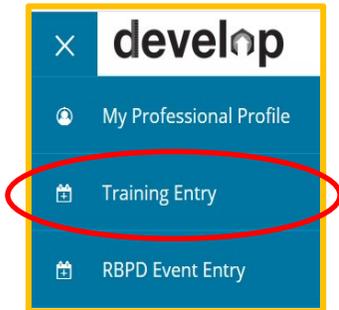


CREATING A TRAINING EVENT - TRAINERS

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.

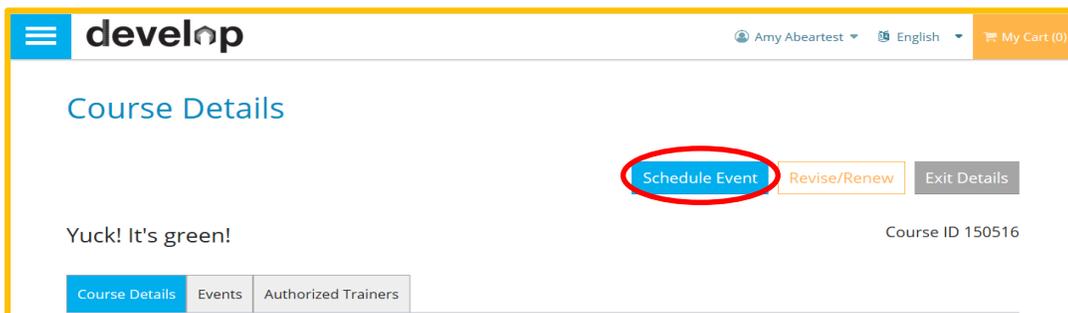


3. Under **Training Entry**, click on the **Courses** tab. Click on the **Course ID** number to create an event.

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	✓	0
142231	Coming to Terms: How to Effectively Use Contracts and Policies with Parents	Amy Hendricksontest	Approved	1/8/2016	1/8/2021		0

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

Save as Draft

Continue >

Click here to save and finish later.

Click here to select a different course.

7. Click on **Continue**, or you can save by clicking on **Save as Draft**.
8. 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 Area

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)

Select

Click on select to choose this course.

Click on search to find a 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

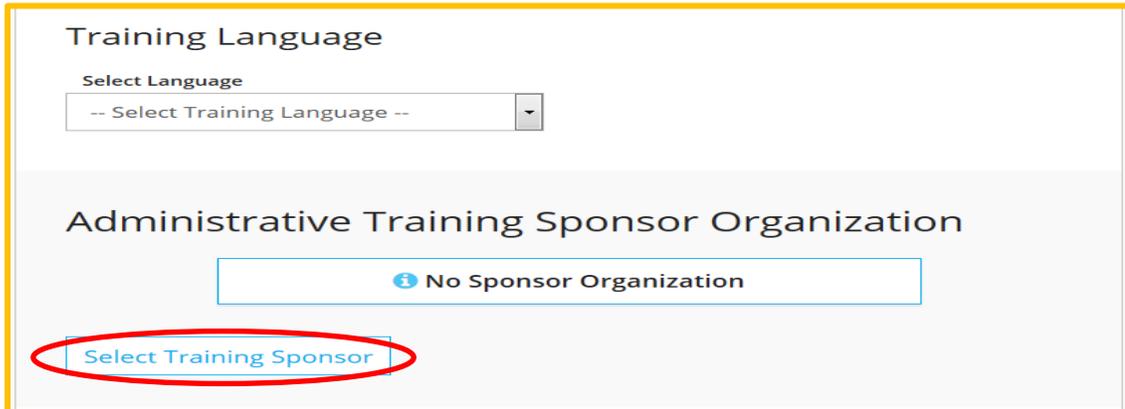
#1969
Amy Abeartest (Authorized Trainer)
 Administrative Access

#61505
Christina (rfs)test
 Administrative Access

Change

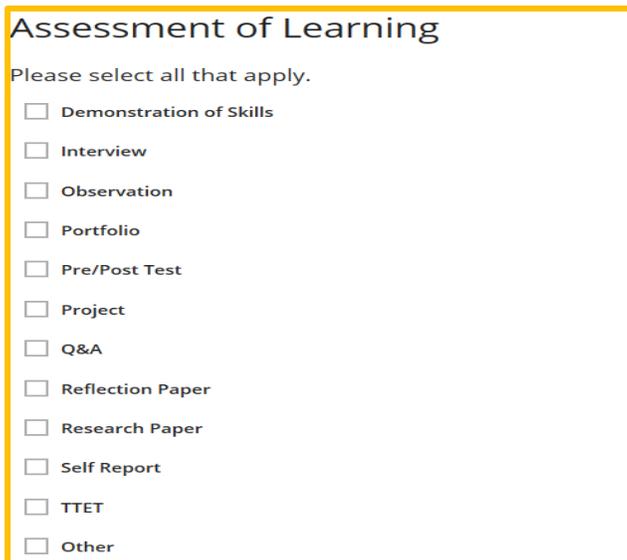
Creating a Training Event - Trainers

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



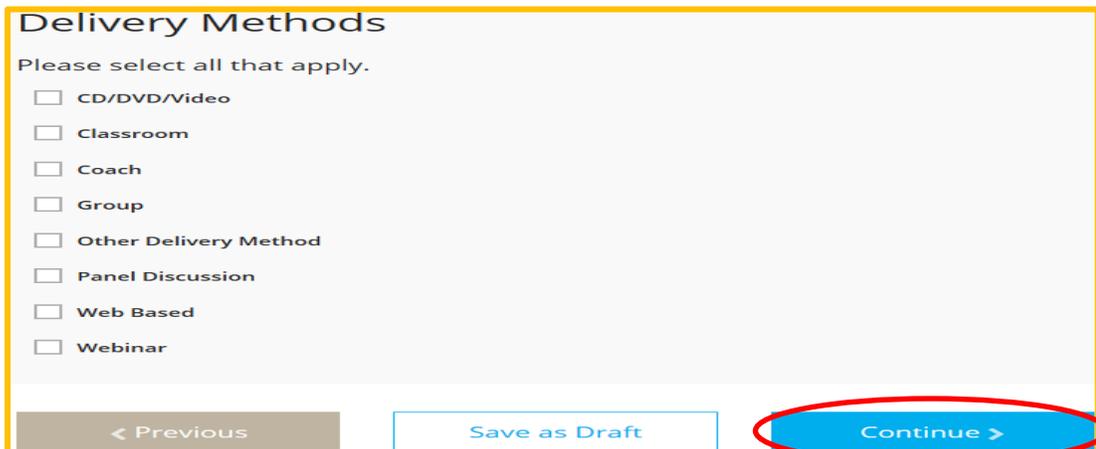
The screenshot shows a form with two main sections. The first section is titled "Training Language" and contains a dropdown menu labeled "Select Language" with the text "-- Select Training Language --". The second section is titled "Administrative Training Sponsor Organization" and contains a button 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" with the instruction "Please select all that apply." Below the instruction is a list of checkboxes for various assessment methods: 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" with the instruction "Please select all that apply." Below the instruction is a list of checkboxes for various delivery methods: 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.

Select Sponsor Organization

Search Organizations

Organization ID
Search ID

Organization Name
Search Name

Search Search Reset

Sort by Name Direction Ascending

#131267
100 Acre Wood
Status Registered / Created 6/13/17
City Ashdown Forest / State MN

#1670
A Chance To Grow
Status Registered / Created 6/21/12
City Minneapolis / State MN

#122529
A Child's Delight Too, Inc.
Status Registered / Created 6/19/14
City Minneapolis / State MN

Click to search for a sponsor.

Click to select this organization.

- 16. Click on **OK**.

Organization Added

Your selected Organization has been added to this event.

OK

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

Training Course

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

Event Trainers

#1969
Amy Abeartest

#61505
Christina (rfs)test

Event Details

Not Set
Not Set

Trainer Entry

#1969
Amy Abeartest (Authorized Trainer)
Administrative Access

#61505
Christina (rfs)test
Administrative Access

Change

+Trainer

Training Language

Select Language
-- Select Training Language --

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 **End Date**

Start Time **End Time**

Addl. Date/Time Info

Maximum of 500 characters

21. Verify the contact information is correct.

Contact Info

Contact Name **Email Address**

Address

Zip Code **City** **State**

Country

Phone **Fax** **Website**

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**.

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.

#209277
Yuck! It's green!

6/15/19 [Submit Event](#) [Event](#)

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

[View Course Details](#)

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

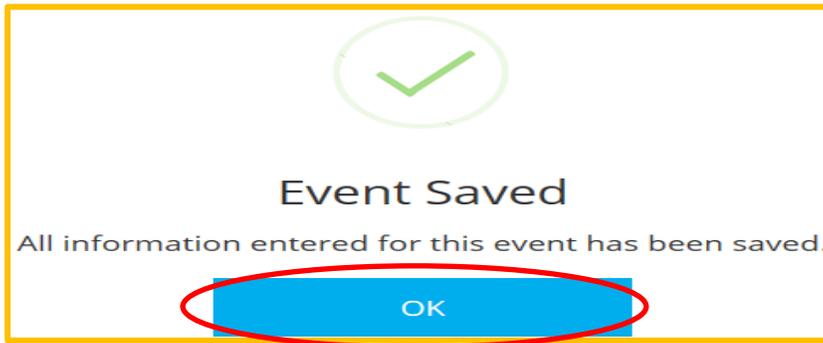
Assessment of Learning
✔ Q&A

Delivery Methods
✔ Classroom

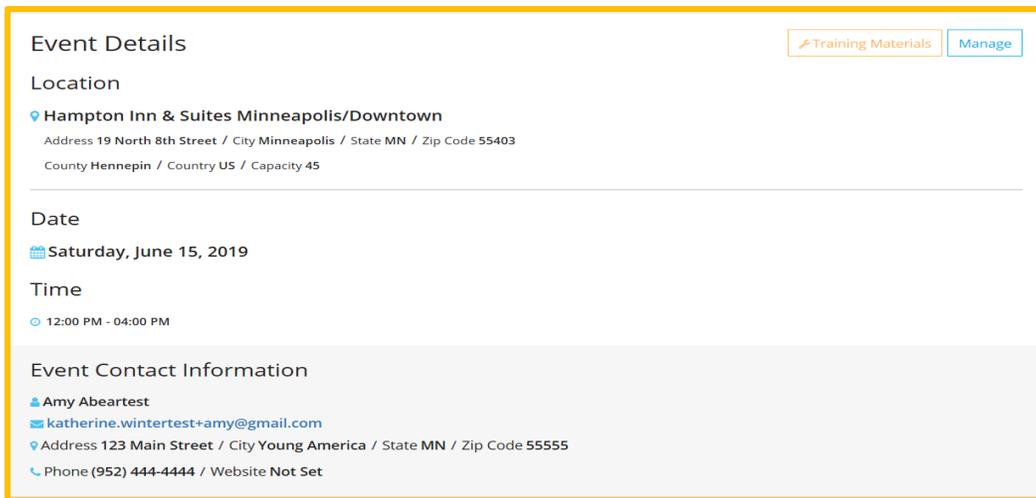
[Submit Event](#)

Creating a Training Event - Trainers

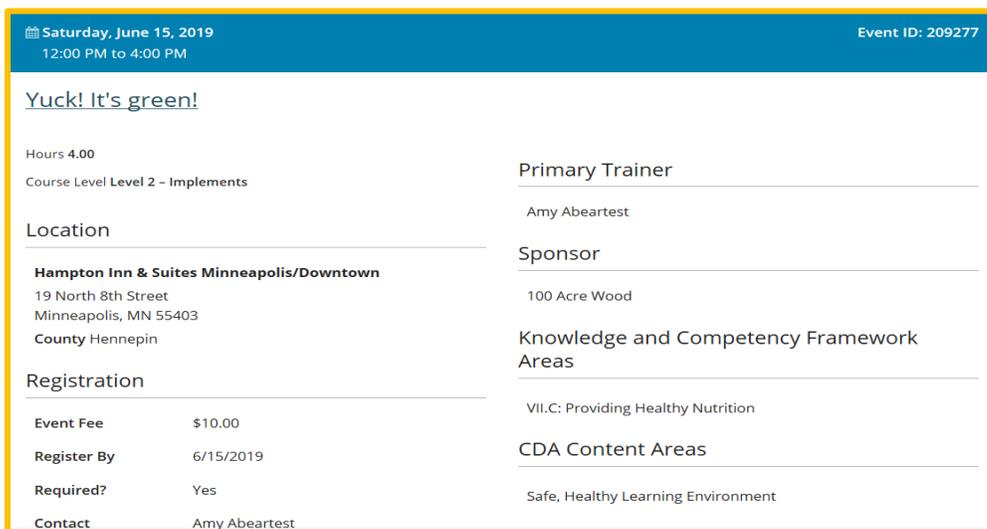
25. Click on **OK**. The event has been created.



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**.



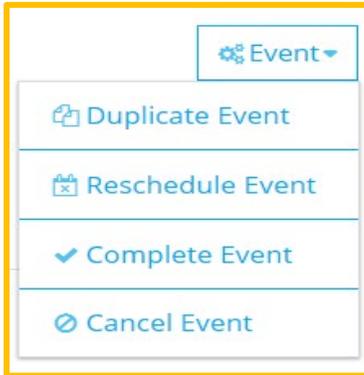
27. You will be able to search for the event in the Search for Training:



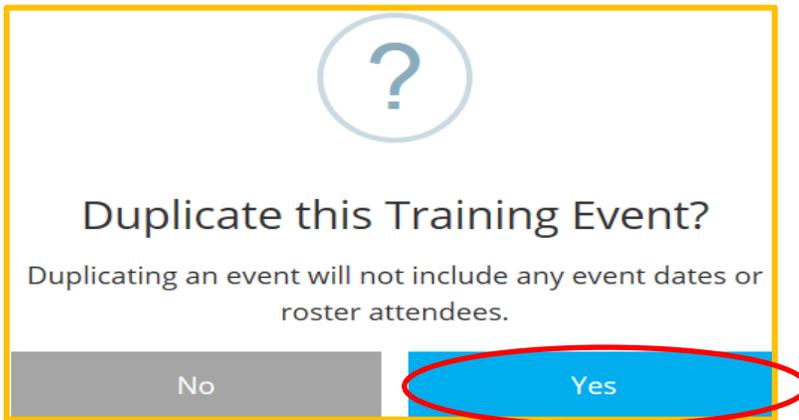
Creating a Training Event - Trainers

Additional options:

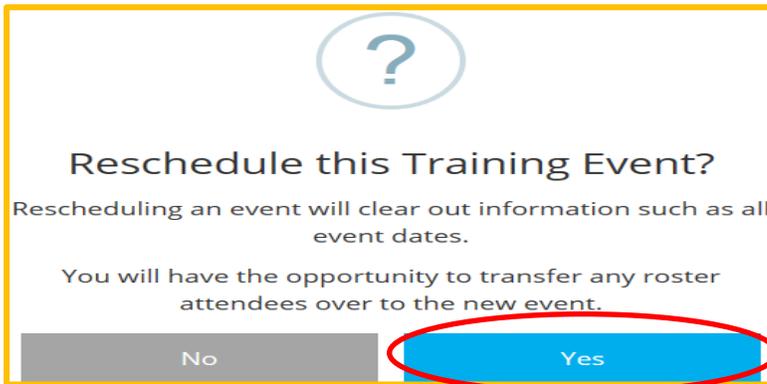
If you need to **Duplicate, Reschedule, Complete or Cancel the event**, click on the **Event** button and choose your option from the drop-down menu.



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**.

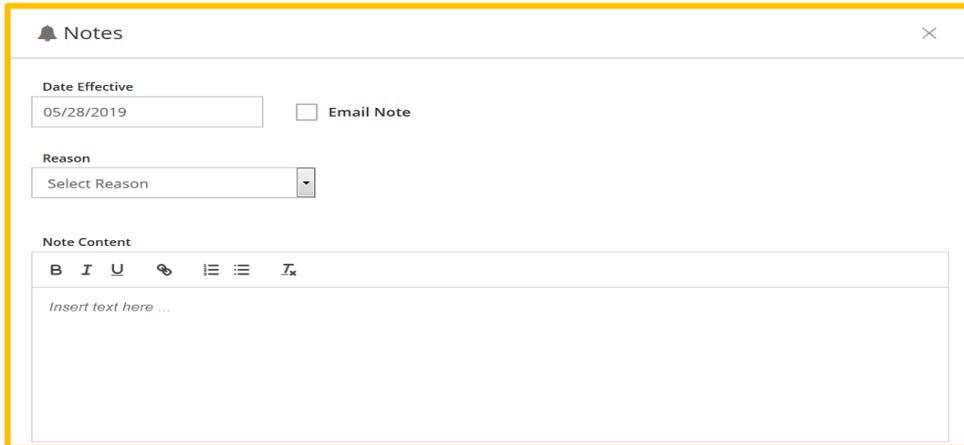


When you choose **Reschedule Event**, the following message will appear. Please note you will have the opportunity to transfer any attendees to the new event. Click on **Yes**.



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**.



The image shows a 'Notes' form with the following fields and options:

- Date Effective:** A text input field containing '05/28/2019'.
- Email Note:** A checkbox that is currently unchecked.
- Reason:** A dropdown menu with 'Select Reason' as the current selection.
- Note Content:** A rich text editor with a toolbar containing icons for Bold (B), Italic (I), Underline (U), Link, List, and Text color. The main text area contains the placeholder text 'Insert text here ...'.