

How to Schedule an Event

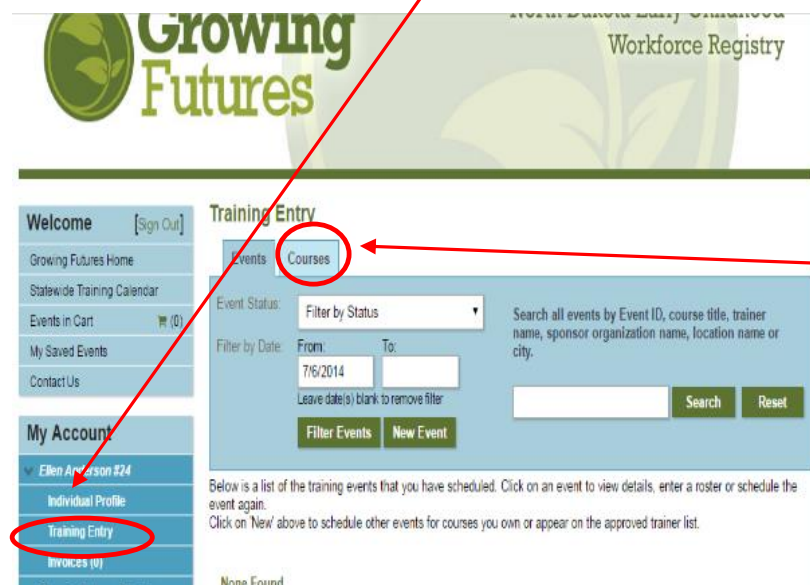
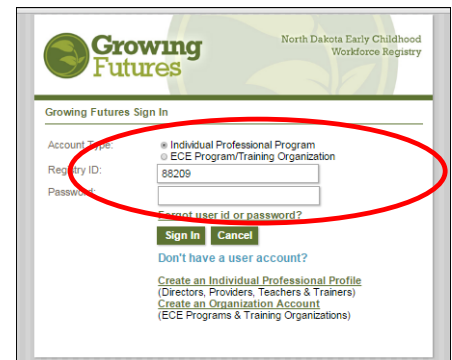
Scheduling an event is the second step to complete to have your training approved and listed on the Growing Futures online Training Calendar.



NOTE: Before you can schedule your event, the course must first be approved. Please visit www.ndgrowingfutures.org to learn more about the approval process.

Follow these steps to schedule an event:

1. Go to www.ndgrowingfutures.org and click on “Login” in the search bar at the top of the page
2. Login to your individual (approved trainer) or organization account.
3. In the left side blue boxes, click on “Training Entry”



Then, click on the “Courses” tab.

SELECT COURSE

You'll see a list of your courses. In the course list, you'll see that the course is approved and you'll notice a colored circle to the right of the course that tells you if any events have been scheduled for this course.

Click on the course that you want to schedule.

The screenshot shows the 'Training Entry' interface with a search bar and a table of courses. The table has columns for Course, Title, Owner, Course Status, Date, Expires, Trainers, and Events. The course 'Ellen's training test' is listed with a red circle in the Events column.

The details of your course will open. Click "Schedule Event."

The screenshot shows the 'Course Details' page for 'Ellen's training test'. At the top right, there are three buttons: 'Schedule Event', 'Revise/Renew', and 'Exit Details'. The 'Schedule Event' button is circled in red.

The screenshot shows the 'Event Entry' form with several sections: 'Event Funder', 'Trainer Details', 'Training Language', and 'Administrative Training Sponsor Organization'. Red arrows point to specific fields: A points to 'Training Funded By', B points to the 'Trainer' list, C points to the 'Add Trainer' button, D points to 'Select Training Language', E points to 'Select Training Sponsor', and F points to the 'Next >>' button.

TRAINER AND SPONSOR

- A. Ignore "Select Funder."
- B. For Career Pathways training, the trainer(s) who have been approved to deliver the course will be listed.
- C. For Registered training, click "Add Trainer." (more details below)*
- D. Select the training language.
- E. If you are signed in as a trainer, you will be asked to search for and select the training sponsor organization.
- F. Click "Next."

*ADD A TRAINER:

Click to add a trainer. Indicate if the trainer is approved or not. If **YES**, enter the name or Trainer ID# to find them, and then click on their name from the list.

The screenshot shows the 'Add Trainers' dialog box with the 'Use Approved Trainer' radio button set to 'Yes'. The search criteria is empty, and the message 'No Trainers Found' is displayed.

The screenshot shows the 'Add Trainers' dialog box with the search criteria 'ellen anderson' entered. A search result is shown in a table:

| ID | Name | City, State County | Trainer Type | Training Languages |
|----|----------------|--------------------|-------------------|--------------------|
| 24 | Ellen Anderson | Fargo, ND Cass | Career Pathways 2 | English |

If the trainer is NOT approved, click **NO**, then enter the trainer's name, the organization they work for, and briefly describe their professional qualifications to present the training.

Be sure to click "Add Trainer."

ASSESSMENTS AND DELIVERY METHODS

Indicate how attendees will demonstrate that they have understood the course concepts.

Then indicate the methods that will be used to deliver the event.

SCHEDULE DATE / TIME / LOCATION

- A. Indicate if the event will be conducted in person or using a distance format.
- B. Give the name of the building where the event is being held.
- C. When you enter the zip code, the city and county will fill in automatically.
- D. Indicate if the event includes multiple sessions. **NOTE: Remember that participants must attend all sessions to receive credit.**
- E. Enter the beginning and end dates, and the beginning and end times.
- F. You can add any additional information.
- G. Click "Next."

Event Entry

Cancel

1. Select Course 2. Trainer & Sponsor 3. Assessments & Delivery Methods 4. Location, Date & Time 5. Registration & Contact Info

Event Registration and Fees:

Show this event in public search results: No Yes

Registration Required: No Yes

Registration Fee: No Yes

Contact Information:

Contact Name: Ellen Anderson

Address: 3911 20th Avenue S

Country: United States

Zip*: 58103 City: Fargo State: ND

Phone: (701) 866 - 0768

Fax: - -

Email: ellen@ndgrowingfutures.org

Website:

Additional Contact Info:

<< Previous Save as Draft Submit Event

REGISTRATION INFORMATION

Provide information about registration and fees.

If you want the event to appear on the online Training Calendar, be sure to check "Yes" to show the event in public search results.

Update your contact information if there have been any changes.

You're done! Click "Submit Event."

SUCCESS!! Your event has been submitted and will be reviewed by Registry staff. Click "Finished."

Event Entry

1. Select Course 2. Trainer & Sponsor 3. Assessments & Delivery Methods 4. Location, Date & Time 5. Registration & Contact Info

Success!

Thank you for submitting your training approval application.

Finished

If a trainer was attached to this course, Registry staff will review the trainer's qualifications to deliver this course content and trainer tier. Once the course and trainer have been approved, events may be scheduled for this course at any time without going through the approval process.

If trainers have not been added to this course, when you schedule your event, you will be asked to identify trainers and the Registry will review their qualifications at that time.

Once your course has been reviewed and approved, you will receive an email at the email address you provided for this course. Be sure to check your Junk and Spam folders!

Event Details

Exit Details

Ellen's training test

EVENT ID: 13111

Thursday, July 28, 2016

2:00 Hours

Event Admin | Course Details

Event Status:

Created: 7/11/2016 6:23 PM Ellen Anderson

Status: Accepted Updated: N/A

Manage Event - Duplicate Event

Publishing Options:

Show this event in public search results

Update

Event Reports:

Click the links below to view and print training materials in PDF format.

Certificate of Attendance Attendance Form Evaluation Form

Get ADOBE READER

Event Documentation

No documentation entered for event.

Add Documentation

Training Event Approval (0)

No Notes Exist

Event Details

ADDITIONAL DATE/TIME INFORMATION TRAINERS