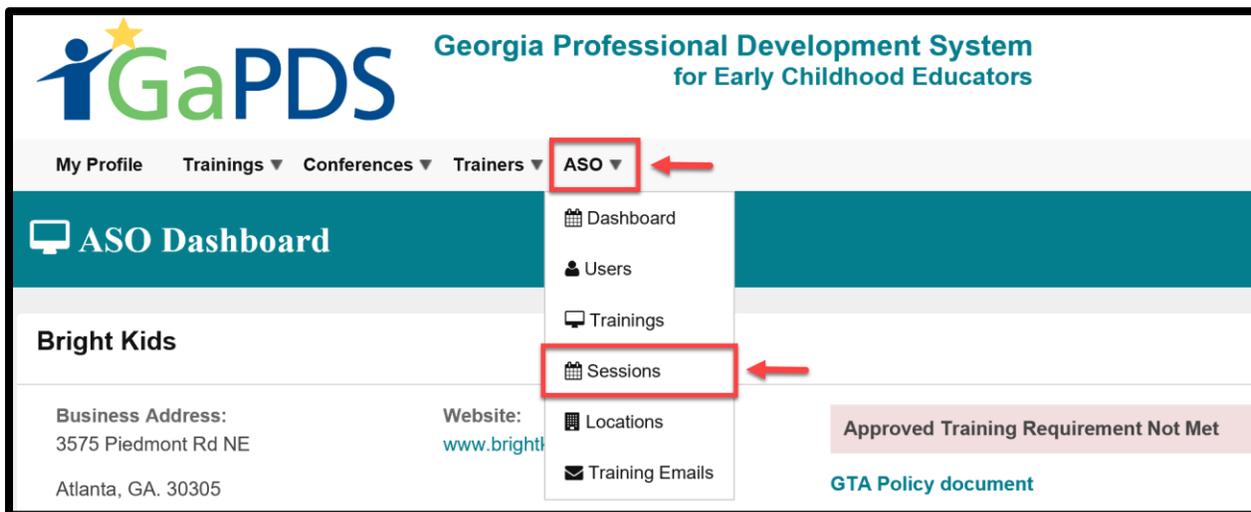
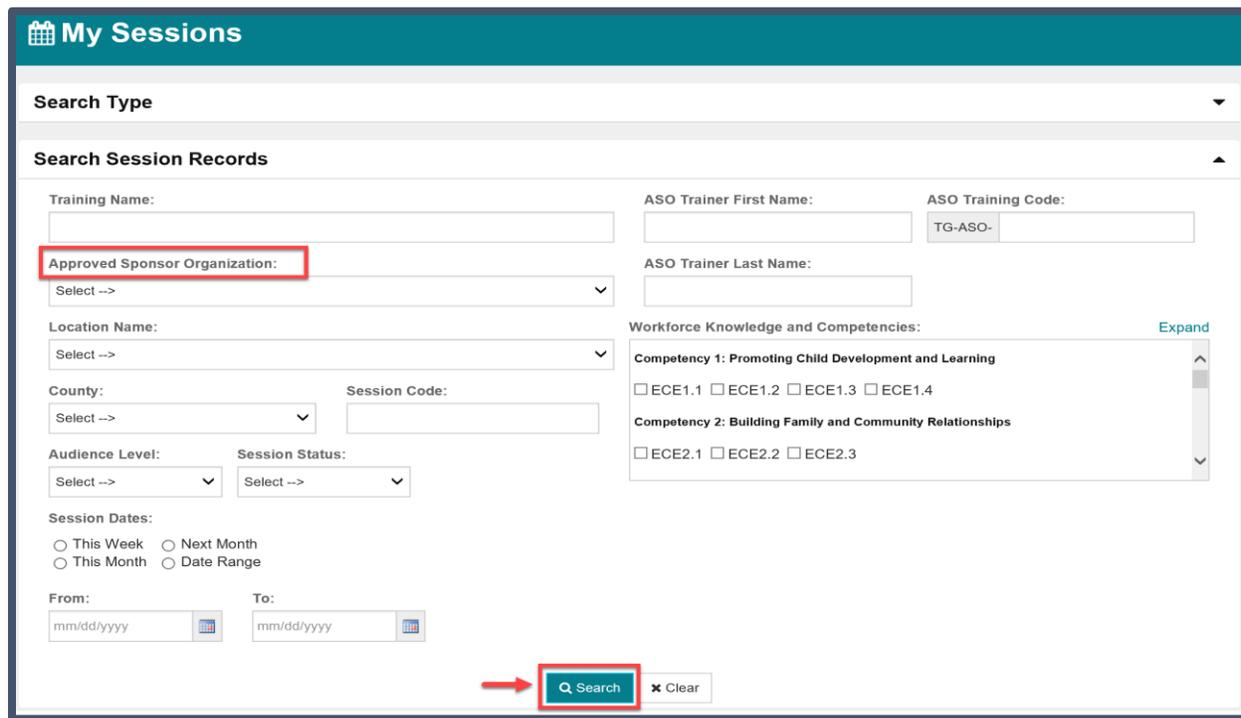


How to Add a Participant to an ASO Training Session Roster

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



2. On the ‘My Sessions’ page, enter a search criteria to locate the training session or click on the “Approved Sponsor Organization” dropdown, select your ASO, and click “Search”.



- In the search results, click on the “View/Edit Roster” (📄) icon next to the desired training session.

Edit	Training Name	Session Info			Status	Registration	Seat Capacity	Action
		Training Date	Location	County				
1	Transportation Safety (TG-ASO-163)	Apr 09, 2021 10:00AM - 11:00AM	Bright Kids 3575 Piedmont Rd NE, Atlanta, GA 30305	Fulton	Open	Begin: 03/11/2021 End: 04/08/2021	Total: 15 Wait: 2 Open: 14	 

- On the ‘Roster Information’ page, click “Add Participants” and select “Open Seats”.

Roster Information

Transportation Safety

Training Date	Location	County	Seat Type	Provider	Allocated	Registered	Available
Apr 09, 2021 10:00AM - 11:00AM	Bright Kids 3575 Piedmont Rd NE, Atlanta, GA 30305	Fulton	Max Capacity		15	1	14
Registration Start: 3/11/2021			Open Seats		15	1	14
Registration End: 4/8/2021			WaitList Capacity		2	0	2
Approved Sponsor Organization: Bright Kids			WaitList Reserved Seat		0	0	0

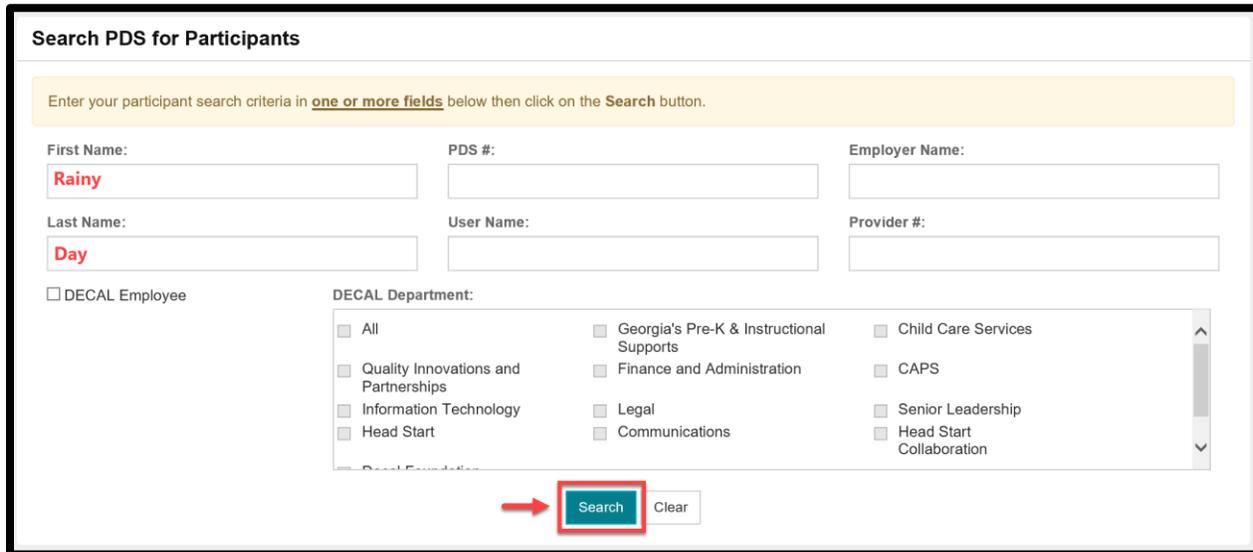
Participants
Page Size: 10

Filter By Status:
 All (2)
 Wait Listed (0)
 Canceled from Waitlist (0)
 Registered (1)
 Attended (0)
 Canceled (1)
 No Credit (0)

First Name:
 Last Name:
 PDS #:

Edit	Last Name	First Name	PDS #	Email	Status	Seat Type	Status Date	Action
1	Bronte	Emily	127919	emily.bonte1818@gmail.com	Registered	Open Seats	03/19/2021	

- The 'Search PDS for Participants' screen displays. Enter a search criteria to locate a participant and click "Search".



Search PDS for Participants

Enter your participant search criteria in one or more fields below then click on the **Search** button.

First Name: PDS #: Employer Name:

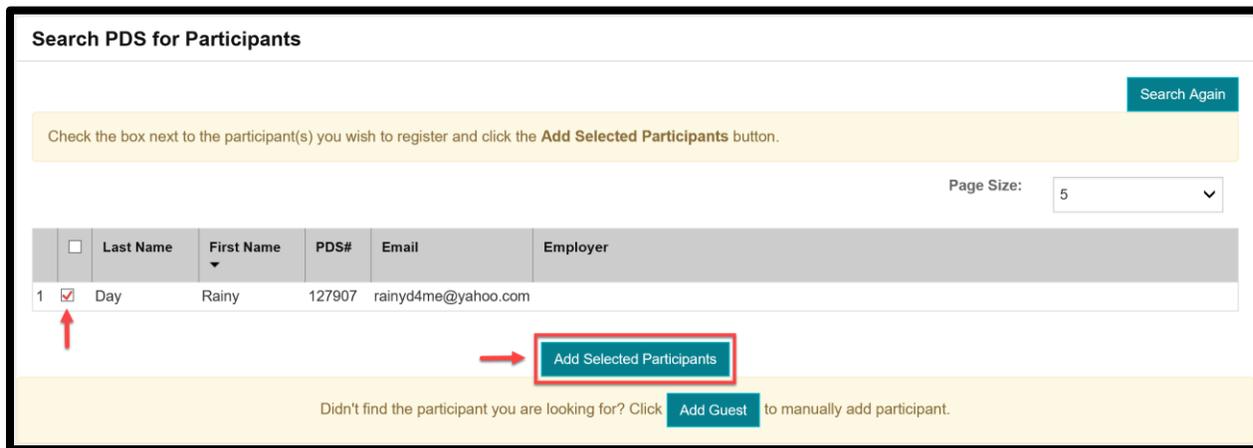
Last Name: User Name: Provider #:

DECAL Employee

DECAL Department:

- All
- Quality Innovations and Partnerships
- Information Technology
- Head Start
- Georgia's Pre-K & Instructional Supports
- Finance and Administration
- Legal
- Communications
- Child Care Services
- CAPS
- Senior Leadership
- Head Start Collaboration

- Check the box next to the Participant to be added and click "Add Selected Participants".



Search PDS for Participants

Check the box next to the participant(s) you wish to register and click the **Add Selected Participants** button.

Page Size:

	<input type="checkbox"/>	Last Name	First Name	PDS#	Email	Employer
1	<input checked="" type="checkbox"/>	Day	Rainy	127907	rainyd4me@yahoo.com	

Didn't find the participant you are looking for? Click to manually add participant.

7. Click “Confirm Registration”.

Confirm Registration

You have chosen to enroll the following participants. Click on **Confirm Registration** to confirm the registration.

	PDS #	Last Name	First Name	Email	Employer	Remove
1	127907	Day	Rainy	rainyd4me@yahoo.com		

[Back](#)
[Confirm Registration](#)
[Enroll More](#)

8. A confirmation popup displays. Click “OK”.

9. The newly added participant displays on the roster.

Roster Information

Transportation Safety

Training Date	Location	County	Seat Type	Provider	Allocated	Registered	Available
Apr 09, 2021 10:00AM - 11:00AM	Bright Kids 3575 Piedmont Rd NE, Atlanta, GA 30305	Fulton	Max Capacity		15	2	13
			Open Seats		15	2	13
			WaitList Capacity		2	0	2
			WaitList Reserved Seat		0	0	0

Registration Start: 3/11/2021 **Course Code:** S-16248 **Clock Hours:** 1.00
Registration End: 4/8/2021 **Status:** Open
Approved Sponsor Organization: Bright Kids

[Add Participants](#) | [Attendance](#) | [Update Status](#) | [Email](#) | [Print](#)

Participants

Page Size: 10

Filter By Status:
 All (3) Wait Listed (0) Canceled from Waitlist (0)
 Registered (2) Attended (0)
 Canceled (1) No Credit (0)

First Name: Last Name: PDS #:

[Refresh](#)

Edit	Last Name	First Name	PDS #	Email	Status	Seat Type	Status Date	Action
	Bronte	Emily	127919	emily.bonte1818@gmail.com	Registered	Open Seats	03/19/2021	
	Day	Rainy	127907	rainyd4me@yahoo.com	Registered	Open Seats	03/19/2021	