CREATING A TRAINING EVENT - ORGANIZATIONS

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. Select the Organization that is sponsoring the training event from the drop-down menu. On the left-hand sidebar, select Training Entry.

3. Click on New Event.

Training Entry: 100 Acre Wood
4. You can search for the **Course** to create the event or scroll through the options.

5. The **New Training Event** page will display the information required for event entry: Course, Trainer & Sponsor, Assessments & Delivery, Event and Registration. You can keep track on the left-hand side. Click on **Continue**.
Creating a Training Event - Organizations

6. Select a Trainer for your Event.

![Select Trainer](image)

Enter Name or ID number and click **Search**.

7. Click on **Select** for the trainer to be added for your event. You can add more than one trainer to your event and grant Administrator Access to both trainers.

![Selected Trainer](image)

8. After you click on **Select**, you can add another trainer or continue.

![Trainer Added](image)

Trainer, Amy Abeartest, has been successfully added to the event. Would you like to add another?

- No
- Yes
Creating a Training event - Organizations

9. Grant Administrator Access to the trainer for your event. Giving Administrator Access allows the trainer to enter/edit the attendance and complete the event. Click on **Continue**.

10. Select the **Assessment of Learning** and **Delivery Method** for the event. Click on **Continue**.
Creating a Training Event - Organizations

11. Enter your Event Details and choose the type of event.

12. Click on +Location to add the address of your event. A map will populate to show you the location of your event.
Creating a Training event - Organizations

13. To use this location for future events, click on **Add to Saved Locations**. The next time you have a training event at this location, you can click on **Saved Locations** on the Event Details page to view a list of previous places.

14. Enter the Date & Time, and any additional information for the event.
Creating a Training Event - Organizations

15. Verify the contact information for the event is correct. Click on **Continue**.

![Contact Info Form]

16. Enter the Registration Information and fee, if any. Click on **Save & Review**.

![Event Registration Form]
Creating a Training event - Organizations

17. All the information for the event has been saved and you will have the chance to review before it is submitted.

18. Click on Manage to edit the information, if necessary.
Creating a Training Event - Organizations

19. Click on **Submit Event** after you have ensured all the information is correct.

If your organization has a **Premium Account** with Develop, you will be able to set up online registration for your event.

1. From the **Event Details** page, click on **Manage Event** and choose **Manage Online Registration** from the drop down menu.

2. From the Online Registration menu, click on the **Setup** tab.
Creating a Training event - Organizations

3. Select the information you want to collect from your attendees.

![Attendee Details](image)

4. You can check the box if it is a **Free Event** or click on **Add Fee**.

![Registration Fees](image)

5. After you enter your registration fee information (if applicable), click on **Add Fee**.
6. You can add additional items if needed in addition to the registration fee. Click on **Next** when finished.

7. On the next page you can review the text and emails that will be sent when users register for your event. Click on **Save Changes** if you make any edits. Click on **Next** when finished.
Creating a Training event - Organizations

8. Click on **Preview Registration** to test your registration settings.

9. Enter the maximum number of participants and when the registration will start and end. You can also choose to hide the registration before the start date.
Creating a Training Event - Organizations

10. Accept the Terms and Conditions and click on **Save Changes**.

11. Click on **Return** to go back to the Event page.