

### Process for VCSE registration to Open Space

#### **1. Confirm Eligibility**

Contact your borough's Grassroot Development Officer (within your CVS/LA) to check if you're eligible to book on Open Space.



#### **2. Register for Access**

If eligible, sign up on the Open Space platform via <https://openspace.nhs.uk/register>



#### **3. Notify CVS Contact**

Let your Grassroot Development Officer know that you've registered and have login access.



#### **4. Discount Request**

Your Grassroot Development Officer will inform the relevant ICB representative, who will arrange for the discount to be applied.



#### **5. Confirmation**

The ICB representative will confirm with the Grassroot Development Officer once the discount has been successfully applied.



#### **6. Start Booking**

You can now begin booking eligible rooms using Open Space.



#### **7. Complete the short feedback form**

After you used the venue you booked please complete this very short [feedback form](#) (to help the ICB make sure we can continue offering this free access)