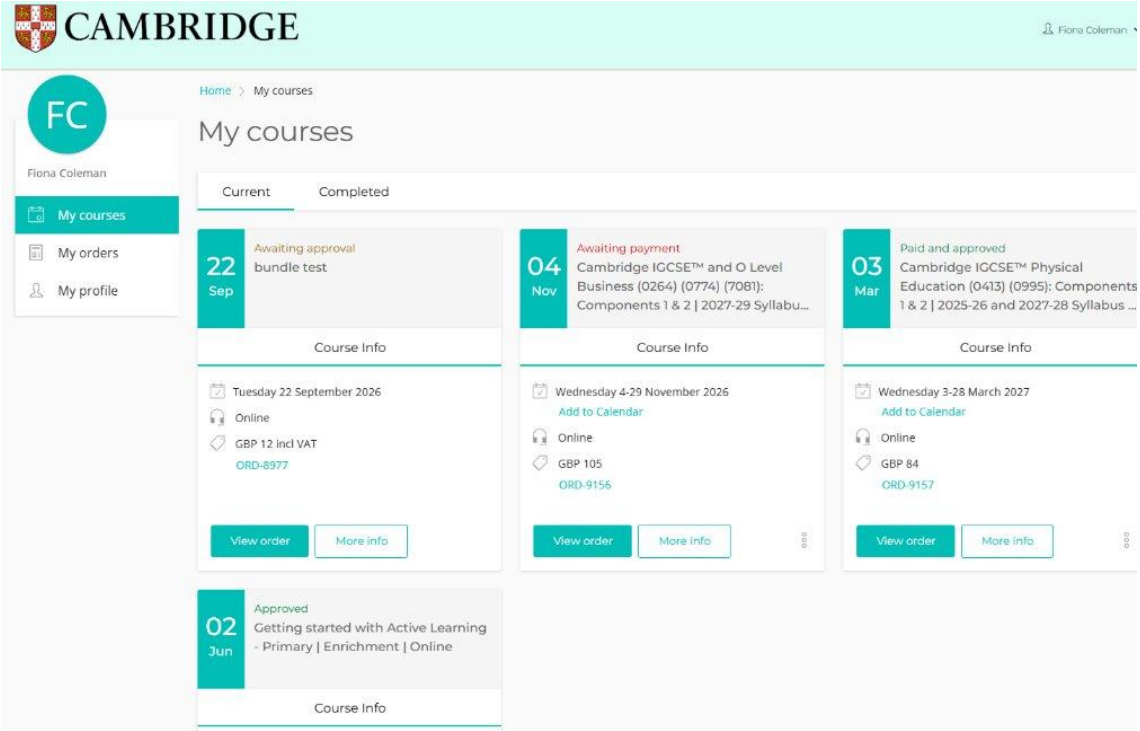
© Cambridge University Press & Assessment 2025

Viewing bookings

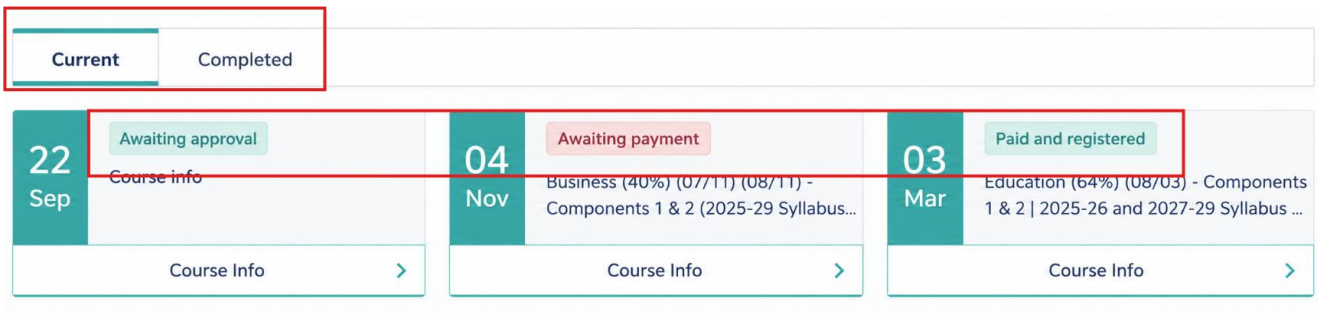
1. To view your confirmed, pending and cancelled bookings you can log into your Customer Portal:

   https://internationaleducationevents.cambridge.org/w/GBP/portal/courses

2. Here you can view your orders under the ‘My courses’ tab on the left.



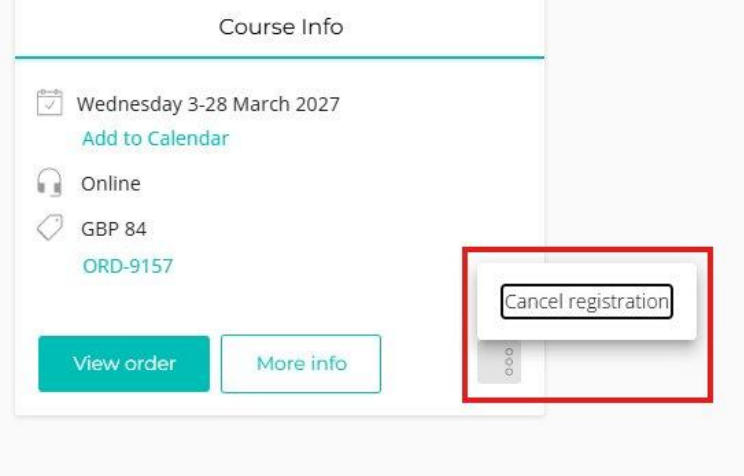
3. All courses are labelled with their current status, and you can also see completed courses via the ‘Completed’ tab at the top.



© Cambridge University Press & Assessment 2025

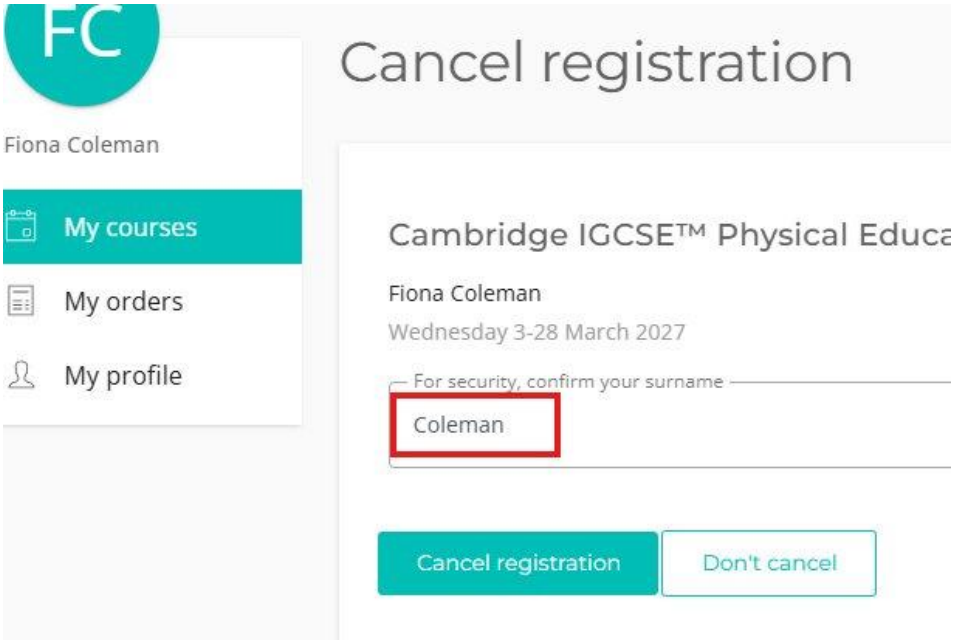
Cancelling bookings

1. You can also cancel any bookings that are still within the cancellation period by clicking on the three dots in the corner of the course booking icon and clicking ‘Cancel registration’:



2. Please note that if the course **is not** within the cancellation period you will need to contact the team on via info@cambridgeinternational.org or +44 1223 553554, as the three dots will not show.

3. Finally, will ask you to type in your surname (case sensitive) into the box before confirming you would like to ‘cancel registration’.

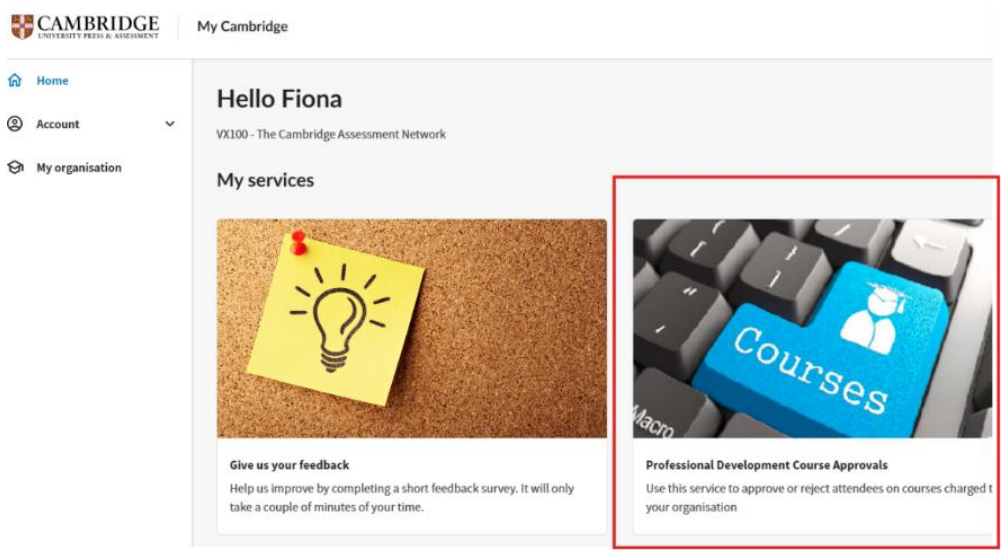


© Cambridge University Press & Assessment 2025

Reviewing and Approving bookings as a Training and Events Coordinator

1. Training and Events Coordinators for a Centre will receive an automated email to let them know there are bookings waiting to be approved but they can check their MyCambridge account to check for pending bookings anytime.

2. Once you have logged into your MyCambridge account, click the large image with the title 'Professional Development Course Approvals' on the right-hand side:



3. You can then see courses that pending approval:



4. You can also see courses that have been approved under the 'approved' tab and rejected courses under the 'rejected' tab:

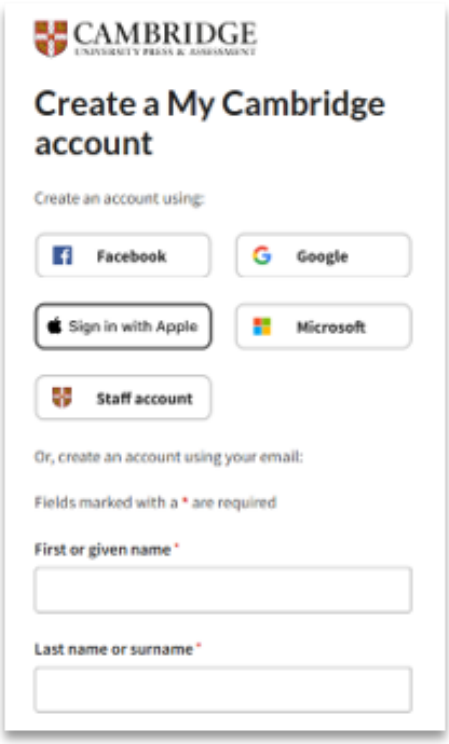


© Cambridge University Press & Assessment 2025

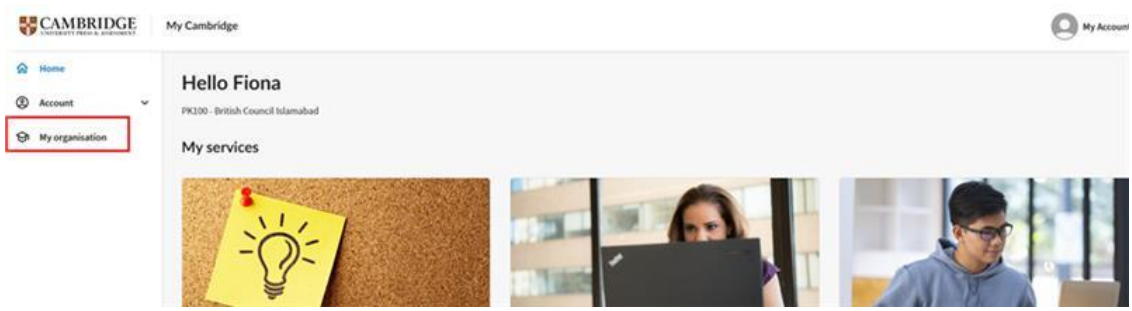
Setting up Training and Events Coordinator access

1. Training and Events Coordinator will be able to access all their Centre details via MyCambridge. They need to manage all their faculty staff changes here too.

2. To add a new Training and Events Coordinator to approve bookings, first make sure they have an account on My Cambridge. Please note, there should always be a Training and Events Coordinator set up for any Independent Centre but if no one at your Centre seems to have access, please contact the team via info@cambridgeinternational.org or +44 1223 553554.

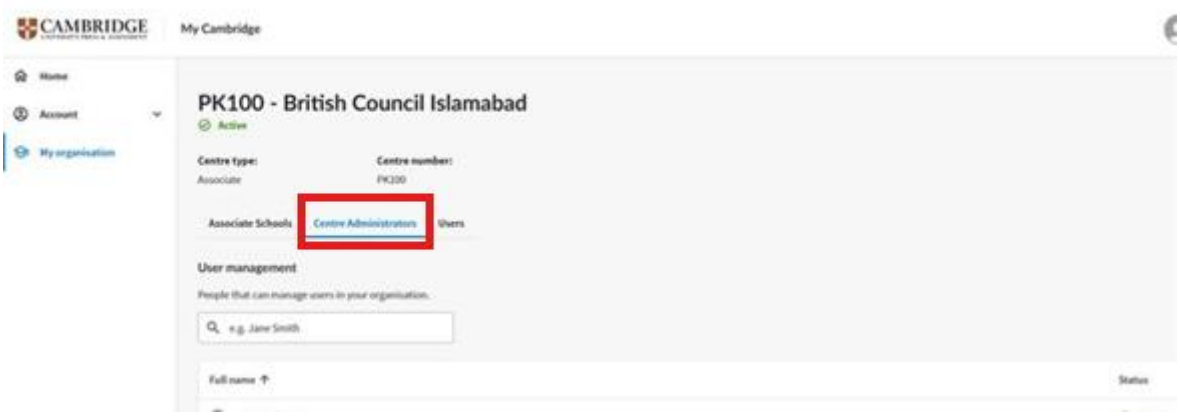


3. Once they have an account on MyCambridge, the Training and Events Coordinator for the Centre can invite them to be a Coordinator for the Centre too. The Training and Events Coordinator will need to log in to MyCambridge and select ‘My Organisation’:

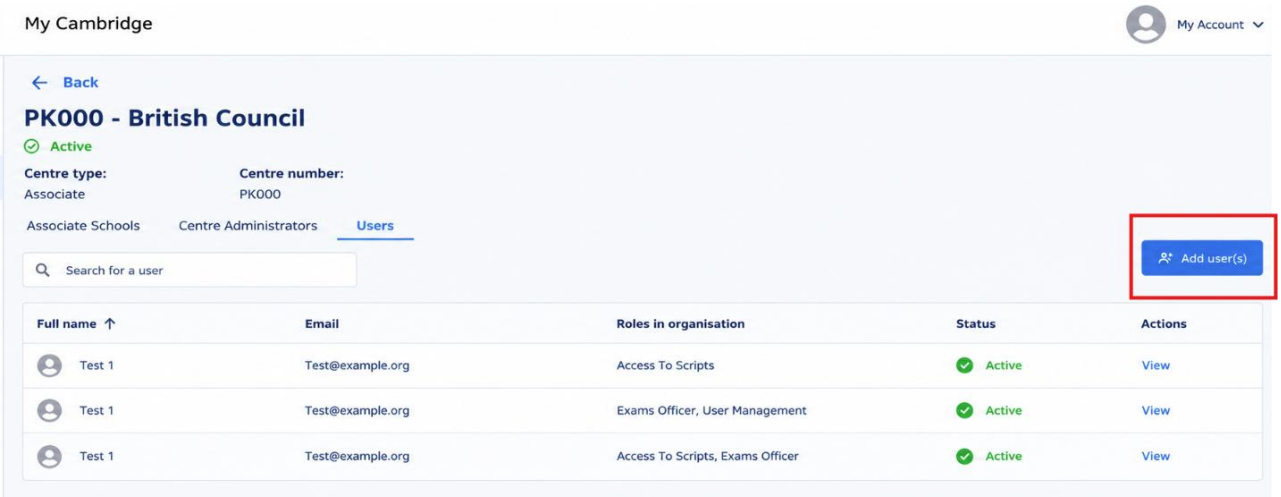


4. Current Training and Events Coordinators will show under the ‘Centre Administrators’ tab:

© Cambridge University Press & Assessment 2025

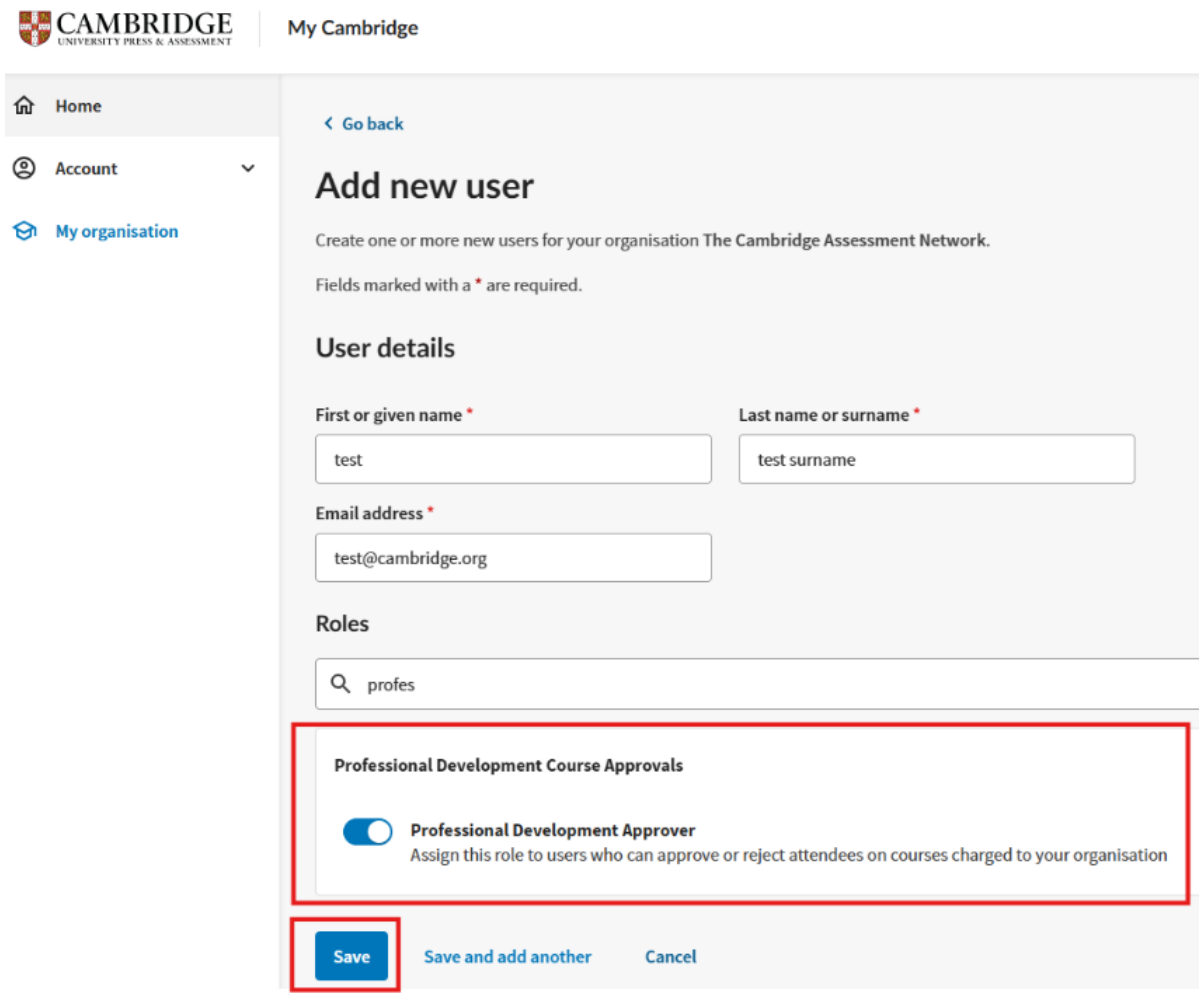


5. To invite a new Training and Events Coordinator to approve bookings, select ‘Add user’ on the right-hand side:

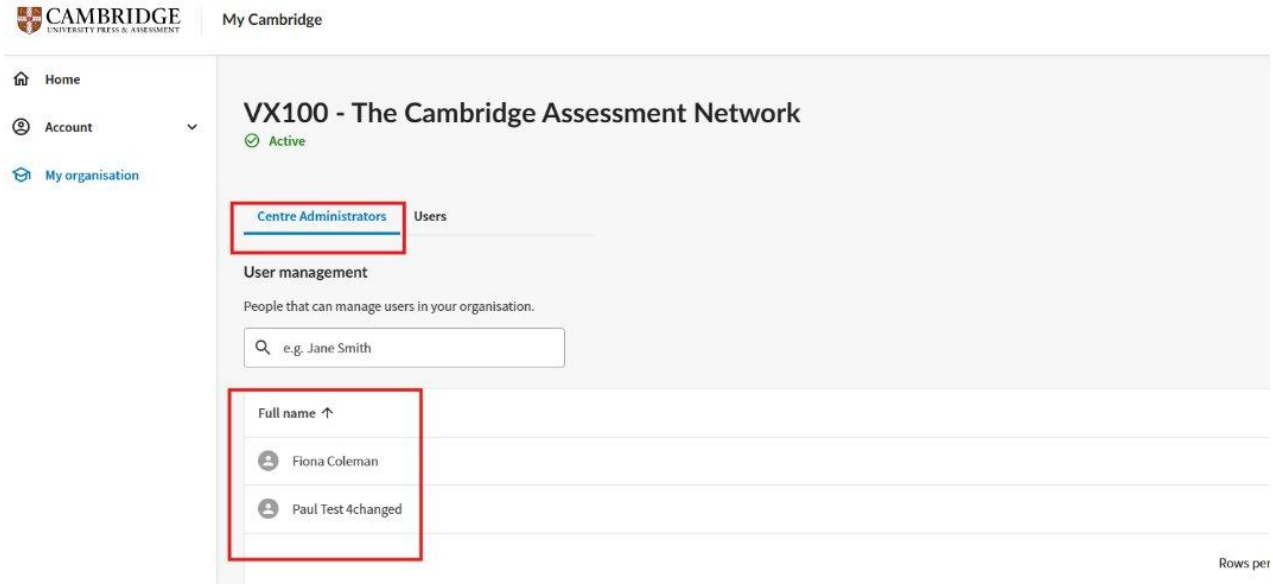


6. Then add the User details and search within the Roles section for ‘Professional Development Course Approvals’, activate it by clicking the blue slider and click ‘save’ at the bottom.

© Cambridge University Press & Assessment 2025



7. Their details will now show underneath the ‘Course Administrators’ tab:



© Cambridge University Press & Assessment 2025