Cumbria Adult Learning

Using a Date Picker Guide

If you are unfamiliar with using online calendars, please read this guide to assist you when using a date picker on both web browsers and Smartphones.

When using a Web Browser

When you have decided to enrol on one of our courses you will see this screen. As you work your way through the questions you will come to one asking for your date of birth.

Date of Birth *

dd/mm/yyyy

As you can see, there is a template layout in the form of date, month, year: dd/mm/yyyy

If you are using the web page you can type the date directly into the form, for example;

Date of Birth *

10/10/2000

If you would like to use the calendar option, or are unable to type into the form, click on the calendar icon in the right of the form:

You can scroll through the years by clicking on the drop-down arrow next to the date:

October 2000 ▾   ↑   ↓

Mo	Tu	We	Th	Fr	Sa	Su
25	26	27	28	29	30	1

You will see this option box, scroll up or down, depending on the year you are looking for.

October 2000 ▾

1975
1976
1977
1978
1979
1980
1981
1982
1983

Once you have found the year you require, click on it and then you will be able to select the month:

June 1997 ▾

1996

Jan	Feb	Mar	Apr
May	Jun	Jul	Aug
Sep	Oct	Nov	Dec

1997
1998
1999
2000

And then you will be able to select the date:

June 1997 ▾   ↑ ↓

Mo	Tu	We	Th	Fr	Sa	Su
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

Clear   Today

Finally, once you have completed the selection, the form will now have your required information:

Date of Birth *

10/06/1997

When using a Smartphone

The method to enrol is exactly the same as the web browser to get to the date of birth section. This is the layout using a Smartphone, as you can see there is no calendar option to click on.

First Name *

This should be your legal name. This will then be used for all our communications, official documents (e.g. certificates), and correspondence.

Surname *

Date of Birth *

Simply click in the date of birth section and a calendar will pop up:

Sex *

--please select--

Please enter as stated on your birth certificate or other legal documents

National Insurance Number

To select the correct year, click on the year, here, and then the selection for you to scroll through will come up.
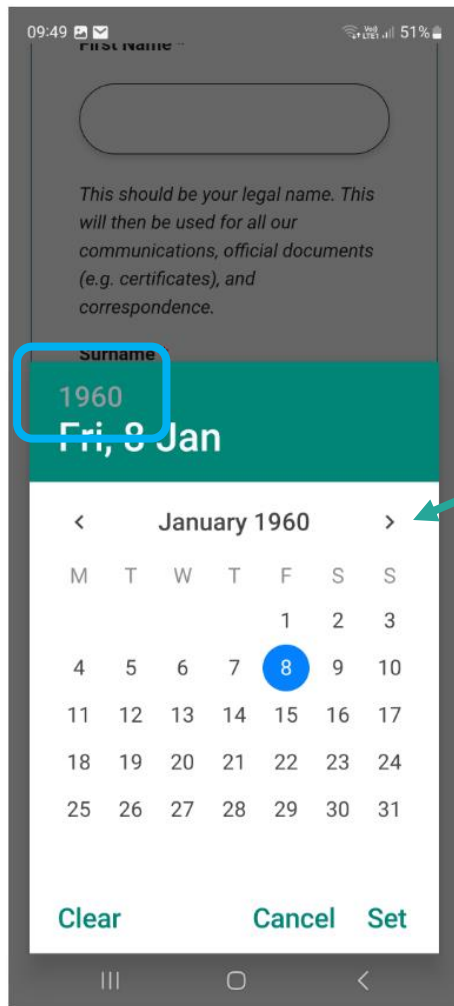
Surname *

2024
Mon, 8 Jan

2022

2023

2024

2025

2026

2027

Clear   Cancel   Set

09:49

First Name *

This should be your legal name. This will then be used for all our communications, official documents (e.g. certificates), and correspondence.

Surname *

2024
Mon, 8 Jan

< January 2024 >

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Clear   Cancel   Set

Once you have selected the required year, it will appear in the calendar.

You can scroll through the months using the arrows and then select the date you need.

Once selected, the screen will now change to the completed date of birth in the form:

This should be your legal name. This will then be used for all our communications, official documents (e.g. certificates), and correspondence.

Surname *

Date of Birth *

08/01/1960