GBNI Leadership Training Application Process

IMPORTANT - Captains, please DO NOT apply on behalf of your new trainees using your own personal login for the GBNI website as it will change your personal details to the applicant's details.

The application form must only be completed by the APPLICANT via their own registered login account. The details submitted on the application form will automatically create the applicant a profile if they do not have one on My Brigade and link it your GB company and to the login account used to create the application. If a profile for the applicant already exists with the same email as the login email, the system will automatically link the application to that profile and update their rank once approval has been given.

<u>For applicants who do not have an account.</u>

1. You must register an account with GBNI before you can apply for Leadership Training.
2. Go to https://gbni.co.uk/login
3. Click on 'Register for an account'
4. Fill in your full name, email and password
5. Select 'New Trainee' from Registration Type
6. Select your GB company name from the drop-down menu (type the first few letters for a faster search)
7. Select which eNews you would like – we would recommend 'General GB News & Events'
8. Click 'Create' account. A temporary user account is created, and a new page will open up.
9. In 'My Details', click 'Leadership Applications' on the left-hand side to start the application process.
10. From the drop-down box, select the 'Application Type' you want to register for, then click 'Next'. The form will then open.
11. Complete all of your contact details and date of birth (all fields are required except Home No.)
12. You will need the email address for both your Captain and Chaplain that matches their profile on My Brigade. Please input this in lowercase.
13. List anything that you feel would help your leadership training experience such as medical notes, accessibility or dietary needs. Type 'none' if not applicable.
14. If you are applying for Officer Training, please complete if you have completed Sub-Officer Training and the year you completed your training. This helps us determine if you need to complete Safeguarding Training.
15. Select one date for your Theory webinar and another for your Safeguarding webinar.
16. Select your preference for a printed or pdf version of the Experience Booklet.
17. 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.
18. 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 and we will follow up with your Captain.
19. Select 'Submit' and a confirmation email will be sent to your inbox.

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

For Registered Associate Helpers and Sub-Officers with an account

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 9 above.
3. If you have not yet registered for an account on the new website – go to step 2 above
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, contact GBHQ to review, otherwise your user will sit as a temporary account limiting your access until approved through the application process.

Captain and Chaplain Guidance

N.B. 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'. Select the three dots and then 'Edit' at each applicant's name to approve.

Captain Approval – Only leaders who act as the Company Admin can complete this section

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 'View Application', you will be asked to log in first and then you will be redirected to the application form.
2. You can reset your password on the login page. If you do not have an account, you will need to set one up, see below for guidance.
3. You have several boxes to complete, and they are compulsory fields and must be ticked to approve the application. Any queries contact martha@gbni.co.uk
4. Please sign and date the form and then select 'Submit'. Their application will then change to 'Captain Approved' on the list view in My Brigade under training Applications. An automated email will then be sent to your Chaplain for them to sign their part of the form.
5. Check your Chaplain is registered in 'My Leaders' with the correct email address to aid their login process into the GBNI website. Any issues, contact GBHQ for support.
6. If the company is paying for the applications, please refer to the original email sent to you for payment options.

Register an account

1. To setup an account, use the link which will redirect you to https://gbni.co.uk/login
2. Click on 'Register for an account'
3. Fill in your full name, email and password – Use the email, GBNI will have on file for you on My Brigade.
4. Select 'GBNI registered Leader' 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 and a new page will open up called My Details.

If the link doesn't work

1. 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.

2. Their status will say 'Not approved'. (It will only change to 'Captain approved' once you complete your part of the form and then to 'Chaplain approved' when the Chaplain has signed their section.)
3. Select the three dots by the applicant's form and click 'Edit' to open and scroll to the Captain's section of the form and complete as mentioned above.

Chaplain Approval – Only ministers/church representatives who are named as the Company Chaplain on My Brigade can complete this section.

Once an application has been submitted and approved by the Captain, you will receive an email asking you to log in and sign your part of the form. You will have two links, one to register an account and another to log in and submit an approval. If you have an account, click the link to login and it will redirect you to the application form to sign, date and submit your approval. You can reset your password on the login page. If you do not have an account, you will need to setup one, see below for guidance.

Register an account

1. If you have not yet registered for an account, click the link to register and it will redirect you to https://gbni.co.uk/account/register If the link is broken in the email, use this link.
2. Fill in your full name, email and password (use the email your Captain has on file for you on My Brigade)
3. Select 'GB Chaplain' from Registration Type
4. Select your GB company name from the drop-down menu (type the first few letters for a faster search)
5. Select which eNews you would like – we would recommend 'General GB News & Events and Chaplain news'
6. Click 'Create' account.
7. If you are listed on your company profile as a Chaplain, your login account will link to that profile and grant you full GB Chaplain access within a few minutes.
8. 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.

If you cannot submit an approval via the links

9. Log in via https://gbni.co.uk/login, then go to 'My Brigade' and select 'Training Applications' on the left-hand side to view any applications needing to be processed.
10. Their status should say 'Captain approved', before you can approve their application. If it states 'Not approved', contact the Captain to approve her section first, to then allow you to complete your section.
11. Select the three dots by the applicant's form and click 'Edit' to open and scroll to the Chaplain section of the form to sign and date and then click 'Submit'. The application will then change to 'Chaplain Approved' on the list view.

If you have any issues or questions, please do not hesitate to contact GBNI on 02894 548054 for assistance.