



WELCOME  
TO OUR  
NEW  
SYSTEM

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# We have a new CRM System!

### Step 1

Click the link provided to you via email:

<https://app.sheepcrm.com/instituteoflicensing/login>

Then **enter the email address we used to send you the registration link** (this is the email on your IoL profile on our system).



## Institute of Licensing

LET'S GET STARTED! ENTER YOUR EMAIL ADDRESS TO CONTINUE

**GET STARTED**

If you use a different email, you will see this message. Please check to make sure you are using the email we sent you the link on. If you have any problems at this stage, please let us know

[info@instituteoflicensing.org](mailto:info@instituteoflicensing.org)). **If you proceed at this point it may create a duplicate account.**



Institute of Licensing

## Register an account with Institute of Licensing

Thanks for your interest. We couldn't find you in our system. If you have already registered please [go back](#) and check you entered the correct email address.

Otherwise, please could you tell us a bit more about yourself?

This will create a user account for you in [sheepApp](#). By continuing you are agreeing to the [terms & conditions](#).

Return to website

Home

LOGIN

Select 'Okay create my account'

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Institute of Licensing

Register an account with Institute of Licensing

It looks like we have some details already in our system. If you like we can skip ahead and [create an account](#).

OKAY, CREATE MY ACCOUNT

NO THANKS, I'LL GIVE YOU THE INFORMATION MYSELF

This will create a user account for you in sheep**App**. By continuing you are agreeing to the [terms & conditions](#).

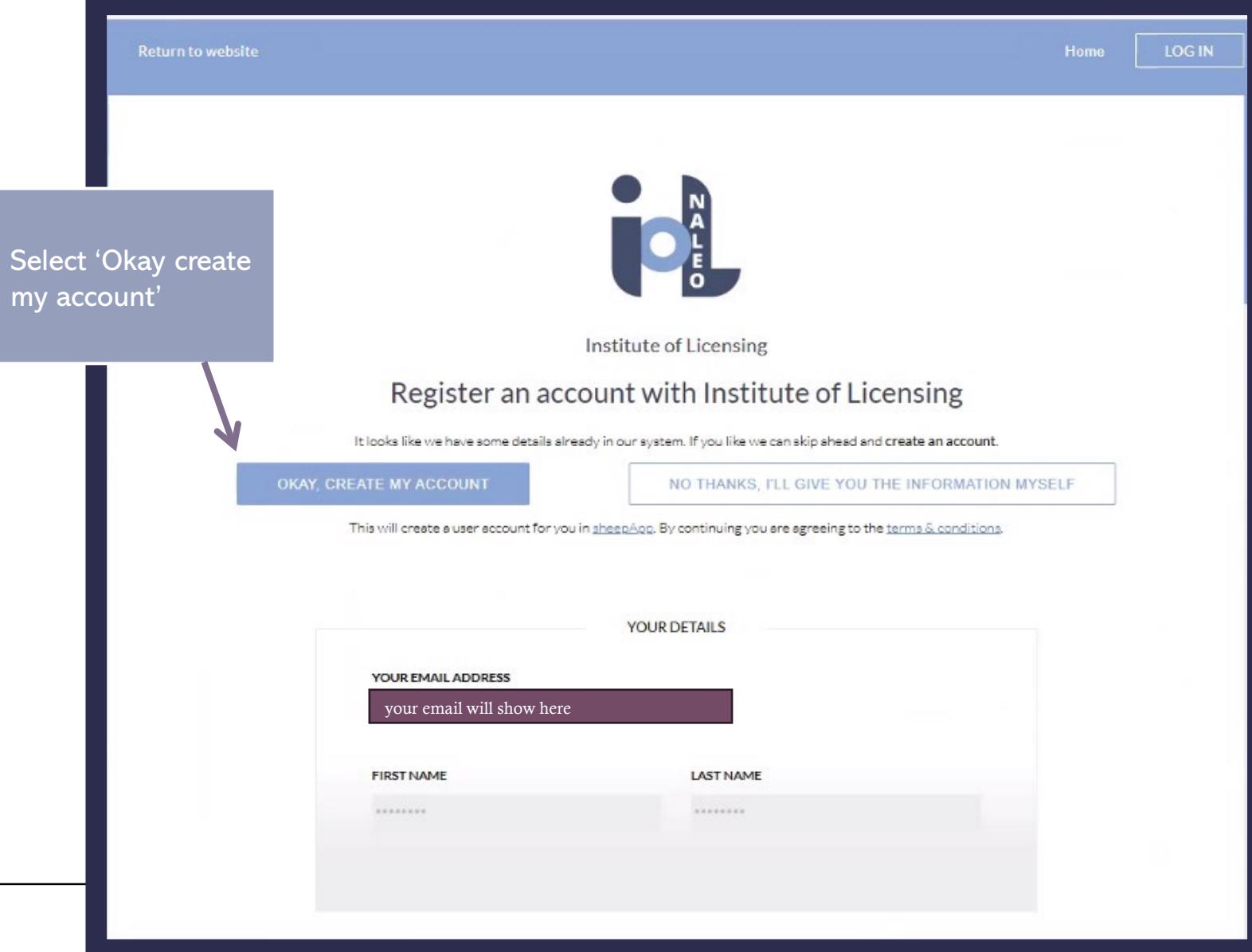
YOUR DETAILS

YOUR EMAIL ADDRESS

your email will show here

FIRST NAME

LAST NAME



### Activate your account

Using the security code sent to your email to activate your account.

*If you don't get the security code email, please check your spam, and add [@sheepcrm.com](mailto:@sheepcrm.com) to your approved domain list.*

If you are still having problems registering your account, please contact the team via [info@instituteoflicensing.org](mailto:info@instituteoflicensing.org)

### Enter code



Please enter your 6 digit code.

Security Code

**SUBMIT CODE**

Didn't get the email? [Try again](#)

You are  
now  
logged in!

Click here to update your profile (billing address, telephone, profile image)

Welcome, Sue

 Edit Profile

View messages from the team via the system here

Recent Messages

 [View all messages](#)

Welcome to Institute of Licensing

From here you can find and manage everything you need. View your messages, payments, memberships and more with ease.

•

If you are a member, your current membership will show here. Named contacts are 'linked members' on this system. Membership leads (managers) will show as the 'Admin Contact' and will be counted as a linked member

Current Memberships

 [View all your Memberships](#)

[Set up a new Membership](#)



You don't currently have any membership plans.

Find one that suits you.

[FIND A PLAN](#)

You are now  
logged in!

Regions are 'Teams' in SHEEPCRUM. If you are a member of the IoL, your home region will show here along with any other IoL groups (Special Interest Committees) which you are linked to.

Your Teams

[Join another team](#)



You currently aren't part of any teams.

Find your community.

[GO TO TEAMS](#)

If you are booked to attend any IoL courses or events, your bookings will show

Upcoming Events

[View more events](#)



You aren't attending any upcoming events.

Find an event near you.

[GO TO EVENTS](#)

This section will highlight any resources you have chosen to download from

Your Library

Documents

Membership

Bookmarked

Purchased



No downloaded documents found

# Update Your Profile



Profile picture

File type: .jpg or .png / Max file size: 2mb

First name

Sue

Last name

Nelson

Main telephone number

Additional phone numbers



Address lines

## Important Note

Your profile address should be  
your **BILLING ADDRESS** as  
it will pull through for any  
invoices (membership or events)



Town / City

County / Region

Somerset

Postal/Zip code

Country

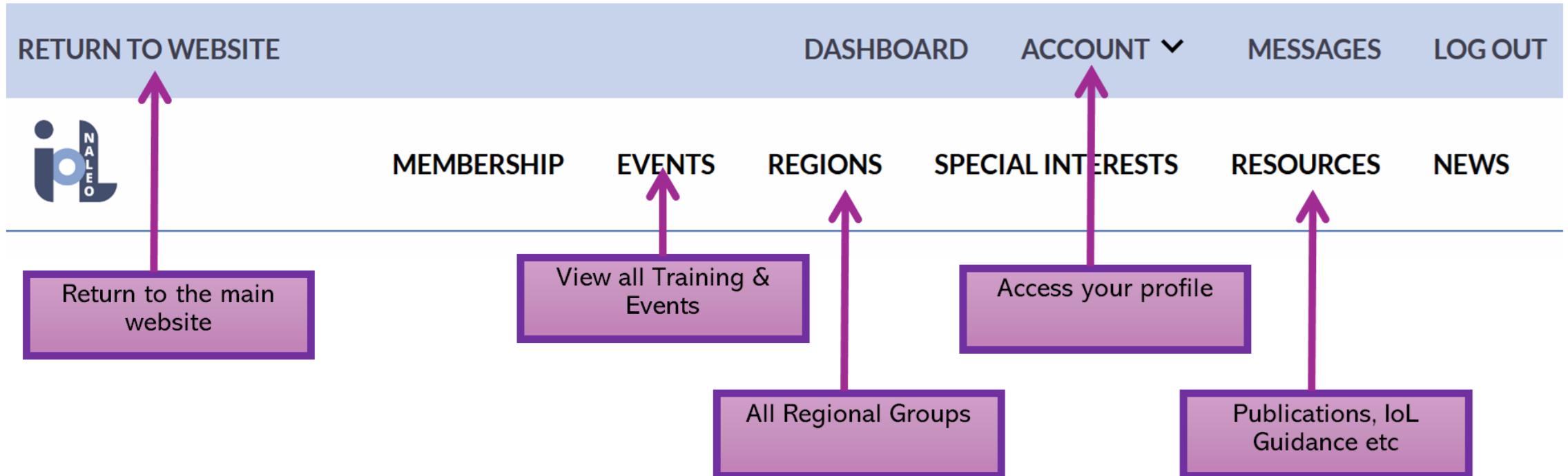
UK

# Update Your Profile

The diagram illustrates a user interface for updating a profile, showing three overlapping screens:

- Areas of Interest** (Left): A modal window titled "Areas of Interest" containing a list of checkboxes for various interests. It includes sections for "Your Details", "Areas of Interest", and "Privacy and Consent". Buttons for "CANCEL" and "SAVE" are at the bottom.
- Privacy Settings** (Right): A modal window titled "Privacy Settings" with a sub-section "Manage your data privacy". It contains a "DATA PRIVACY & CONSENT" section with a list of toggles and a "Newsletter - email" section with a "Not interested" button. Buttons for "RESET" and "SAVE CHANGES" are at the bottom.
- Your Details** (Background): The main profile update page. It features sections for "Profile picture" (with a placeholder image and file upload button), "First name" (Sue), "Last name" (Towler), "Main telephone number" (Phone Number...), and "Address lines" (Town/City and County/Region). It also includes "Postal/Zip code" (PO1 1ST...), "Country" (Country...), "Additional Information" (Occupation and Language), and "Privacy and Consent" (with a "Privacy and Consent" section containing a "Your Details" sub-section). Buttons for "CANCEL" and "SAVE CHANGES" are at the bottom.

Blue arrows indicate the flow of data between the screens: one arrow points from the "Areas of Interest" screen to the "Privacy and Consent" section of the main screen, and another arrow points from the "Privacy Settings" screen to the "Privacy and Consent" section of the main screen.



# Desktop

The daily news pages will remain in place on the main website.

The screenshot shows the desktop application interface. At the top, there is a navigation bar with links for 'DASHBOARD', 'ACCOUNT', 'MESSAGES', and 'LOG OUT'. A 'RETURN TO WEBSITE' button is located on the left side. A callout box in the top right corner states: 'The daily news pages will remain in place on the main website.' Below the navigation bar, there are two main sections: 'Upcoming Events' and 'Regions'. The 'Upcoming Events' section contains a grid of three event cards: 'Licensing Act Enforcement (LAE270126)', 'BTEC Level 3 Certificate for Animal Inspectors (SRF) Qualification (AIC280126)', and 'Safeguarding through Licensing Conference (SAFEC280126)'. The 'Regions' section shows three regional groups: 'East Midlands', 'Eastern', and 'Home Counties', each with a representative image. Arrows point from the text in the top right to the 'EVENTS' and 'REGIONS' menu items in the top navigation bar.

Use the menu links to view training and events, regional groups, special interests, resources and more ('News' is archived newsletters).

# Desktop – The Regions

Check that you are added to  
your home region

MEMBERSHIP    EVENT REGIONS    SPECIAL INTERESTS    RESOURCES    NEWS

## Regions

Order by...



## East Midlands

The East Midlands Region covers Leicestershire, Northamptonshire, Nottinghamshire, [BACK TO REGIONS](#), Nottinghamshire, Derbyshire.



## Eastern



## Home Counties

100

[BACK TO REGIONS](#)



The logo for iNATE, featuring the lowercase letters 'iNATE' in a bold, sans-serif font. The letter 'i' is dark blue, 'N' is light blue, 'A' is dark blue, 'T' is light blue, and 'E' is dark blue.

 You are part of this team

Wales

The region has a committee of regional officers. The regional committee consists of a chair, director, vice chair/director, training officers, treasurer and communications officer. The region hosts up to four regional training days covering a broad range of licensing topics delivered by speakers from all sectors including local authorities, private practice, government departments and other speakers. Training sessions are generally held virtually.

A person in a blue shirt and dark pants stands in a wooden boat on a river, holding a long pole. Another person is seated in the boat. In the background, a blue boat with several passengers is visible on the water. The river is bordered by a stone wall and a grassy bank.

## Eastern

The region has a committee of five officers. The regional committee consists of a Chair & Director, a Vice Chair & Treasurer, a Training & Events Officer, and two Regional Officers. The region hosts up to three regional training days covering a broad range of licensing topics delivered by speakers from all sectors including local authorities, private practice, government departments, and other speakers. Training sessions are generally held virtually, with one training session per annum held in person.

## How to apply

If you live or work in this region, click here to learn more.

Page 10

If you are not on your  
region, Click [here](#) to join.

[RETURN TO WEBSITE](#)[DASHBOARD](#)[ACCOUNT ▾](#)[MESSAGES](#)[LOG OUT](#)

## Welcome, Sue

[Edit Profile](#)

Welcome  
From here  
with ease.



### Consultations

This is a current list of consultation relevant to licensing. We will endeavour to keep this information up to date, but please let us know if there are consultations you think should be included. This page is informative and we cannot accept responsibility for any member failing to be aware of or respond to consultations.

IoL Members can choose to join this group

[MEMBERSHIP](#)[EVENTS](#)[REGIONS](#)[SPECIAL INTERESTS](#)[RESOURCES](#)[NEWS](#)

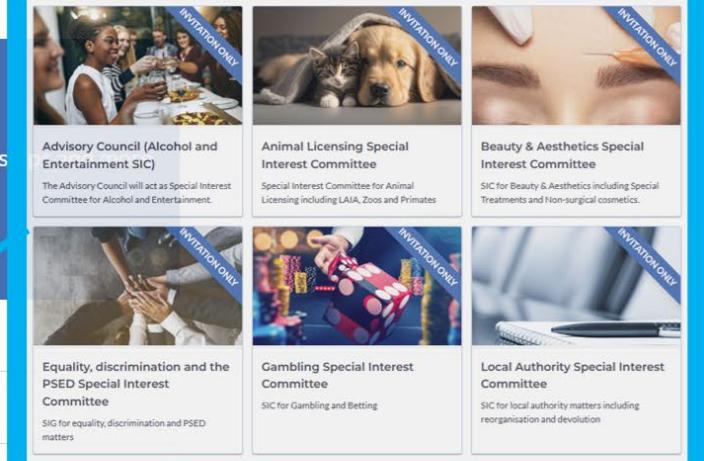
Welcome to Institute of Licensing

You can find and manage everything you need. View your messages, payments, members and more.

### Special Interests

[Special Interest Committees](#)

[Consultations](#)



 Advisory Council (Alcohol and Entertainment SIC) The Advisory Council will act as Special Interest Committee for Alcohol and Entertainment.	 Animal Licensing Special Interest Committee Special Interest Committee for Animal Licensing including LAIA, Zoos and Primates.	 Beauty & Aesthetics Special Interest Committee SIC for Beauty & Aesthetics including Special Treatments and Non-surgical cosmetics.
 Equality, discrimination and the PSED Special Interest Committee SIG for equality, discrimination and PSED matters	 Gambling Special Interest Committee SIC for Gambling and Betting	 Local Authority Special Interest Committee SIC for local authority matters including reorganisation and devolution

The IoL has a number of Special Interest Committees (SICs) with a direct link to the Advisory Council. This enables us to have focused discussions about consultations or matters arising within the relevant area of interest.

In your profile, you will be able to indicate the areas of licensing law and practice that you are particularly interested in.



COMING SOON

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## • Online Forum

- We know how important this is to our members and we will establish a new online forum with improved functionality.

## • Case Law and Library

- Our online resources for members will include our case law library alongside the resources already online (Journal, Link and IoL Guidance documents are already available).

## • Moodle Integration

- Our learning management system will be fully integrated with the new website and CRM.

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# Any Questions?

## Contact Us:

- Email: [info@instituteoflicensing.org](mailto:info@instituteoflicensing.org)
  - Telephone: 01749 987 333

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