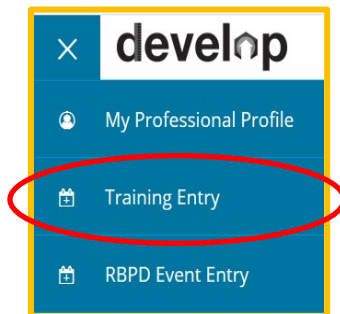


CREATING A TRAINING EVENT - TRAINERS

A **Course** is the approved submission of a training.

An **Event** is the scheduled occurrence of a course.

1. Log in to your **Develop Individual Profile** with your email address and password.
2. Choose **Training Entry** from the left-hand menu.

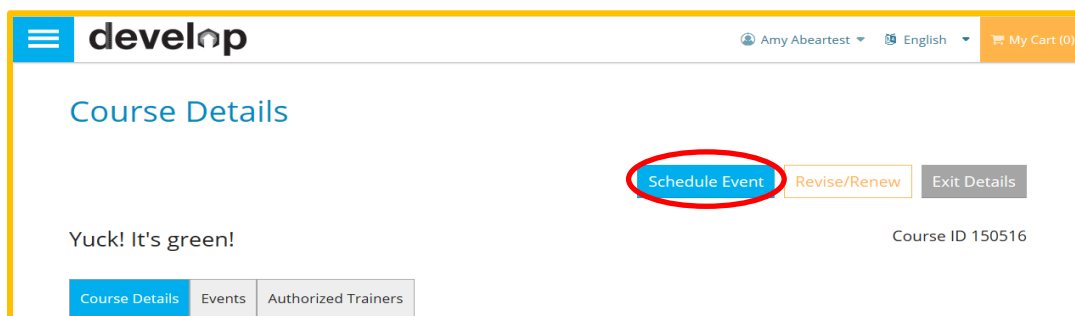


3. Under **Training Entry**, click on the **Courses** tab. Click on the **Course ID** number to create an event.

Below is a list of the courses for which you are the owner or are authorized to schedule.
Click on a course title to review approval status or to schedule an event.

Course ID	Course Title	Owner	Course Status	Date	Expires	Trainers	Events
150516	Yuck! It's green!	Amy Abeartest	Approved	5/14/2019	5/14/2024		
142231	Coming to Terms: How to Effectively Use Contracts and Policies with Parents	Amy Hendricksontest	Approved	1/8/2016	1/8/2021		

4. Click on **Schedule Event**.



6. The **New Training Event** page will display the information required for event entry: Course, Trainer & Sponsor, Assessments & Delivery, Event and Registration. You will be able to keep track of your event entry on the left side of the page.

Creating a Training Event - Trainers

You can keep track of where you are in the left navigation.

Training Course

#150516
Yuck! It's green!
Classroom Hours 4.00 /
Course Level Level 2 - Implements

Event Trainers

#1969
Amy Abeartest

Event Details

Not Set
Not Set

Course Selection

#150516
Yuck! It's green!
Expiration Date 05/14/2024 / Classroom Hours 4.00 /
Course Level Level 2 - Implements
Course Type Approved clock hour course /
Course Category Early Childhood

Restricted to authorized trainers

Course Owner

#1969
Amy Abeartest

Description

In this course you will learn how to enjoy vegetables.

Click here to edit.

Applies Toward

✓ 5. Nutrition

Knowledge and Competency Framework Areas

✓ VII.C: Providing Healthy Nutrition (4.00 hr)

CDA Content Areas

✓ Safe, Healthy Learning Environment (4.00 hr)

Select a Course

Click here to save and finish later.

Click here to select a different course.

Save as Draft

Continue >

- Click on **Continue**, or you can save by clicking on **Save as Draft**.
- On the Training Entry page, the events that are in draft will be listed below the Events box. Click on the Title or ID number to select.

ID	Date	Title	Location/URL	Trainer	Status
209276	6/15/2019	Yuck! It's green!	Hampton Inn & Suites Minneapolis/Downtown Minneapolis, MN	Amy Abeartest	Draft

Creating a Training Event - Trainers

9. You can search on the left side to find a course, or select one from list on the right-hand side.

Select a Course

Filter Courses

Course Title
Search Course Title

Course ID
Search Course ID

Qualification
Search Qualification

Qualification Type
Filter by Qualification Type

Knowledge and Competency Framework Areas
Filter by Knowledge and Competency Framework Areas

CDA Content Areas
Filter by CDA Content Areas

Search

Sort by Title Direction Ascending

#150434
Cake- how to eat and enjoy
Hours 10.00 / CEUs 1.00 / Course Level CEU
Course Type Approved CEU course / Course Category Youth Development
Owner No Course Owner

Applies Toward
✓ 6. Obesity Prevention

Knowledge and Competency Framework Areas
✓ I: Child Development and Learning (1.00 hr)
ing Physical Development (1.00 hr)
ing Healthy Nutrition (8.00 hr)
t Areas
y Learning Environment (8.00 hr)

Click on search to find a course.

Click on select to choose this course.

10. Under **Event Trainers**, the trainers that are authorized for this event will be listed on the right-hand side. To add a new trainer, or an additional trainer, click on **+Trainer**.

Training Course

#150516
Yuck! It's green!
Classroom Hours 4.00 /
Course Level Level 2 - Implements

Event Trainers

#1969
Amy Abeartest

Event Details

Not Set
Not Set

Trainer Entry

#1969
Amy Abeartest (Authorized Trainer)
Administrative Access

+Trainer

Training Language

Select Language
-- Select Training Language --

11. Under **Trainer Entry**, you can add **Administrative Access** to both of your trainers, if there are two. Granting this access allows the Trainer or Trainers to edit the roster and complete the event.

Trainer Entry

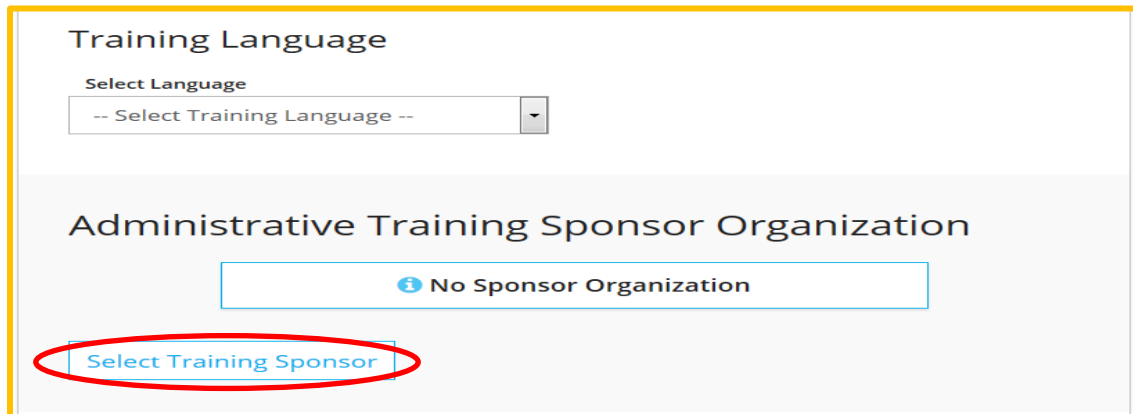
#1969
Amy Abeartest (Authorized Trainer)
Administrative Access

#61505
Christina (rfs)test
Administrative Access

Change

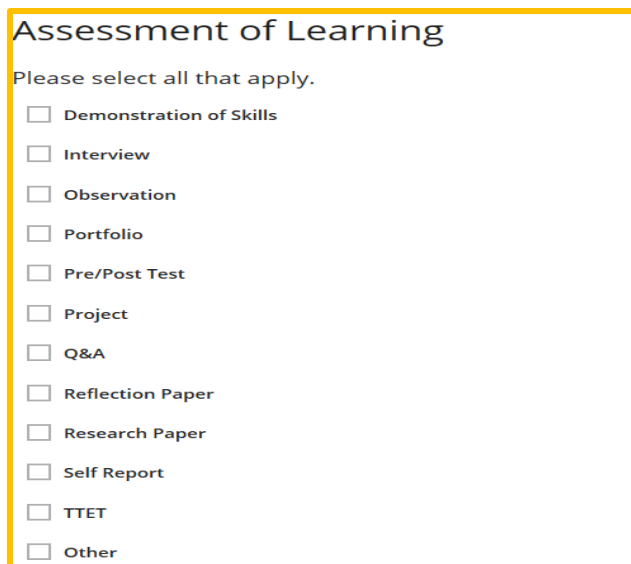
Creating a Training Event - Trainers

12. Select the **Training Language** by using the drop-down menu. Add a **Training Sponsor** by clicking on **Select Training Sponsor**.



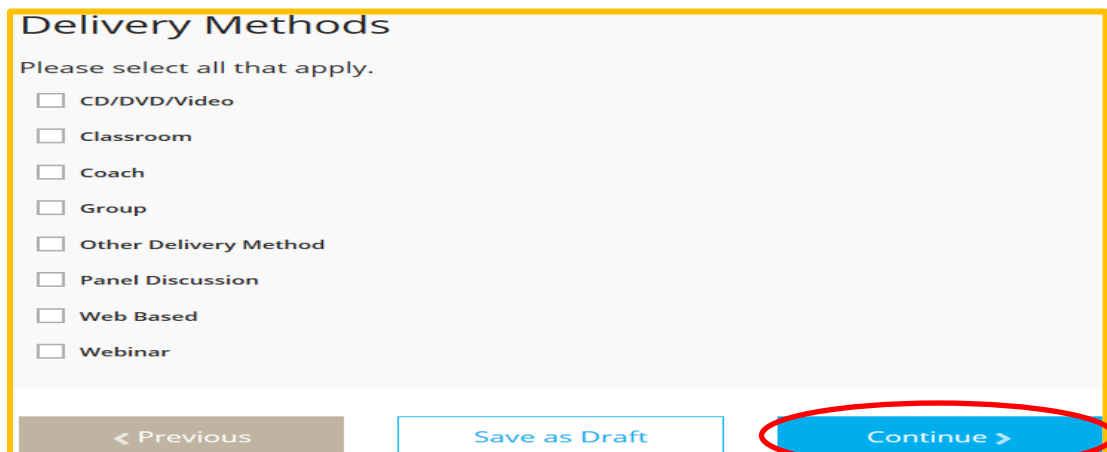
The screenshot shows a form with two main sections. The first section, titled "Training Language", contains a dropdown menu labeled "Select Language" with the text "-- Select Training Language --" and a downward arrow. The second section, titled "Administrative Training Sponsor Organization", contains a button labeled "No Sponsor Organization" with an information icon. Below this button is a button labeled "Select Training Sponsor", which is circled in red.

13. Check the boxes for the **Assessment of Learning** for your event.



The screenshot shows a form titled "Assessment of Learning". Below the title is the instruction "Please select all that apply." followed by a list of checkboxes: "Demonstration of Skills", "Interview", "Observation", "Portfolio", "Pre/Post Test", "Project", "Q&A", "Reflection Paper", "Research Paper", "Self Report", "TTET", and "Other".

14. Choose the **Delivery Methods** for your event. Click on **Continue**.



The screenshot shows a form titled "Delivery Methods". Below the title is the instruction "Please select all that apply." followed by a list of checkboxes: "CD/DVD/Video", "Classroom", "Coach", "Group", "Other Delivery Method", "Panel Discussion", "Web Based", and "Webinar". At the bottom of the form are three buttons: "< Previous", "Save as Draft", and "Continue >". The "Continue >" button is circled in red.

Creating a Training Event - Trainers

15. You can search for a sponsor by **Organization ID, Name** or from the list on the right-hand side. Click on **Select** to choose your organization.

16. Click on **OK**.

17. Click on **Event Details** to add the **Event type, location, date and time** and **contact information**.

Creating a Training Event - Trainers

18. Choose if this event will be in the public search results, and the type of training. Click on **+Location** to add a location. If you have added the location for a previous Training Event, click on **Saved Locations**.

Event Details

Show this event in public search results

☐ No ☒ Yes

Select Yes if you would like this event to show up in public event searches.

Type

Classroom

Begin typing the address or location name to search your saved locations

Search Saved Locations

Search saved location

Required to submit

+Location Saved Locations

19. If it is a new location, enter the **Location Name** (building or business) or enter an address. Example: Entering "Hampton Inn" will display a list of all Hampton Inn & Suites. Choose the location for your training and enter any notes if needed. Check the **Add to saved locations** to remember the option in Develop.

Location Name

Hampton Inn & Suites Minneapolis/Downtown

Address

19 North 8th Street

Address 2

Enter Apt, Unit, Suite

Zip Code

55403

City

Minneapolis

State

MN

County

Hennepin

Country

United States

Capacity

45

Location Notes

Grand ballroom on the 2nd floor.

General location information

☒ Add to saved locations

Creating a Training Event - Trainers

20. Enter the Event Date & Time.

Event Date & Time

Self-Paced
☒ No ☐ Yes
Select Yes only if this event has unique start and end dates for individual participants.

Multiple Sessions
☒ No ☐ Yes

Start Date 06/15/2019	End Date 06/15/2019
Start Time 12:00 PM	End Time 04:00 PM

Addl. Date/Time Info
Enter Addl. Date/Time Info
Maximum of 500 characters

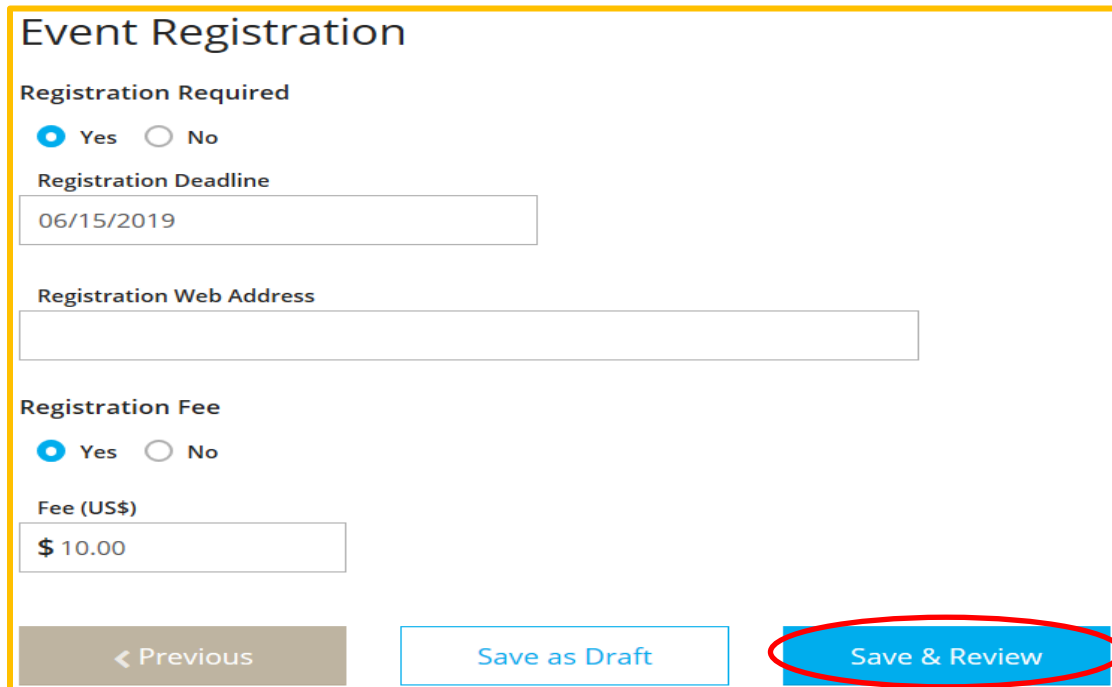
21. Verify the contact information is correct.

Contact Info

Contact Name Amy Abeartest	Email Address katherine.wintertest+amy@gmail.com	
Address 123 Main Street		
Zip Code 55555	City Young America	State MN
Country United States		
Phone 🇺🇸 (952) 444-4444	Fax 🇺🇸 e.g. (201) 555-0123	Website Enter Web Address
Additional Contact Info Enter Additional Contact Info		

Creating a Training Event - Trainers

22. Decide if you want to require registration and if you will require a fee. Click on **Save & Review**.



The form is titled "Event Registration" and contains several sections. The "Registration Required" section has radio buttons for "Yes" (selected) and "No". Below it is a "Registration Deadline" field with the date "06/15/2019". The "Registration Web Address" section has an empty text field. The "Registration Fee" section has radio buttons for "Yes" (selected) and "No". Below it is a "Fee (US\$)" field with the value "\$ 10.00". At the bottom, there are three buttons: "Previous" (disabled), "Save as Draft", and "Save & Review" (highlighted with a red circle).

Event Registration

Registration Required

☒ Yes ☐ No

Registration Deadline

06/15/2019

Registration Web Address

Registration Fee

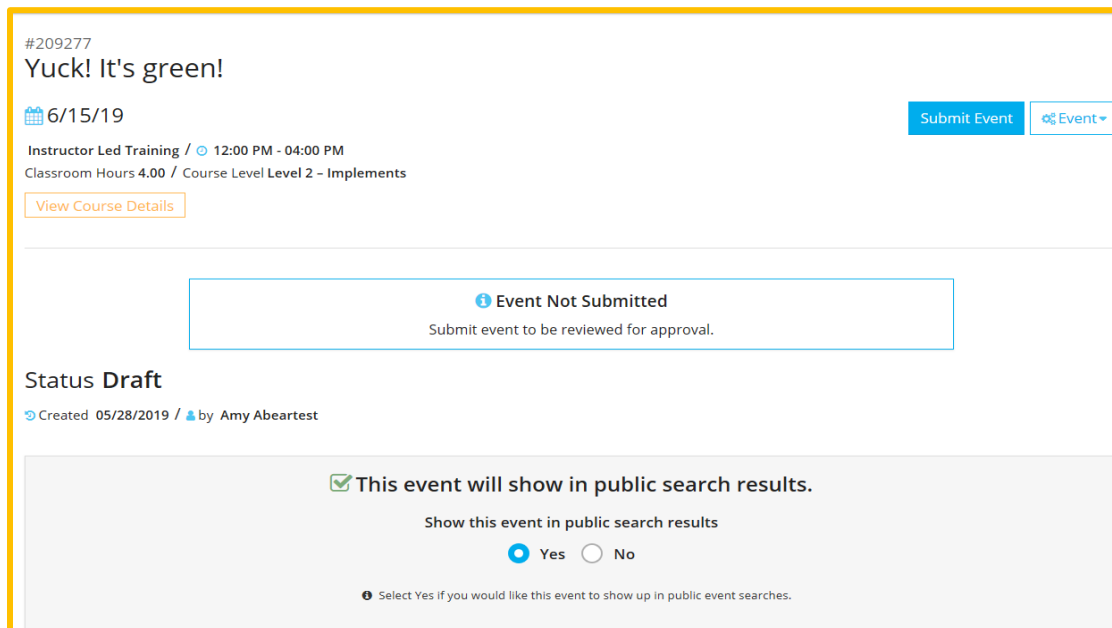
☒ Yes ☐ No

Fee (US\$)

\$ 10.00

[< Previous](#) [Save as Draft](#) [Save & Review](#)

23. You will be able to review the event before it is submitted. Click on **Manage** to edit that section, if necessary.



The page shows event details for "#209277 Yuck! It's green!". It includes a date "6/15/19", a status "Instructor Led Training", and a time "12:00 PM - 04:00 PM". There are buttons for "Submit Event" and "Event". A message box says "Event Not Submitted" with the instruction "Submit event to be reviewed for approval." Below this, the status is "Draft" and it says "Created 05/28/2019 by Amy Abeartest". At the bottom, there is a checkbox "This event will show in public search results." which is checked, and a section for "Show this event in public search results" with radio buttons for "Yes" (selected) and "No".

#209277
Yuck! It's green!

6/15/19

Instructor Led Training / 12:00 PM - 04:00 PM
Classroom Hours 4.00 / Course Level Level 2 - Implements

[View Course Details](#)

[Submit Event](#) [Event](#)

Event Not Submitted
Submit event to be reviewed for approval.

Status Draft
Created 05/28/2019 / by Amy Abeartest

☒ **This event will show in public search results.**

Show this event in public search results

☒ Yes ☐ No

Select Yes if you would like this event to show up in public event searches.

Creating a Training Event - Trainers

Event Details

Manage

Location
📍 **Hampton Inn & Suites Minneapolis/Downtown**
Address 19 North 8th Street / City Minneapolis / State MN / Zip Code 55403
County Hennepin / Country US / Capacity 45

Date
📅 **Saturday, June 15, 2019**

Time
🕒 12:00 PM - 04:00 PM

Event Contact Information
👤 **Amy Abeartest**
✉ katherine.wintertest+amy@gmail.com
📍 Address 123 Main Street / City Young America / State MN / Zip Code 55555
📞 Phone (952) 444-4444 / Website Not Set

Event Registration

Manage

✔ Registration for this event is required.
📅 Registration Available Until 06/15/2019 / Web Address Not Set / Registration Fee \$10.00

Trainers & Sponsor

Manage

#1969
Amy Abeartest (Authorized Trainer)
Trainer Type Trainer I
[View Profile](#)

#61505
Christina (rfs)test
Trainer Type Specialty Trainer
[View Profile](#)

24. Click on **Submit Event**.

Training Sponsor Organization

#131267
100 Acre Wood
📍 City Ashdown Forest / State MN

Assessments and Delivery

Manage

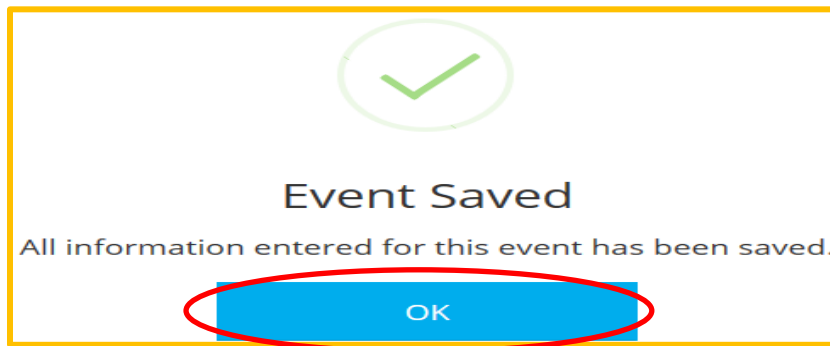
Assessment of Learning
✔ Q&A

Delivery Methods
✔ Classroom

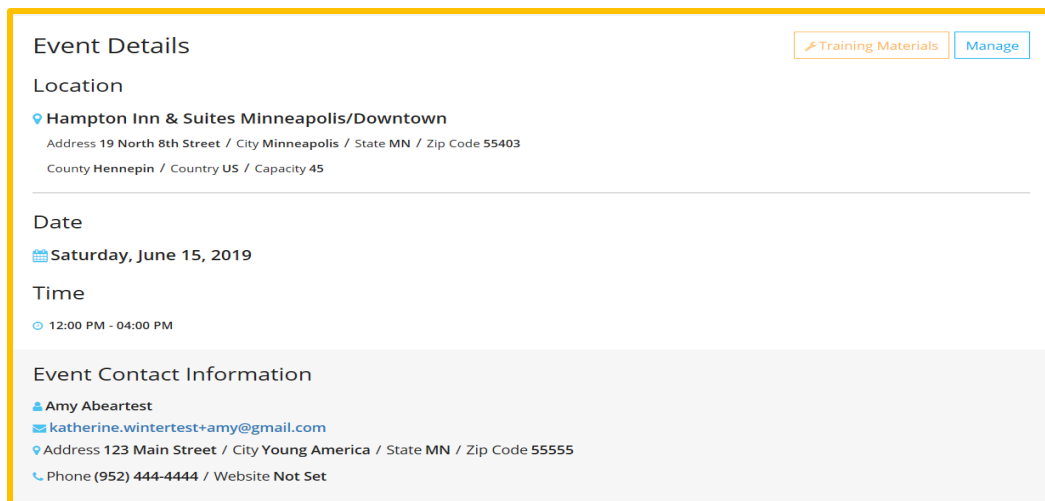
Submit Event

Creating a Training Event - Trainers


25. Click on **OK**. The event has been created.



26. Once the event has been saved, you can add **Training Materials** or **Manage** the Event Details or edit the Contact Information. Once you have made your changes, Click on **Save**.

A form titled "Event Details" with two buttons at the top right: "Training Materials" and "Manage". The form is divided into sections: "Location" with details for Hampton Inn & Suites Minneapolis/Downtown; "Date" set to Saturday, June 15, 2019; "Time" set to 12:00 PM - 04:00 PM; and "Event Contact Information" with details for Amy Abeartest, including email, address, and phone number.

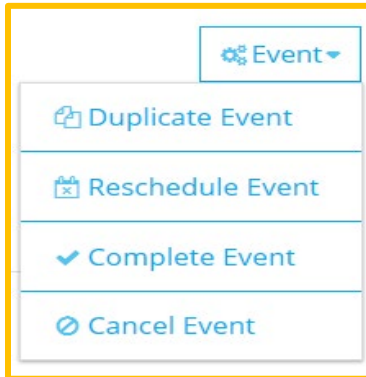
27. You will be able to search for the event in the Search for Training:

A search results page for a training event. The header shows the date "Saturday, June 15, 2019" and time "12:00 PM to 4:00 PM", along with the "Event ID: 209277". The main content area has a title "Yuck! It's green!" and is divided into two columns. The left column contains details: "Hours 4.00", "Course Level Level 2 - Implements", "Location" (Hampton Inn & Suites Minneapolis/Downtown), and "Registration" (Event Fee \$10.00, Register By 6/15/2019, Required? Yes, Contact Amy Abeartest). The right column contains: "Primary Trainer" (Amy Abeartest), "Sponsor" (100 Acre Wood), "Knowledge and Competency Framework Areas" (VII.C: Providing Healthy Nutrition), and "CDA Content Areas" (Safe, Healthy Learning Environment).

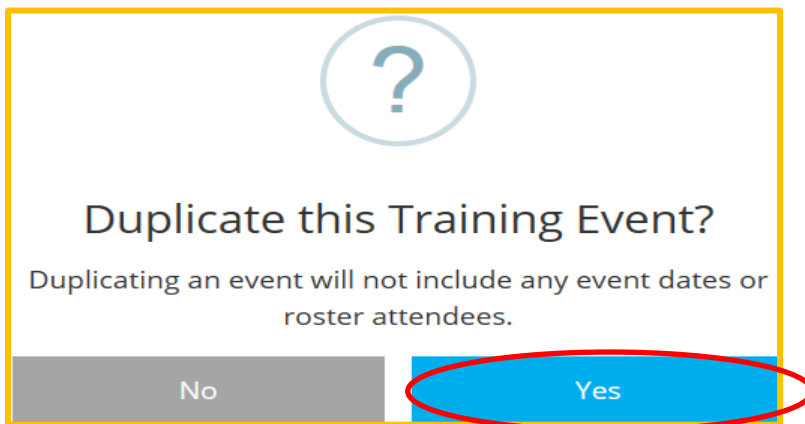
Creating a Training Event - Trainers

Additional options:

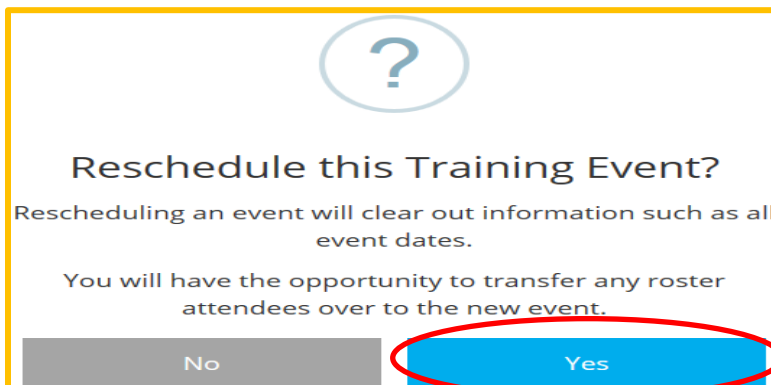
If you need to **Duplicate**, **Reschedule**, **Complete** or **Cancel the event**, click on the **Event** button and choose your option from the drop-down menu.



When you choose **Duplicate Event**, the following message will appear. Please note that you will need to enter a new date for the event. Click on **Yes**.



When you choose **Reschedule Event**, the following message will appear. Please note you will have the opportunity to transfer any attendees to the new event. Click on **Yes**.



Creating a Training Event - Trainers

If you choose **Cancel Event**, you will need to provide a reason for the cancelation. When finished, click on **Save**.

Notes

Date Effective





05/28/2019

☐ Email Note

Reason

Select Reason

Note Content

B *I* U    

Insert text here ...