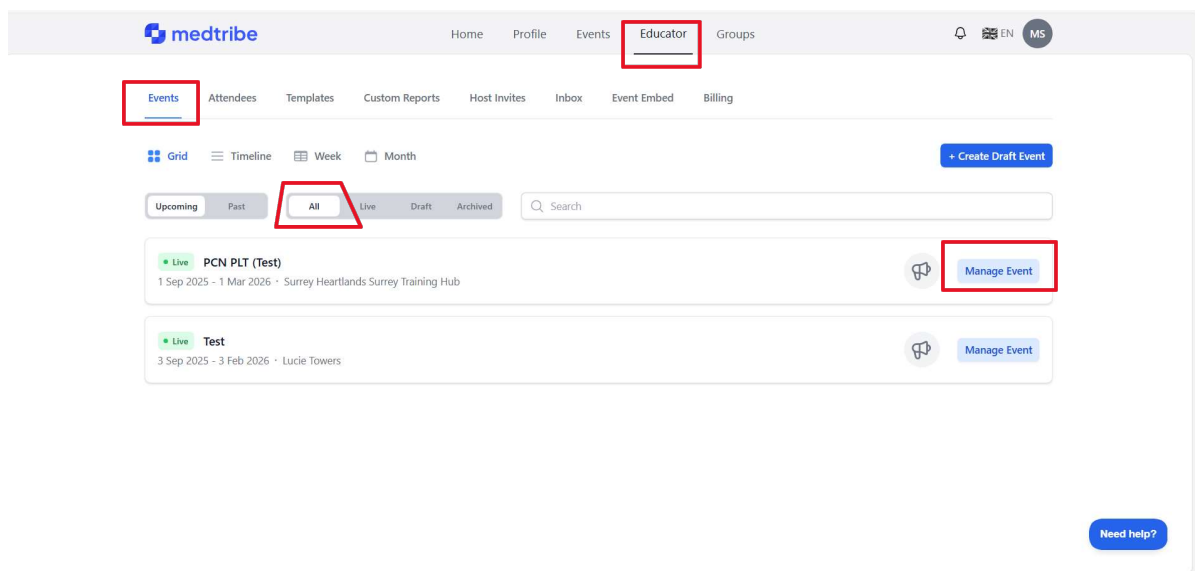


Guidance for Medtribe processes and applications

- **Complete your application**
- There are two separate applications, one for PCNs and the other for PLTs. To access the **PCN PLT application** form please click [here](#). **These need to be submitted by 31st October 2025**. For **Practice PLT application** form, please click [here](#), minimum 3 weeks' notice required.
- PLT organisers will then be able to click **“Apply to Book”** Complete the application form and click **Submit**.
- Once submitted, your event will be ready for Surrey Training Hub to review.

Once Surrey Training Hub accepts your proposed date, you will receive an invite to access and edit your actual PLT event. When you accept the invite, you will be able to log in to Medtribe and your screen should look like this:



1. Go to the “Educator” tab at the top, then to “**Events**” tab in the row below, then click on “**All**” and you should be able to see your PLT event (which will have the name of the name of your Practice or PCN). Click “**Manage Event**” button as shown above, which will take you inside the event, which will look like this screenshot below. You need to Select “**Listing**” which will allow you to add event details, including the date of your event.

• Live PCN PLT (Test) Actions

Attendees Listing Forms Tickets Add-ons Sessions Emails Surveys Resources Settings

General

Event Name
PCN PLT (Test)

Event Summary
PCN PLT (Test)

Event Description
Optional

B I U Add Files

2. Please complete the following sections which you will see when you scroll down inside that tab in the event page:
 - **General box:** Event Summary, Event Description
 - **Academic box:** Event Organisation, Learning Outcomes which you will see by scrolling further down.
3. You will also be able to upload your **agenda** and, if relevant, any supporting training materials.
4. Always click “**Save**” at the bottom of each section after adding or editing (Do not click save as template).

Changing the date to your actual PLT date. Please choose “**Sessions**” in the row of headings as shown below. Change both start and end date and time, this is important as this is what you will circulate to your attendees.

← All Events

• Live Test Actions

Attendees Listing Forms Tickets Add-ons Sessions Emails Surveys Resources Settings

+ Create Session

• Live Wednesday, 3 Sep 2025

Session Published Unpublish

Date & Time

Start 03/09/2025 13:00

End 03/02/2026 18:30

Attendees can cancel before the start time

Set Custom Cancellation Time

Accept bookings until the end of the session

Set Custom Booking Deadline

Need help?

As you scroll down, you will be able to change the delivery method either in-person or online, put in the physical address or link as necessary. As well as session lead’s name

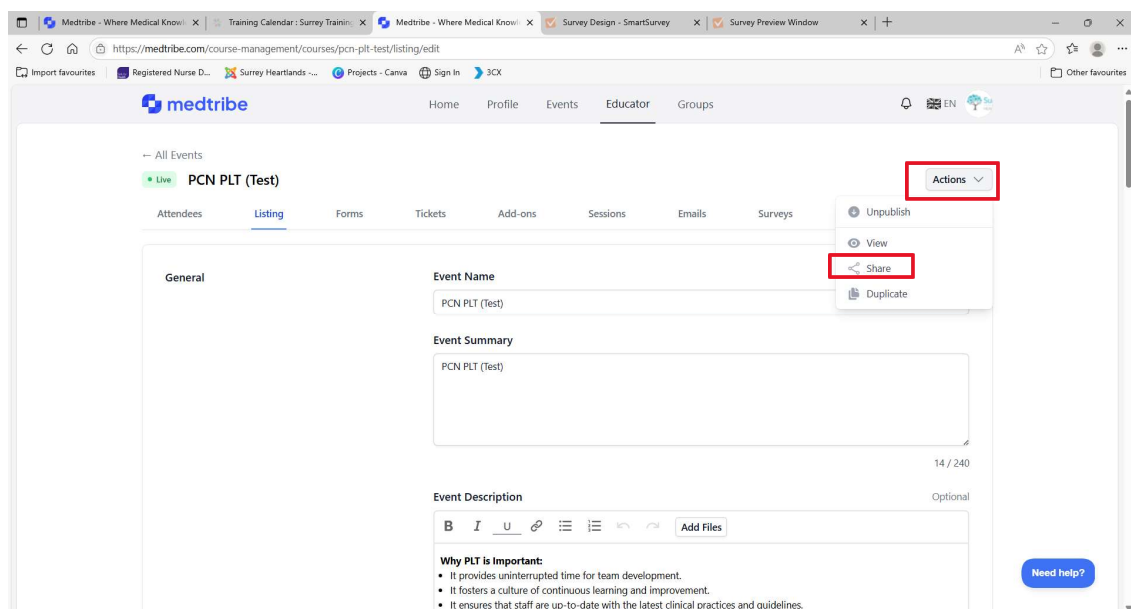
so that attendees can go to you with any queries about the event. Again, please ensure you save it at the bottom of the section.

The screenshot shows the 'Event Details' form in Medtribe. At the top, there are two buttons: 'In-person' (selected) and 'Online'. Below these are optional fields for 'Address' (with a placeholder 'Enter a location'), 'Venue', and 'Session Lead' (with a placeholder 'Your name'). The 'Session Tickets' section includes a 'Set Max Capacity For All Tickets' slider set to 100. Below this is a ticket type 'General Admission' which is 'Free' and has a capacity of '100'. At the bottom, there is a 'Certificate Template' section with a checkbox 'Enable automatic attendee certificate generation' and an 'Add-ons' section. A 'Need help?' button is located on the right side.

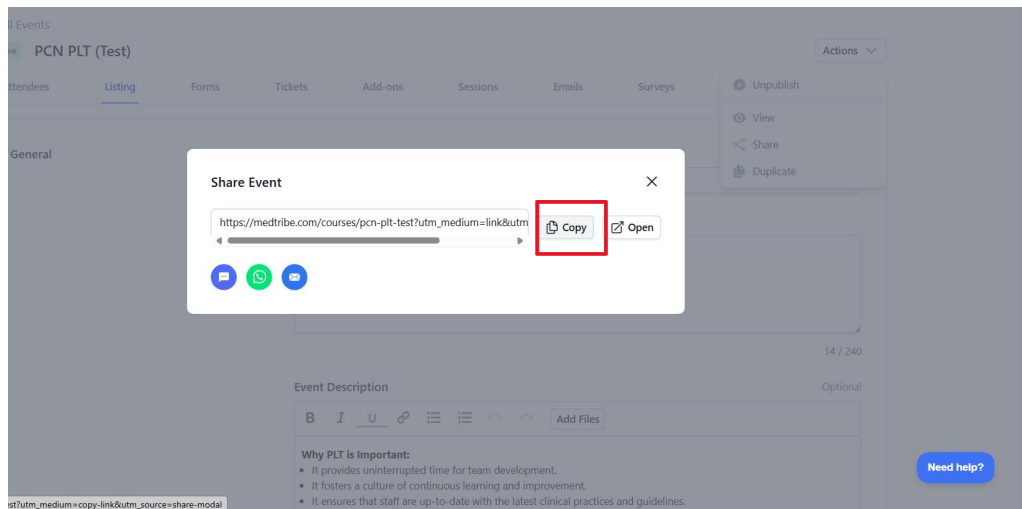
This process is very simple and will help ensure that you can set up your PLT event to suit your organisation.

Sharing your booking link

- Once all the details of the event have been saved and you are satisfied with the information, you can share the event link by clicking the **“Actions”** button and choosing **“Share”** like in this screenshot below:



On the popup window which will look like the screenshot below, click **“Copy”**, which will allow you to copy the PLT event page and send to your team:



- Your team will then receive the email invite and will then be able to register their place.

Summary of the Process

1. **Plan** – Identify dates, session themes and format.
2. **Submit** – Complete the application and submit the Training Hub via Medtribe.
3. **Approve** – The Training Hub will forward applications to the PPG for closure approval, or if a one-off/ exceptional closure request will be sent to the Contracts team for approval.
4. **Book** – Once approved, a Medtribe invite will be shared to enable staff booking.
5. **Deliver** – Host the session and ensure feedback surveys are completed via Medtribe
6. **Analyse Survey**– Once event has finished, you will be asked to complete the analysis form, which will also be available on Medtribe.

If you have any questions or require support at any stage, please contact us at syheartlandsicb.pltapplications@nhs.net.

We look forward to working with you to deliver a successful year of PLT activity.

