

About the ASO Session Page

1. Log in to GaPDS as an ASO Admin, ASO Trainer Admin, or ASO Trainer, click on the "**ASO**" tab, and select "**Sessions**".

	a Professional Development System for Early Childhood Educators	
My Profile Trainings ▼ Conferences ▼ Trainers	🔻 ASO 🔻 🛻	
🖵 ASO Dashboard		
Ball Test Organization	Sessions -	TR-ASO-5
Business Address: Website: 45 Cardinal Lane www.ballt	es Training Emails Approved Training Requirement Met	
lawrenceville, GA. 30044	GTA Policy document Instructional Plan document	
ASOs are required to submit a certain number of trainin can be added to GaPDS and sessions can be schedule	gs for approval in order to establish adherence to GTA guidelines. When the ASO has me d without prior approval.	et this requirement, trainings

2. The "My Session" page displays.

My Sessions	
Search Type	•
ASO	~
Search Session Records	•
Training Name:	ASO Trainer First Name: ASO Training Code:
	TG-ASO-
Approved Sponsor Organization:	ASO Trainer Last Name:
Select> V	
Location Name:	Workforce Knowledge and Competencies: Expand
Select> ~	Competency 1: Promoting Child Development and Learning
County: Session Code:	
Select> V	Competency 2: Building Family and Community Relationships
Audience Level: Session Status:	



- 3. To search for a session, enter or select one or more of the following search criteria:
 - Training Name
 - Approved Sponsor Organization
 - Location Name
 - County
 - Session Code
 - Audience Level

- Session Status
- Session Dates
- ASO Trainer First Name
- ASO Trainer Last Name
- ASO Training Code
- Workforce Knowledge and Competencies

Search Session Records	•
Training Name:	ASO Training Code: TG-ASO-
Approved Sponsor Organization: Select>	ASO Trainer Last Name:
Location Name:	Workforce Knowledge and Competencies: Expand
Select>	Competency 1: Promoting Child Development and Learning
County: Session Code:	
Select> V	Competency 2: Building Family and Community Relationships
Audience Level: Session Status: Select> V	
Session Dates:	
This Week Over Month Date Range	
From: To:	
mm/dd/yyyy	

4. Click the "**Search**" button and the search record(s) display.

m	om: ım/dd/yyy	у	To: mm/dd/yyyy			ŧ.				
						Search X Clear				
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	Edit	Training Name		Session Info			Status	Registration	Seat Capacity	Action
1	Edit	Training Name Abby Other Test Tra ASO-104)	aining #2 (TG-	Session Info Training Date	Deadline Date/Days	Location	Status Open	Registration Begin: 03/22/2021 End: 03/28/2021	Seat Capacity Total: 100 Wait: 10 Open: 100	Action
1	Edit	Training Name Abby Other Test Tra ASO-104)	aining #2 (TG-	Session Info Training Date	Deadline Date/Days Mar 29, 2021	Location Online (Self Paced)	Status Open	Registration Begin: 03/22/2021 End: 03/28/2021	Seat Capacity Total: 100 Wait: 10 Open: 100	Action
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Bright from the Start: Georgia Department of Early Care and Learning