



WELCOME  
TO OUR  
NEW  
SYSTEM

# 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 loL profile on our system).



Institute of Licensing

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

Email address...

GET STARTED

## Getting 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](#).

## Getting started

[Return to website](#) [Home](#) [LOG IN](#)



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 [sheepApp](#). 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](#)

## Your Profile

You are  
now  
logged in!

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

Welcome, Sue

 [Edit Profile](#)

Welcome to Institute of Licensing

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



View messages from the team via the system here

Recent Messages

 [View all messages](#)



You have no messages.

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](#)

## Your Profile

You are now  
logged in!

Regions are 'Teams' in SHEEPCRM. 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

Important Note

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



Profile picture

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

First name

Last name

Main telephone number

Additional phone numbers

Address lines

Town / City

County / Region

Postal/Zip code

Country



# Update Your Profile

The image shows a 'Your Profile' form with two callout boxes. The 'Areas of Interest' callout points to the 'Areas of Interest' section of the form, which contains a grid of checkboxes for various interests. The 'Privacy Settings' callout points to the 'Privacy and Consent' section of the form, which contains a 'Manage your data privacy' section with a 'DATA PRIVACY & CONSENT' section.

**Areas of Interest**

Please tell us what things you are most interested in by checking the boxes below.

<input type="checkbox"/> Alcohol and entertainment	<input type="checkbox"/> Animal Activities and Animal Welfare	<input type="checkbox"/> Boat licensing	
<input checked="" type="checkbox"/> Caravan Sites and Mobile Homes	<input type="checkbox"/> Charity Collections	<input type="checkbox"/> England	
<input type="checkbox"/> Firearms licensing	<input type="checkbox"/> Gambling	<input type="checkbox"/> HMOS, Visitor Accommodation and Air BnBs	
<input type="checkbox"/> Job	<input type="checkbox"/> Local Government	<input checked="" type="checkbox"/> Marriage licences	<input checked="" type="checkbox"/> Martyn's Law
<input type="checkbox"/> Members' Clubs	<input checked="" type="checkbox"/> Northern Ireland	<input type="checkbox"/> Outdoor events	
<input type="checkbox"/> Safety Advisory Groups	<input type="checkbox"/> Scotland	<input checked="" type="checkbox"/> Scrap Metal	<input type="checkbox"/> Sex Establishments
<input type="checkbox"/> Special Treatments, Beauty & Aesthetics, non-surgical cosmetics	<input type="checkbox"/> Sports Ground Safety		
<input type="checkbox"/> Street Trading and pavement licensing	<input type="checkbox"/> Tax Conditionality		
<input checked="" type="checkbox"/> Taxis and private hire licensing	<input type="checkbox"/> Tobacco and Vapes	<input type="checkbox"/> Training provider	
<input type="checkbox"/> Wales	<input checked="" type="checkbox"/> White Collar Boxing		

**Privacy Settings**

**Manage your data privacy**

Keeping track of your data can be difficult, which is why we've collected everything we know about you in one place.

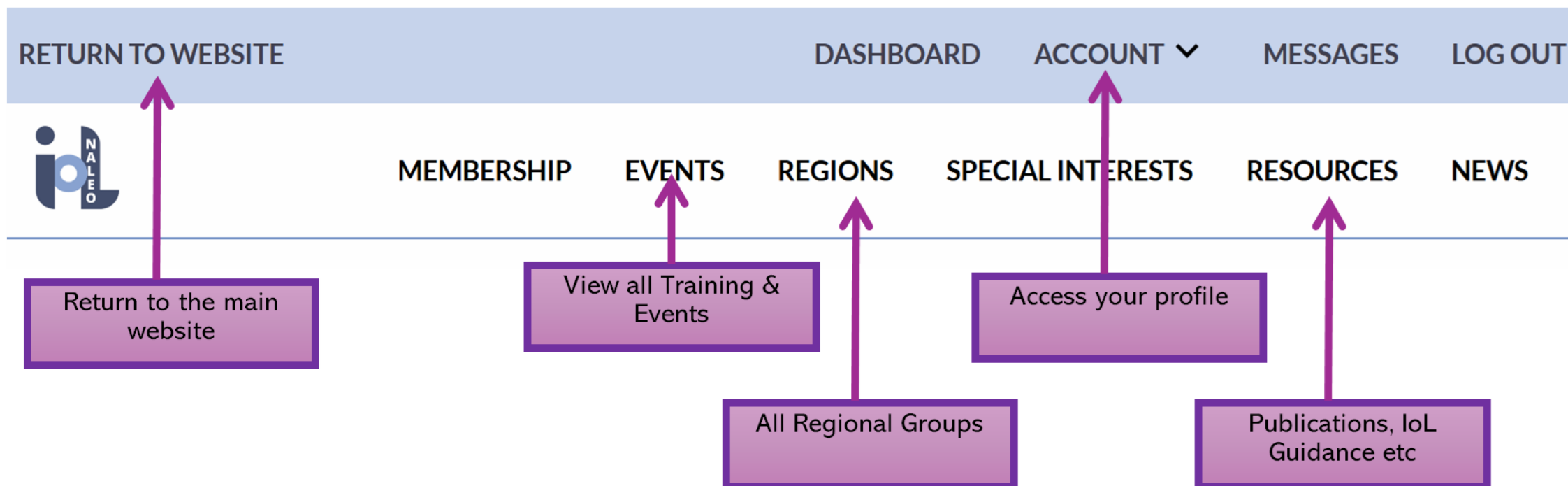
**DATA PRIVACY & CONSENT**

- We keep a record of when and where you have granted us consent to store and process your data.
- You can revoke your consent at any time by clicking on the toggles below.
- Please remember to hit **SAVE CHANGES**.

Newsletter - email ☒ Not recorded

By providing consent, you will receive news and information relevant to you from Institute of Licensing.

**RESET** **SAVE CHANGES**



# Desktop

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

The screenshot displays the NALFO desktop website interface. At the top, a navigation bar includes links for [RETURN TO WEBSITE](#), [DASHBOARD](#), [ACCOUNT](#) (with a dropdown arrow), [MESSAGES](#), and [LOG OUT](#). Below this, a secondary menu features [MEMBERSHIP](#), [EVENTS](#), [REGIONS](#), [SPECIAL INTERESTS](#), [RESOURCES](#), and [NEWS](#). A purple box highlights the 'Upcoming Events' section, which includes a filter bar with categories like 'Acupuncture, Tattoo, Skin Piercing', 'Animal Licensing', 'Caravan Licensing', 'Councillor Training', 'Gambling', 'Licensing Act', 'Fees', 'Regional', 'Police', 'PLPQ', 'Safeguarding', 'Scrap Metal', and 'Taxi and Private Hire'. Below the filters, there are three event cards: 'Licensing Act Enforcement (LAE270126)' on Jan 27, 'BTEC Level 3 Certificate for Animal Inspectors (SRF) Qualification (AIC280126)' from Jan 28 to Mar 19, and 'Safeguarding through Licensing Conference (SAFEC280126)' on Jan 28. Another purple box highlights the 'Regions' section, which shows a grid of regional images and names: 'East Midlands', 'Eastern', and 'Home Counties'. A third purple box highlights the 'MEMBERSHIP' link in the top navigation bar. A 'Recent Messages' section at the bottom left shows 'View all messages' and a message icon with the text 'You have no messages.'

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

## Regions

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

[BACK TO REGIONS](#)

Order by...

## East Midlands

Eastern

## Home Counties

Wales

 You are part of this team

## 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 join

**JOIN TEAM**

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



# Desktop

RETURN TO WEBSITE

DASHBOARD

ACCOUNT ▼

MESSAGES

LOG OUT



MEMBERSHIP

EVENTS

REGIONS

SPECIAL INTERESTS

RESOURCES

NEWS

## Welcome, Sue

Edit Profile

## Welcome to Institute of Licensing

From here you can find and manage everything you need. View your messages, payments, members

### Special Interests

[Special Interest Committees](#)

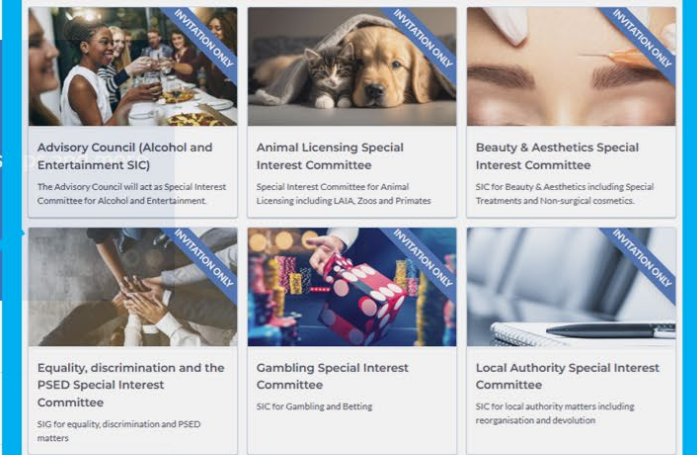
[Consultations](#)



### 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



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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