



The Lamplight Guide



Updated: Nov 2020

Contents

I: OVERVIEW	3
2: EDITING YOUR PERSONAL DETAILS	4
OVERVIEW	4
HOW TO CHANGE YOUR PASSWORD	6
3: SIGNING UP TO A SESSION.....	7
4: ENTERING POST SESSION DATA	10
STEP BY STEP GUIDE	10
5: ADDING LAMPLIGHT TO YOUR PHONE	13
6: ADDING A NEW DELIVERY PARTNER TO THE SYSTEM	15
STEP BY STEP GUIDE	16
7: CREATING A TRAINING SESSION	19
8: CANCELLING A TRAINING SESSION	23
9: DOWNLOADING POST-SESSION DATA.....	25

Coming your way soon:

1. Reporting
2. Adding a group
3. Sending a text

I: Overview

Log onto Lamplight
www.streetdoctors.org/lamplight
Username: your email

If you don't have a password, click "get new password"
Check Spam folder for email

View upcoming sessions in the activity listing

Shows 1-month forward + 1 week back. Keep scrolling down to see further ahead

Signing up to sessions:

Click: Menu → Add me as attending staff
OR
Click: Edit Record → Go to attendance tab ("2. Attendance")

Search for + click on your name to add it
Click save!!

Use the buttons (see right) to view full details or edit the session:

Editing records lets you:

- Sign up to the session
- Fill in post session details

Adding post session data:

1. Find session in activity listing → Click edit
2. Click on tab "2. Attendance" → Add no. of YP
3. Click on tab "4. Feedback" → Add feedback
4. **Click Save** – Lamplight will save & copy information to evaluation record

Recording the feedback forms

- 1. Visit:
www.streetdoctors.org/bleeding
eval or equivalent 'unconscious' or 'joint'.
2. Input each evaluation form

Keep your profile up to date

1. Click on your name at the top to open your profile
2. Fill in your contact details + Personal info

Access the playbook

1. Click on "Admin" → "Library"

Here will be links to the playbook, the lamplight how-to guides as well as summaries of the strategy days

If you can't log in, get in touch with the NVC.

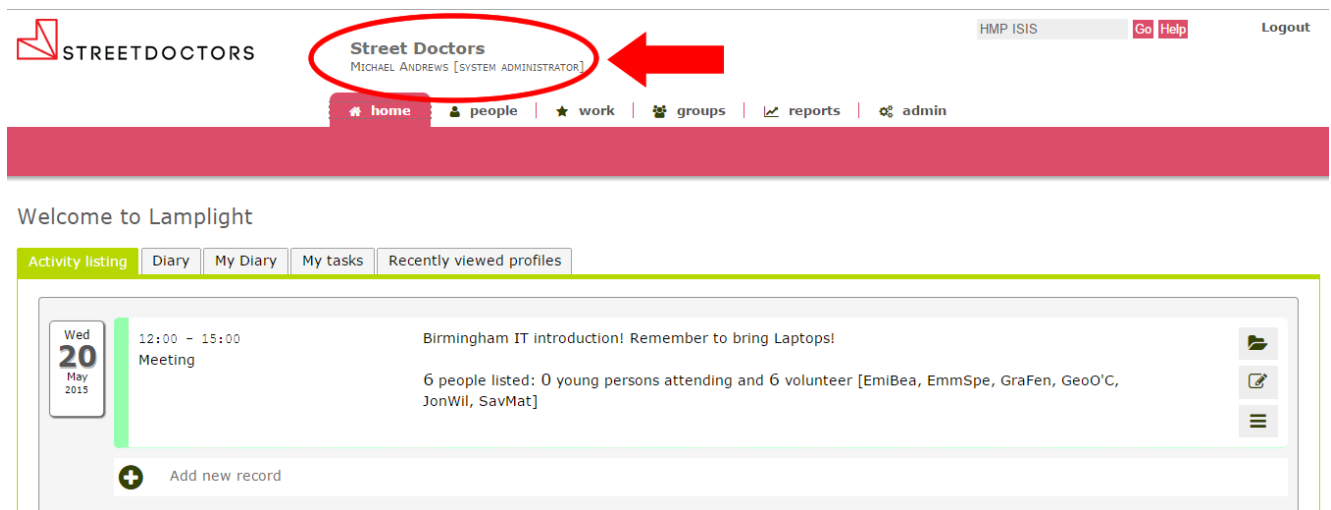
2: Editing your personal details

Lamplight uses your personal details for almost all of its functions, so it's really important you keep it up to date.

Overview

1. Log into lamplight www.streetdoctors.org/lamplight
 - If you can't log in, get in touch with the NVC.
2. Click on your name at the top of the page
3. Fill in the contact details and personal tabs
 - **Click save** before changing tabs!
4. Add your teams profile to your relationships
5. Change your password to something you'll remember
 - Click "Admin" → "Change password"

Step 1 – Enter lamplight and click on your name:



The screenshot shows the top navigation bar of the Street Doctors Lamplight interface. The user's name, "Street Doctors", is circled in red, and a red arrow points to it. Below the name, the text "MICHAEL ANDREWS [SYSTEM ADMINISTRATOR]" is visible. The navigation bar includes links for "home", "people", "work", "groups", "reports", and "admin". The main content area displays a "Welcome to Lamplight" message and a list of activities. The first activity is a "Meeting" on "Wed 20 May 2015" from "12:00 - 15:00". The activity details include "Birmingham IT Introduction! Remember to bring Laptops!" and a list of 6 people: "0 young persons attending and 6 volunteer [EmiBea, EmmSpe, GraFen, GeoO'C, JonWil, SavMat]". A "Add new record" button is located at the bottom of the activity list.

Step 2 – Fill in all sections of “Contact details”, “Relationships” and “Personal”. Ignore the other tabs. This is also where you can find out your total hours volunteered.

WARNING: Always scroll down and click save before changing tabs. It doesn't auto-save or warn you if you try to leave without saving.

STREETDOCTORS Street Doctors MICHAEL ANDREWS [MANAGER]

home people work groups reports admin

search profiles or Help => Go Help Logout

Profile for Michael Andrews

Most recent work record: 20/03/2015

TOTAL TIME SPENT (WORK ATTENDED AND VOLUNTEER) FEB 2015 00:00:00

TOTAL TIME SPENT (WORK ATTENDED AND VOLUNTEER) MAR 2015 01:30:00

TOTAL TIME SPENT (WORK ATTENDED AND VOLUNTEER) APR 2015 00:00:00

TOTAL TIME SPENT (WORK ATTENDED AND VOLUNTEER) MAY 2015 00:00:00

TOTAL TIME SPENT (WORK ATTENDED AND VOLUNTEER) JUN 2015 00:00:00

Personal Contact details Relationships Tools Work records Groups Communication Evaluations Media Charges Timesheet Contract details

Non contact Absence Training Appraisals

Type: Role:

Fill in these bits

Ignore these bits (They'll be useful later though)

ALWAYS SCROLL DOWN AND CLICK SAVE BEFORE CHANGING TABS

Step 3 – Relationships

Relationships are how you link two profiles together. You link yourself to your team's profile. You can then use this to see the contact details of the rest of your team should you wish to. Begin by clicking “Add”.

STREETDOCTORS Street Doctors MIKE ANDREWS - VOLUNTEER [VOLUNTEER]

home admin

search profiles or Help => Go Help Logout

Profile for Mike Andrews - Volunteer

Most recent work record

TOTAL TIME SPENT (WORK ATTENDED AND VOLUNTEER) FEB 2015

TOTAL TIME SPENT (WORK ATTENDED AND VOLUNTEER) MAR 2015

TOTAL TIME SPENT (WORK ATTENDED AND VOLUNTEER) APR 2015

TOTAL TIME SPENT (WORK ATTENDED AND VOLUNTEER) MAY 2015

TOTAL TIME SPENT (WORK ATTENDED AND VOLUNTEER) JUN 2015

Contact details Relationships Personal Timesheet Contract details Non contact Absence Training Appraisals Tasks Work records Groups

Communication Evaluations Media Charges

menu	Name	Relationship	Default contact	Notes	Address line 1	Postcode	Phone	Mobile	Email
No records found.									

Download | Print | split print ▾

View history Add

Then start typing your team name into the search bar; a team profile should appear as below. **Make sure you click the team profile and not the volunteer profile.** The relation should be set to “Vol. Team Member”. Then click Save.

Editing relations

Find people: Liverpool

Relation: Liverpool Volunteer, Liverpool Team, Liverpool YOT L7 7BD, Liverpool YMCA

Default contact: []

Editing relations

Find people: North London Team northlondon@streetdoctors

Start typing a name and select them from the drop-down box that appears. You must select the name from the list

Relation: [1] External T. Centre Contact, External T. Centre Contact, Secondary T. Centre Location, [2] Vol. Team Member, Vol. Liaison Officer, Current T. Centre, Potential T. Centre, My connection

Notes: []

save

You can also use this method to add individual team members as relationships if you want their details to be more easily accessible.

How to change your password

- Click “admin”, then click change password.

Street Doctors

MIKE ANDREWS - VOLUNTEER [VOLUNTEER]

home admin finances library system administration change password

Change password

Enter your user name (email address): []

Enter your current password: []

Enter your new password: []

Re-enter your new password: []

Save

3: Signing up to a session

There are two ways of doing this. You will mainly want to use the “activity listing” for this. This shows all upcoming events/sessions for the next month. From here you can see what sessions are available and who’s signed up. Log in here:

www.streetdoctors.org/lamplight

The screenshot shows the 'Street Doctors' website interface. At the top, there's a header with the logo and navigation links for 'home' and 'admin'. A red banner below the header states 'Shows upcoming sessions 1 month ahead'. The main content area is titled 'Welcome to Lamplight' and features a tabbed interface with 'Activity listing' selected. Below the tabs, there are two event listings for 'Strategy Day' on April 11th and 12th, 2015. Each listing shows the time (10:45 - 17:00), the event name, and the number of attendees. The first event has 1 person listed (0 young persons attending and 1 volunteer [MicAnd]). The second event has 2 people listed (0 young persons attending and 2 volunteers [MicAnd, GuySto]). To the right of each event listing is a vertical menu with three icons: a folder, a pencil, and a list. Red arrows point from text annotations to these elements: 'View the full details of the event/session' points to the folder icon, 'Edit the event/session' points to the pencil icon, and 'Menu (look out for this all over lamplight)' points to the list icon. A red arrow also points to the 'Activity listing' tab.

STREETDOCTORS Street Doctors LIVERPOOL VOLUNTEER [VOLUNTEER]

home admin

Shows upcoming sessions 1 month ahead

Welcome to Lamplight

Activity listing Diary My Diary My tasks

Sat 11 Apr 2015 10:45 - 17:00 T&E Strategy Day! Manchester Strategy Day 1 person listed: 0 young persons attending and 1 volunteer [MicAnd]

Sun 12 Apr 2015 10:45 - 17:00 TD Strategy Day! Manchester Strategy Day 2 people listed: 0 young persons attending and 2 volunteer [MicAnd, GuySto]

Add new record

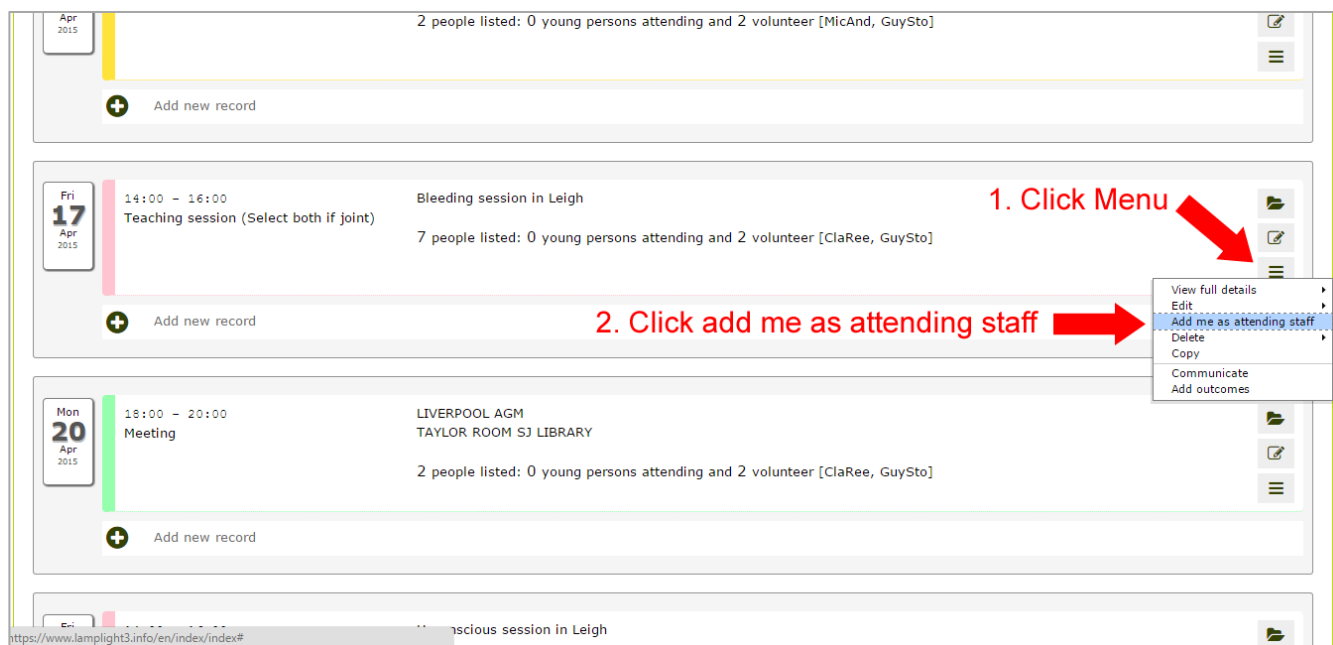
View the full details of the event/session

Edit the event/session

Menu (look out for this all over lamplight)

Way 1 – The quick way

The record should tell you how many volunteers have signed up. Just click “Add me as attending staff”, simples! Your name should now appear as a volunteer attending.

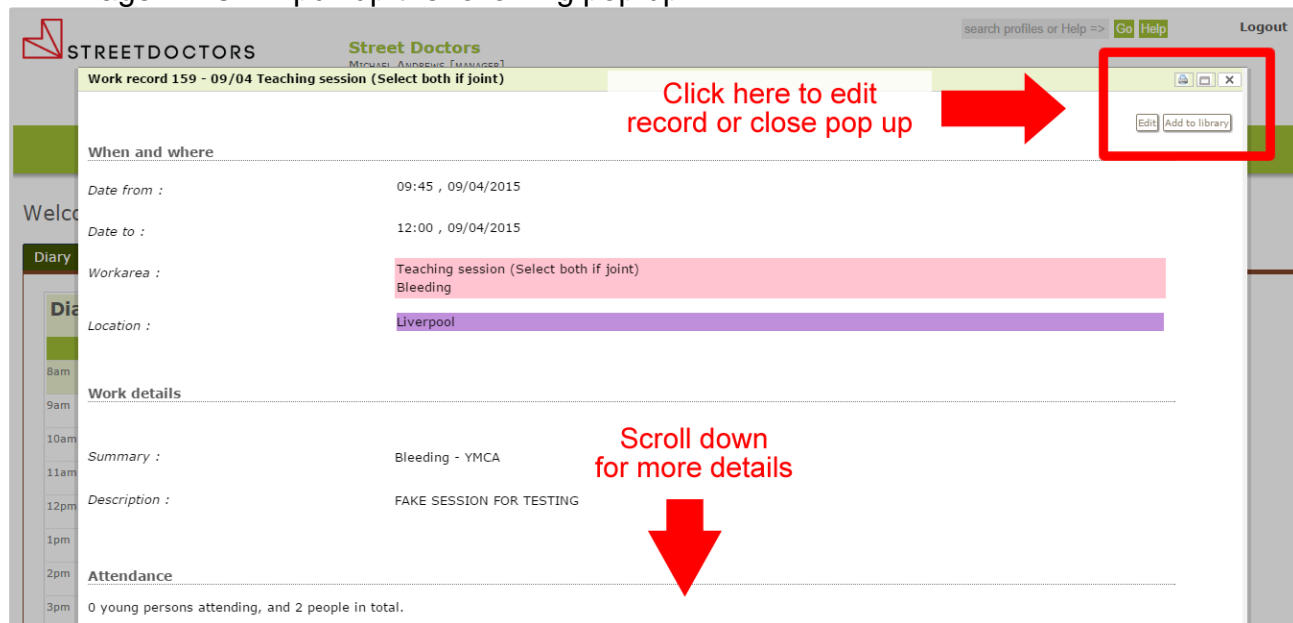


Way 2 – the thorough way

This is how you would add yourself if you wanted to know more about the session before signing up, or if you wanted to put yourself on the register as “unable to attend” e.g. for a team meeting. This is also how you would remove yourself from an attendance register.

Step 1 – Viewing the record

If you want to see the full details of the record, click “View full details” as in the previous image. This will pull up the following pop up:



Work details

Summary : Bleeding - YMCA

Description : FAKE SESSION FOR TESTING

Here will be a detailed description of the session

Scroll up to close pop up or edit record

Attendance

0 young persons attending, and 2 people in total.

menu	Name	Attendance	Role	Notes	Address line 1	Address line 2	Postcode	Phone	Mobile	Equipment details	Outside access	DVD Player available	Access to running water	Flipchart available
	Ally Shaw	Attended	Volunteer		32 Cumberland Avenue	Cumberland Avenue	L17 2AQ		07788158561					
	Wavertree YOT	Attended	Teaching Centre		Youth Offending Services	80-82 Wavertree Road	L7 1PH	(0151) 225 8222						

Download | Print | split print

Number of first time attendees (never been taught by StreetDoctors) attendees : 0

Number of repeat attendees (been taught by StreetDoctors before) attendees : 0

This is where you'll see the centre details & who else has signed up

Step 2 – Adding yourself to the register

To do this you will need to edit the record. You can either do this straight from the activities listing, or from the “View record details” shown above. Once in, you need to go to the Attendance tab as below:

1. When and where **2. Attendance** 3. Details 4. Pre-session Checklist 5. Feedback 6. Tasks 7. Expenses

Search people/centres/groups search - start typing a name here

Jump to 1 | << first | 1 | last >> | (1 of 1) | Show 10 per page

ID	Name	ID	Attendance type	Role	Notes	del
30	Ally Shaw		Attended	Volunteer		X
48	Wavertree YOT		Attended	Teaching Centre		X

Jump to 1 | << first | 1 | last >> | (1 of 1) | Show 10 per page

1. Start typing your name here, then click your name when it appears below

Step 3 – Changing your attendance type and role

It is possible to add yourself to a register as being unable to attend. You can also change yours or someone else's role. In particular you should all take note of whether the teaching centre is down as “Teaching centre” in their role.

Search people/centres/groups

Jump to | << first | 1 | last >> | (1 of 1) | Show per page

ID	Name	ID	Attendance type	Role	Notes	del
25	Michael Andrews		Attended			X
30	Ally Shaw		Attended			X
48	Wavertree YOT		Absent - reason given		Centre	X
			Absent - No reason given			
			Unable to attend			
			Teaching centre contact			

Jump to | << first | 1 | last >> | (1 of 1) | Show per page

Download | Print | split print

Number of first time attenders (never been taught by StreetDoctors) attending:

4: Entering post session data

This can be done from mobiles too so if possible, do it just before you leave the session while it's fresh in your mind. Log in here: www.streetdoctors.org/lamplight

Overview:

1. Find & edit the session in the Activity listing or via the Diary tab
2. Enter the attendance figures on the attendance tab (2. Attendance) **including no. of young people attending!**
3. Enter any feedback (i.e. things people have said) into feedback tab (4. Feedback)
4. **Always click save before leaving the record.**
5. Enter the feedback form data onto the **external URLs** (1 form per submission)
 - o Bleeding sessions – www.streetdoctors.org/bleedingeval
 - o Unconscious sessions – www.streetdoctors.org/unconsciouseval
 - o Joint sessions – www.streetdoctors.org/jointeval

Step by Step Guide

Step 1 – Find the relevant training session in the **Activity Listing**, this will show all sessions within the last week. For sessions older than 1 week you'll have to use the **diary**.


Activity listing:

Welcome to Lamplight

Activity listing | **Diary** | My Diary | My tasks | Recently viewed profiles

Mon
11
May
2015

17:00 - 19:00
Bleeding session - runcorn
Teaching session (Select both if joint)
7 people listed: 2 young persons attending and 3 volunteer [MerOnd,


Click to Edit → 

+ Add new record

My Diary: (for sessions that happened >1 week ago)

Diary | My Diary

Diary w/c Monday, 23 March 2015

Click this to go back to previous week → 

Mon Mar 23	Tue Mar 24	Wed Mar 25	Thurs Mar 26	Fri Mar 27	Sat Mar 28	Sun Mar 29
8am	8am	8am	8am	8am	8am	8am
9am	9am	9am	9am	9am	9am	9am
10am	10am	10am	10am	10am	10am	10am
11am	11am	11am	11am	11am	11am	11am
12pm	12pm	12pm	12pm	12pm	12pm	12pm
1pm	1pm	1pm	1pm	1pm	1pm	1pm
2pm	2pm	2pm	2pm	2pm	2pm	2pm
3pm	3pm	3pm	3pm	3pm	3pm	3pm
4pm	4pm	4pm	4pm	4pm	4pm	4pm
5pm	5pm	5pm	5pm	5pm	5pm	5pm
6pm	6pm	6pm	6pm	6pm	6pm	6pm
7pm	7pm	7pm	7pm	7pm	7pm	7pm

1. Click the record

2. Click Edit

12:00 - 14:00: Bleeding - YNCA

Edit
Add me as attending sign
Delete
Copy
Communicate
Add outcomes

Just this record
all recurring records in series

Step 2 – Entering the data

As you'd expect, you need to fill in attendance numbers on the "attendance" tab and feedback about the session on the "feedback" tab. Magic!

New training/fundraising/meetings/etc record

1. When and where | 2. Attendance | 3. Details | 4. Feedback | 5. Pre-session Checklist

Time and date from: 22 40 : 02 November 2020

Time and date to: 23 40 : 02 November 2020

Recurrence: none

Step 2.1 – Attendance for volunteers and young people

- Ensure all volunteers who delivered the session are marked as attending. Remove any volunteers who did not attend.
- Ensure the delivery partners "role" is delivery partner and not "volunteer"
- Below the list of volunteers and delivery partner, you'll see two boxes; this is where you enter the number of young people present.

IMPORTANT: We now need to record number of first-time attenders and number of repeat attenders, which, added together, equals the total number of attendees.

Jump to | << first | 1 | last >> | (1 of 1) | Show per page

ID	Name	Attendance type	Role	Notes	del
1779	Havering YOS	Attended	<div> Volunteer ✓ Delivery Partner Observer Young person External Contact Other </div>		✗

Jump to | << first | 1 | last >> | (1 of 1) | Show per page

Download Print Split print ▼

1. When and where 2. Attendance 3. Details 4. Pre-session Checklist 5. Feedback 6. Tasks 7. Expenses 8. Charges 9. Media

Find young people

Jump to | << first | 1 | last >> | (1 of 1) | Show per page

ID	Name	ID	Attendance type	Role	Notes	del
37	Guy Storey		Attended	Volunteer		✗
36	Clare Reeder		Attended	Volunteer		✗
29	Liverpool YMCA		Attended	Teaching Centre		✗

Jump to | << first | 1 | last >> | (1 of 1) | Show per page

Download | Print | split print ▼

Number of first time attenders (never been taught by StreetDoctors) attending

Number of repeat attenders (been taught by StreetDoctors before) attending

prev next

These numbers added together should equal the total number of young people at the session

Step 2.2 – Feedback about the session

Information about feedback for the session can be inputted under tab 4. Feedback

If you've shared in your team Facebook group first about "what went well" and "what could have been improved" then you can just copy and paste this into the boxes shown in the diagram below.

Additionally, you can write in any direct quotes from young people or teaching centre staff in the relevant boxes #golddust

Editing work record

1. When and where	2. Attendance	3. Details	4. Feedback	5. Pre-session Checklist	6. Tasks	7. Expenses	8. Charges	9. Media
-------------------	---------------	------------	-------------	--------------------------	----------	-------------	------------	----------

Always fill in the first question, and remember to click save!

1. Has the evaluation data been entered into the system (or are you about to)?

2. What went well in this session?

3. Was there anything that could have been improved?

Always answer this question!

Fill out the rest of the boxes as appropriate

Step 3 – Entering data from evaluation form the young people complete.

This no longer takes place on lamplight. Instead please copy the contents of each feedback form onto one of the following links. Note, you will have to do this for each form – if there are lots of young people you may want to split the forms to lighten the load!

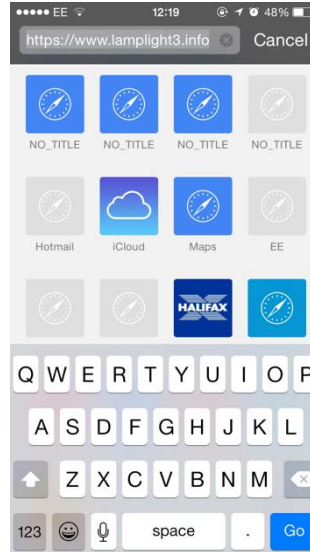
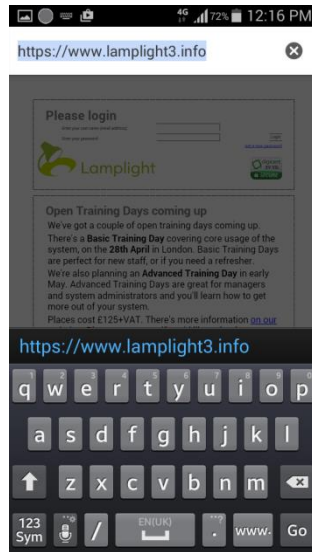
- Bleeding sessions – www.streetdoctors.org/bleedingeval
- Unconscious sessions – www.streetdoctors.org/unconsciouseval
- Joint sessions – www.streetdoctors.org/jointeval

If you cannot collect feedback forms, for whatever reason, please let your lead know.

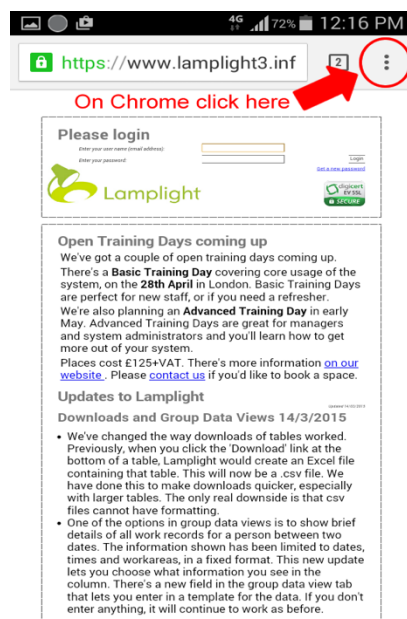
5: Adding lamplight to your phone

You can add lamplight as an app on your phone to make it easy to enter post session data. This will focus on iPhones and Samsungs, but it should work similarly on other smartphones.

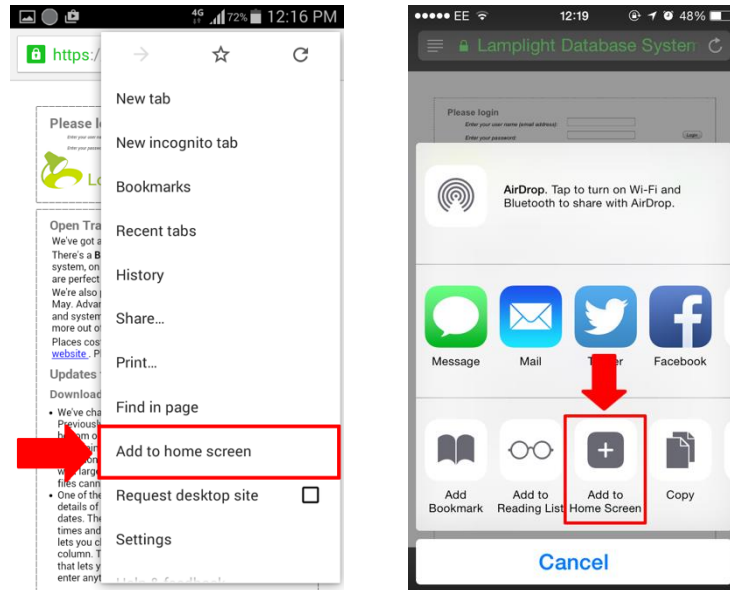
Step 1: open your phones internet browser. For iPhones you have to be using safari for this to work and for Samsungs you should use Chrome. Type: <http://streetdoctors.org/lamplight/> into the address bar.



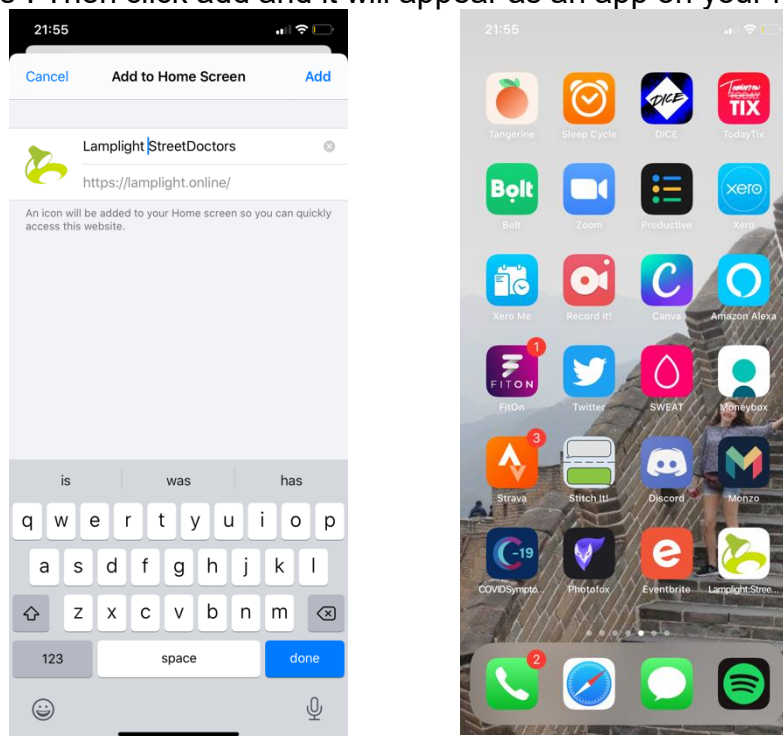
Step 2: click the relevant settings button in the browser.



Step 3: click "Add to Home Screen"



Step 4: Change name to whatever you want, perhaps either “Lamplight” or “StreetDoctors”. Then click add and it will appear as an app on your homescreen.



6: Adding a new delivery partner to the system

Whilst many of the delivery partners will have already been set up, if it is a new package or partner, we will need to create a new record on Lamplight.

Please note you can only do this if you have “manager” status - you can see your status next to your name (it will be “staff” or “manager”). Contact the NVC if you need your status changing.

If the teaching centre is part of a package (a large purchase of sessions for an area), a profile will need to be set up for both the delivery partner and for the teaching centre location.

Overview

- Step 1 – Add the delivery partner (this is the organisation itself)
 - Fill in all the centre information right away
 - Label whether the centre is a current or potential centre
 - Enter the address as the location that you teach at, this is what will show up in work records. If there is more than one location, add another profile for each location then link them via relationships
- Step 2 – Add the people you talk to at the centre (there may be more than one)
- Step 3 – Connect the people with the centre using the relationships tab.
 - Use “External D. Partner contact” for the people you talk to at the centre
 - Use “Secondary D. Partner location” to link different locations for the same centre

Step by Step Guide

Step 1 – Add the delivery partner

First you should add the delivery partner itself, i.e. the organisation you teach with, e.g. Widnes YOT or Feltham Prison. You should select “Add organisation” and “delivery partner”.

The screenshot shows a web interface with a navigation bar at the top containing icons and labels for 'home', 'people', and 'Training/Fundraising/Meetings/etc'. Below this is a green bar with buttons for 'view', 'add person', 'add organisation', 'add family', and 'add project'. A dropdown menu is open under 'add organisation', listing options: 'young person', 'external contact', 'delivery partner' (which is highlighted with a dashed border), 'funder', and 'volunteer'. At the bottom of the interface, there is a line of text that reads: 'Check the help pages, email [redacted] uk, or call us on 020 7193 3[redacted]'.

Fill in the details and **click save**

[view](#)[add person](#)[add organisation](#)[add family](#)[add project](#)

New delivery partner (organisation)

Delivery partner name

Alternative name

Partnership Status:

Served by which Team

Step 1.1 – Add the delivery partner details

Fill in all relevant details on the “Organisation details”, “Contact Details” and “Relationships” tabs.

- The details you enter here are what you will see on session details. So, for address, add **the address where you teach**, not the address of their main office

WARNING: Always scroll down and click save before changing tabs. It doesn't auto-save or tell you if you leave without saving. You just lose what you entered before.


Profile for Widnes Print Delete Edit name


Centre Details Contact details Relationships ~~Teaks~~ ~~Work records~~ ~~Groups~~ ~~Communication~~ ~~Evaluations~~ ~~Media~~ ~~Changes~~


Teaching centre type:
If other, please specify:
Further information:
Do they pay for sessions?:
Served by which Team:

Equipment information

Equipment details:
Do they have a starter pack?:
Date first starter pack was purchased:

Click here to Edit  **Edit tab**

Fill in these tabs 

Always scroll down and click save before changing tab!!! 

Step 2 – Enter the main Delivery Partner Contact

Click “People” → “Add Person” → “External Contact”

The screenshot shows the Street Doctors web application interface. At the top, the user is logged in as Michael Andrews [SYSTEM ADMINISTRATOR]. The navigation bar includes links for home, people, work, groups, reports, and admin. A red arrow labeled '1.' points to the 'people' link. Below the navigation bar, a red banner contains 'add person' and 'add organisation' buttons. A red arrow labeled '2.' points to the 'add person' button. A dropdown menu is open under 'add person', showing options: 'young person', 'volunteer', 'external contact', and 'funder'. A red arrow labeled '3.' points to the 'external contact' option. The main content area shows the 'Profile for Wavertree YOT' with fields for address, work record, and contact information. A tabbed interface at the bottom includes 'Centre Details', 'Contact details', 'Relationships', 'Tasks', 'Work records', 'Groups', 'Communication', 'Evaluations', 'Media', and 'Charges'.

Step 2.1 – Enter the personal and contact details of the main contact.

Enter any contact information which is personal to that person at the delivery partner, i.e. their email/mobile number/direct line.

WARNING: Always scroll down and click save before changing tabs. It doesn't auto-save or tell you if you leave without saving. You just lose what you entered before.

The screenshot shows the 'Profile for Mr Steve Boote' in the Street Doctors system. The 'Personal' tab is selected and highlighted with a red box. A red arrow points to the 'Personal' tab. The form fields include 'Contact type:: Fill in these', 'Job Title:', and 'StreetDoctors Notes about the person:'. There are 'Edit tab' buttons for each section. The navigation bar at the top shows the user is logged in as Michael Andrews [SYSTEM ADMINISTRATOR]. The main content area has a red banner with 'view', 'add person', and 'add organisation' buttons. The tabbed interface at the bottom includes 'Personal', 'Contact details', 'Relationships', 'Tasks', 'Work records', 'Groups', 'Communication', 'Evaluations', 'Media', and 'Charges'.

Step 3 – Connect the DP and their main contact through the relationships tab.

- First you need to click “Relationships” then click “Add”
- It is the same process to add a secondary teaching centre location.

Profile for Mr Steve Boote

Personal | Contact details | **Relationships** | Tasks | Work records | Groups | Communication | Evaluations | Media | Charges

menu	Name	Relationship	Address line 1	Postcode	Mobile	Email	Role	Current location/placement	Total time spent (work Attended)
No records found.									

Download | Print | split print

1. Click Relationships

2. Click Add

Follow the instructions in the image below.

7: Creating a training session

Step 1 – Click “training/ fundraising/ meetings etc” → “add new” → “training/ fundraising/ meetings etc”

Top tip: you can also click and drag directly onto the calendar to add a record. (You have to drag though, just clicking does nothing)

Street Doctors

home | people | **teaching/fundraising/meetings/etc** | admin

add new

teaching/fundraising/meetings/etc

evaluation

fundraising payment

Welcome to Lamplight

Activity listing | My Diary | My tasks | Recently

Tue 04 Apr 2017

11:00 - 11:30

Miscellaneous Activities

Emailed/called delivery partners

1 person listed: 0 young persons attending

New training/fundraising/meetings/etc record

1. When and where 2. Attendance 3. Details 4. Feedback 5. Pre-session Checklist

Time and date from 10 : 50 : 05 November 2020

Time and date to 11 : 50 : 05 November 2020

Recurrence none

Step 2 – Fill in the timings

You should always fill in the “When and where”, “Attendance” and “Details” tabs. It’s up to you if you use the tasks section. The rest should be filled out after the session.

Warning: These records do not auto-save and do not warn you if you leave without saving. **You must click save** before leaving the page, this is found at the bottom right of the page.

Step 2.1 – Recurring sessions

If you have regular sessions, say every 2 weeks, or once a month, you **don’t need to enter them separately**! On the “When and where” there is a drop down for recurrence. You must set the date first though, because whatever day the date is set to will be the day it uses for recurrence. If you want monthly, i.e. every 1st Saturday of the month, or every 3rd Tuesday. Remember to change the end date, “until (but not including)”

Note: You must create separate recurring sessions for the bleeding session and the unconscious session

New work record

1. When and where 2. Attendance 3. Details 4. Pre-session Checklist 5. Feedback 6. Tasks 7. Expenses 8. Charges 9. Media

Time and date from 06 : 20 : 16 May 2015

Time and date to 07 : 20 : 16 May 2015

Recurrence monthly on the third Saturday every 2 months until (but not including) 16 May 2015

Workarea

- ☐ Teaching session (Select both if joint)
- ☐ Strategy Day
- ☐ Miscellaneous Activities
- ☐ Meeting
- ☐ Fundraising Event

Step 2.2 – Work area

Select training session and choose whether it's:

- Bleeding

- Unconscious
- Joint
- Short workshop <45mins

Note: short workshops have been added as an option for when teams deliver at summer festivals or are delivering a shorter version of the teaching plan.¹

Step 3 – Attendance – Add the delivery partner

For each session the delivery partner and the package name if applicable needs to be added as an attendee, so in some cases you'll be adding both. That's how we link the session to the centre/package. To do this start typing their name into the search bar, a drop down box should appear below, select the centre when it appears.

Top tip: this is also how you add a volunteer to a session

1. When and where 2. **Attendance** 3. Details 4. Pre-session Checklist 5. Feedback 6. Tasks 7. Expenses 8. Charges 9. Media

Find young people

Jump to | >> | (0 of 0) | Show per page

ID	Name	ID	Attendance type	Role	Notes	del
No records found.						

Jump to | >> | (0 of 0) | Show per page

Download | Print | split print

Number of first time attenders (never been taught by StreetDoctors) attending

Number of repeat attenders (been taught by StreetDoctors before) attending

This is where you put post session teaching numbers

Once you've added someone to a register you can change their attendance type and role. For a teaching centre you will need to **change their attendance** type to "Delivery Partner"

Search people/centres/groups

Remember to add the teaching centre and change their role

Jump to | | **1** | >> | (1 of 1) | Show per page

ID	Name	ID	Attendance type	Role	Notes	del
48	Wavertree YOT		Attended	Volunteer		<input type="button" value="X"/>

Jump to | | **1** | >> | (1 of 1) | Show per page

¹ THESE SESSIONS DO NOT REQUIRE EVALUATION FORMS TO BE COMPLETED BY THE YOUNG PEOPLE BUT SHOULD HAVE YOUNG PEOPLE ATTENDING NUMBERS ADDED AFTER THE SESSION HAS HAPPENED.

Click on “Volunteer” and change it to “Delivery Partner”

Search people/centres/groups

Remember to add the teaching centre and change their role

Jump to | << first | 1 | last >> | (1 of 1) | Show per page

ID	Name	ID	Attendance type	Role	Notes	del
48	Wavertree YOT		Attended	<div>Volunteer Volunteer Delivery Partner Observer Young person External Contact Other</div>		<input type="checkbox"/>

Jump to | << first | 1 | last >> | (1 of 1) | per page

Download | Print | split print

You'll then get this drop-down box - click 'delivery partner'.

Step 4 – Details Tab

Input all details about the session here.

1. When and where 2. Attendance 3. Details 4. Feedback 5. Pre-session Checklist

DP Session Contact Details (Name, Phone No, Email)

Session Location

Any other information

Type of Session

-- select --

← prev

next →

REMEMBER TO CLICK SAVE BEFORE LEAVING!

8: Cancelling a training session

Step 1 - Find and edit the session in the activity listing:

STREETDOCTORS **Street Doctors**
MEGHAN WIMLETT [SYSTEM ADMINISTRATOR]

home people Training teaching/fundraising/meetings/etc groups reports admin

Welcome to Lamplight

Activity listing Diary My Diary My tasks Recently viewed profiles

Thu 29 Oct 2020

11:00 - 12:00 Training Session Neil Marshall
M: 07825366008
E: stephen.drew@northumberland.gov.uk
12 people listed: 8 young persons attending and 3 volunteer [VB, RM, FL]

17:00 - 18:00 Training Session Robert Tull (Brentford FC)
4 people listed: 1 young person attending and 3 volunteer [MW, JM, FL]

18:00 - 20:00 Training Session Socially distanced joint session
Unitas, Youth Zone

just this record
all recurring records in series

View full details
Edit
Add me as attending staff
Delete
Duplicate record
Communicate
Add outcomes

Step 2 - Tab "1. When and where" – Change session type to cancelled teaching session

- This will remove it from the activity listing

1. When and where 2. Attendance 3. Details 4. Feedback 5. Pre-session Checklist 6. Tasks 7. Expenses 8. Charges 9. Media

Time and date from 16 30 : 15 June 2015

Time and date to 18 00 : 15 June 2015

Recurrence none

Workarea

Change to "Cancelled teaching session"

Teaching session (Select both if joint)
Cancelled Teaching Session
Meeting
Fundraising Event
Strategy Day
Miscellaneous Activities
Message for Volunteers

Bleeding
Unconscious

Locations used

Step 3 – Tab “2. Attendance” – Change any attendance types which are “attended” to “Session Cancelled”, including the teaching centre. Ignore any other attendance types.

Editing work record

1. When and where 2. **Attendance** 3. Details 4. Feedback 5. Pre-session Checklist 6. Tasks

Start typing your name in the search bar to add yourself/someone else

Search people/centres/groups

Remember to add the teaching centre and change their role

Jump to 1 | << first | 1 | last >> | (1 of 1) | Show 10 per page

ID	Name	ID	Attendance type	Role	N	del
247	Hackney YOT		Attended	Teaching Centre		X
25	Michael Andrews mlandrews0@gmail.com		Attended	Volunteer		X
235	Matt Dawson		Unable to attend	Volunteer		X

Jump to 1 | << first | 1 | last >> | (1 of 1) | Show 10 per page

Download | Print | split print

Don't forget to click save. (• 3 •)

Change to session cancelled

Don't bother about other attendance types

Step 4 – Tab “3. Details” – Put the reason it was cancelled in the summary box.

Editing work record

1. When and where 2. Attendance 3. **Details** 4. Feedback 5. Pre-session Checklist 6. Tasks 7. Expenses 8. Charges 9. Media

Summary

CANCELLED due to flood at centre
Bleeding session in Hackney

Put CANCELLED and reason why in summary box

Description

body

Step 5 - Click Save

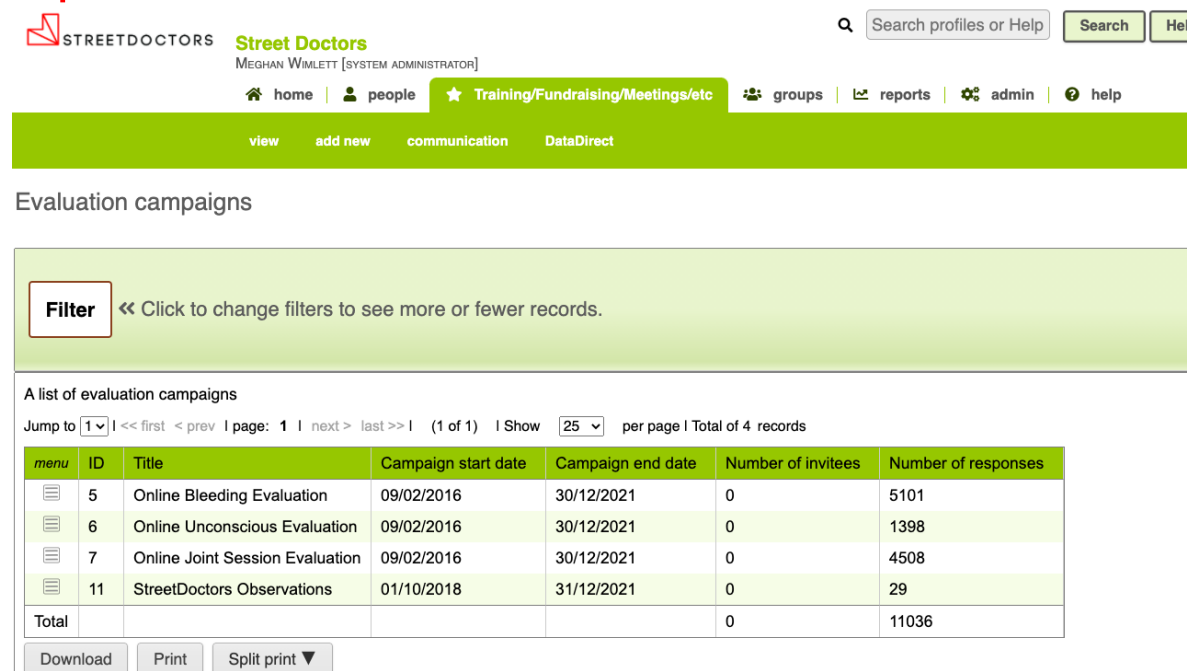
9: Downloading post-session data

NB: you will only be able to do this if you have committee privileges on lamplight. If you require them, please contact the NVC.

Step 1 – You will need to find the DataDirect section of lamplight. DataDirect is an integrated piece of software that means that you don't have to log onto lamplight to input and store research data. Information direct from www.streetdoctors.org/bleedingeval etc. is automatically stored here.



Step 2 –



menu	ID	Title	Campaign start date	Campaign end date	Number of invitees	Number of responses
	5	Online Bleeding Evaluation	09/02/2016	30/12/2021	0	5101
	6	Online Unconscious Evaluation	09/02/2016	30/12/2021	0	1398
	7	Online Joint Session Evaluation	09/02/2016	30/12/2021	0	4508
	11	StreetDoctors Observations	01/10/2018	31/12/2021	0	29
Total					0	11036

Evaluation campaigns

Filter « Click to change filters to see more or fewer records.

Filters

Get campaigns that are open between 05 ▾ October ▾ 2020 ▾ 🇬🇧

... and ... 05 ▾ December ▾ 2020 ▾ 🇬🇧

Workarea

☐ Training Session

☐ Cancelled Training Session

☐ Fundraising Event

☐ Miscellaneous Activities

☐ Meeting

☐ Research

☐ StepWise

Select evaluation Do not use - Bleeding Session Evaluation ▾

Select campaign Online Bleeding Evaluation ▾

Note that this will set dates and evaluation automatically

next →

run report

POWERED BY
Lamplight

N/A	4	4
Secure Childrens Home	7	7
Secure facility	4	4
St Mary's	13	13
Staffordshire Fire & Rescue Service (ST15 OBS)	6	6
Took place in Clinical Skills at QMC	1	1
Tower hamlets PRU	4	4
Venue with national organisation	37	37
feltham stepwise	2	2
Total	842	842

Jump to 1 ▾ | << first | page: 1 2 | last >> | (1 of 2) | Show 10 ▾ per page | Total of 11 records

Download | Print | split print ▾

[Download as document](#) [Download all tables in one spreadsheet](#) [Download complete responses](#)

