



GBNI Leadership Training Application Process

For Brigaders who do not have an account.

1. Go to <https://gbni.co.uk/login>
2. Click on 'Register for an account'
3. Fill in your full name, email and password
4. Select 'New Trainee' from Registration Type
5. Select your GB company name from the drop-down menu (type the first few letters for a faster search)
6. Select which eNews you would like – we would recommend 'General GB News & Events'
7. Click 'Create' account. A temporary user account is created.
8. In 'My Details', click 'Leadership Applications' on the left-hand side to start the application process.
9. From the drop-down box, select the 'Application Type' you want to register for, then click 'Next'. The form will then open up.
10. Complete all of your Contact details and date of birth (all fields are required except Home No.)
11. You will need the email address for both your Captain and Chaplain.
12. List anything that you feel would help your leadership training experience such as medical notes, accessibility or dietary needs.
13. If you are applying for Officer Training, please complete if you have completed Sub-Officer Training and the year you completed your training.
14. Select one date for your Theory webinar and another for your Safeguarding webinar.
15. If you are under 18 and completing a Sub-Officer Application, your parent/guardian must sign and date the form to consent to your participation in the training.
16. Final step is to pay the registration fee. If you are paying for the training, simply input your card details including the postcode where the card is registered in the boxes provided. If your company is paying, select that box.
17. Select 'Submit'

Your account will sit in a temporary user role until your application has been approved by both your Captain and your Chaplain. Once approved, it will then automatically upgrade to full GBNI Leader access and a profile added to your GB company with the rank of Trainee.

For Registered Associate Helpers and Sub-Officers.

1. Go to <https://gbni.co.uk/login>
2. If you have registered for an account on the new website – simply log in then go to step 8 above.
3. If you have not yet registered for an account on the new website – go to step 2
4. If you are listed on your company profile as a leader, your login account will link to that profile and grant you full GBNI Leader access within a few minutes.
5. If you do not have full access, ask your Company Captain to add you as a leader in 'My Leaders' otherwise your user will sit as a temporary account until approved through the application process.

Captain and Chaplain Guidance

If you have more than one trainee this year, you may wish to wait for all trainees to apply before logging in to sign the forms so that you are only doing it once. Training Applications awaiting approval can be found in 'My Brigade' under 'Training Applications'

Captain Approval

1. Once an application has been submitted, you will receive an email asking you to log in and sign your part of the form. Click the link in the email, login and it will redirect you to the application form to sign.
2. IF you have issue with the link, login as normal on the GBNI website, go to 'My Brigade' and select 'Training Applications' on the left-hand side to view any applications needing to be processed.
3. Their status will say 'Incomplete'. It will only change to 'Captain approved' once you complete your part of the form and then to 'Chaplain approved' when both the Captain and Chaplain have signed.
4. Select the applicant's form to open and scroll to the Captain section of the form to complete.
5. You have a number of boxes to complete and they are compulsory fields and must be ticked to approve the application. Any queries contact martha@gbni.co.uk
6. Please sign and date the form and then select 'Save changes'.
7. Check your Chaplain is registered in 'My Leaders' with the correct email address to aid their login process into the GBNI website.
8. If the company is paying for the applications, you can make payment by posting a cheque (made payable to GBNI); by email invoice issued by GBHQ after the closing date; or as a payment through your bank. The details that you need to make a BACS payment are:

Sort Code:	95-06-79
Account No.:	20293334
Account Name:	The Girls' Brigade Northern Ireland
Reference:	Your company number*/8350/8356

***It is very important that you have your company number included as this will make processing your payment easier.**

Chaplain Approval

1. Once an application has been submitted, you will receive an email asking you to log in and sign your part of the form.
2. If you have registered for an account on the new website – simply log in and it will redirect you to the application form to sign. Move to point 12 below.
3. If you have not yet registered an account, click the link to register and it will redirect you to <https://gbni.co.uk/login> and action points 4 to 11 below.
4. Click on 'Register for an account'
5. Fill in your full name, email and password
6. Select 'GBNI Chaplain' from Registration Type

7. Select your GB company name from the drop-down menu (type the first few letters for a faster search)
8. Select which eNews you would like – we would recommend ‘General GB News & Events and Chaplain news’
9. Click ‘Create’ account.
10. If you are listed on your company profile as a Chaplain, your login account will link to that profile and grant you full GBNI Leader access within a few minutes.
11. If you do not have full access, ask your Company Captain to add you as the Chaplain in ‘My Leaders’ otherwise your user will sit as a temporary account, and you will not be able to complete the application process.
12. Once you have access, go to ‘My Brigade’ and select ‘Training Applications’ on the left-hand side to view any applications needing to be processed.
13. Their status may say ‘Incomplete’ or ‘Captain approved’. It will only turn to ‘Chaplain approved’ when both the Captain and Chaplain have signed.
14. Select the applicant's form to open and scroll to the Chaplain section of the form to sign and date and then save changes.