



Dear Driver,

Thanks for booking your upcoming Driver CPC with Best CPC Training. Your place on the course/s is now confirmed. Please find the link below and some registration paperwork I need you to do.

The link to the course is:

<https://us02web.zoom.us/j/6605985000>

Could you now also complete a candidate registration form, as described below, with your **driving licence face up**, scan or photograph and return to me by email at [bestcpctraining@hotmail.com](mailto:bestcpctraining@hotmail.com).

**THE DATE NEEDS TO BE THE DATE OF THE COURSE.**

a. Write this on a blank piece of paper:

*"I (NAME & SURNAME) agree to the terms and conditions for my online driver CPC with Best CPC Training"*

b. Sign it and date it - **THE DATE NEEDS TO BE THE DATE OF THE COURSE**

c. Place your driving licence face up on the paper. (With you photo up)

d. Take a photograph and send to me at [bestcpctraining@hotmail.com](mailto:bestcpctraining@hotmail.com).

(see the example on the following attached)

This form needs to be completed and returned to me by email so I can upload your hours.  
It can be done on the day of the course but no later.

**Zoom & COURSE LINK**

The course link above & is the same for all my courses, for all your booked dates.

Ensure that you have a strong, stable Wi-Fi signal and that your device will have a continuous power source if needed.

**You need to download Zoom Workplace (free version), DO NOT SUBSCRIBE - and install it on your device** that you intend to use for the course prior to the course start time. Sometimes updates need to be installed which take several minutes.

The course starts at 8.00am, please join 10-15 mins early to enable identification checks and make sure there are no technical problems etc,( I will be online from APPROX 7.45am ).

The link to the course is:

<https://us02web.zoom.us/j/6605985000>

If you encounter any problems please email me or call me on the number below for assistance.  
I look forward to meeting you online soon.

Kind Regards

Andrew Rayton

Best CPC Training

[www.bestcpctraining.co.uk](http://www.bestcpctraining.co.uk)

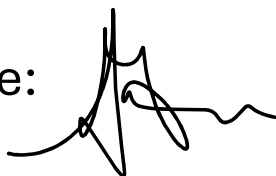
Tel: 07845 546649

WhatsApp: +44784 546649

I (First Name, Surname) agree to the terms and conditions of my online CPC training course with Best CPC Training.

Date **(DATE OF COURSE)**

Signature:



email to : [bestcpctraining@hotmail.com](mailto:bestcpctraining@hotmail.com)

## To download the Zoom desktop client:

1. In your internet browser, enter <https://zoom.us/>.
2. At the top-right of the page, click **RESOURCES** then click **Download Zoom Client**.  
You can also directly access the [Download Center](#).
3. Under **Zoom Client for Meetings**, click the **Download** button.  
At the bottom left of your screen, the Zoom installer (ZoomInstaller.exe for Windows, zoomusInstallerFull.pkg for macOS, or the 32-bit/64bit Linux installer) will automatically start downloading the Zoom desktop client. If downloading doesn't start, double-click the Zoom installer to begin the desktop client install.  
**Note:** After the Zoom desktop client installation is complete, a Zoom icon will appear on your desktop.
4. Complete the installation process.  
For more information on Linux or macOS installation, please visit the Support articles on installing the Zoom application on [Linux](#) or [macOS](#).
5. Double-click the Zoom desktop icon to [begin using Zoom](#).

## Create your own account

To sign up for your own free account, visit the [Zoom sign-up page](#) and enter your email address. You will receive an email from Zoom ([no-reply@zoom.us](mailto:no-reply@zoom.us)). In this email, click **Activate Account**.

## How to start a test meeting

You can [join a test Zoom meeting](#) to familiarize yourself with the Zoom and test your microphone/speakers before joining a Zoom meeting. Visit [zoom.us/test](https://zoom.us/test) and click **Join**.

## How to join another user's meeting

There are many ways to [join a meeting](#), but the easiest way is to click the join link that the meeting host provided. You can also click **Join** in your Zoom client and enter the meeting ID. You may also be prompted for a meeting passcode, so keep the meeting invite information available.



Join

### Video Tutorial Link:

[https://www.youtube.com/watch?v=pAMDxH\\_H\\_Cs](https://www.youtube.com/watch?v=pAMDxH_H_Cs)

<https://www.youtube.com/watch?v=L0p7owVgdz8> – for phones

<https://www.youtube.com/watch?v=Tu5q2sQ2XvI> – for computers