

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".

ÍĠa	P	DS [°]	Georgia	Profes	ssional for Ea	Develo arly Chil	opment System Idhood Educators
My Profile Tra	ainings 🔻	Conferences v	Trainers v	ASO 🔻	-		
ASO Dashboard			🛗 Dashb	oard			
	ASO Dasildoard			占 Users			
Bright Kide				🖵 Trainii	ngs		
Digit Kids				🛗 Sessions		-	
Business Addres			Website:	Locations			Approved Training Requirement Not Met
Atlanta, GA. 3030)5		www.brighti	🗹 Trainir	ng Emails		GTA Policy document

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**".

My Session	s		
earch Type			
earch Session Rec	ords		
Training Name:		ASO Trainer First Name:	ASO Training Code:
			TG-ASO-
Approved Sponsor Organ	ization:	ASO Trainer Last Name:	
Select>		~	
Location Name:		Workforce Knowledge and Competer	ncies: Expan
Select>		Competency 1: Promoting Child Develop:	oment and Learning
County:	Session Code:		ECE1.4
Select>	~	Competency 2: Building Family and Com	nmunity Relationships
Audience Level:	Session Status:		
Select> 🗸	Select> 🗸		
Session Dates:			
 ○ This Week ○ Next M ○ This Month ○ Date R 	onth ange		
From:	To:		
mm/dd/yyyy	mm/dd/yyyy		
	→ [a	Search 🗶 Clear	

Bright from the Start: Georgia Department of Early Care and Learning



3. 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
1		Transportation Safety (TG- ASO-163)	Training Date	Location	County	Open	Begin: 03/11/2021 End: 04/08/2021	Total: 15 Wait: 2	b
			Apr 09, 2021 10:00AM - 11:00AM	Bright Kids 3575 Piedmont Rd NE, Atlanta, GA 30305	Fulton			Open: 14	

4. On the 'Roster Information' page, click "Add Participants" and select "Open Seats".

Roster Infor	mation							
Transportation Sa	fety							•
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 3	0305	ulton	Max Capacity		15	1	14
Pagistration Start	Course Code:	Clock Hours:		Open Seats		15	1	14
3/11/2021	S-16248	1.00		WaitList Capacity		2	0	2
Registration End: 4/8/2021	Status: Open			WaitList Reserved		0	0	0
Approved Sponsor C Bright Kids	Organization:			Seat				
	Add F	Participants 🕶 🖂 🛶	unce Update Status	Email 🔻 🛛 F	Print -			
Participants	Ope	en Seats				Page Si	ze: 10	~
	Wai	tlist Res Seats						
Flitter By Status:	Wait Listed (0)	Canceled fr	rom Waitlist (0)					
Registered (1)	Attended (0)							
Canceled (1)	No Credit (0)							
First Name:		Loct Name:			DDC #			
Flist Name.		Last Name.			FD3 #.			
			Refresh					
								x
Edit Last Name 🔺	First Name	PDS #	Email	Status		Seat Type	Status Date	Action
1 📝 Bronte	Emily	127919	emily.bonte1818@gma	il.com Register	red (Open Seats	03/19/20)21 🔁



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

Search PDS for Participant	ts			
Enter your participant search criteria	a in <u>one or more fields</u> below then click	on the Search button.		
First Name:	PDS #:		Employer Name:	
Rainy				
Last Name:	User Name:		Provider #:	
Day				
DECAL Employee	DECAL Department:			
	All	Georgia's Pre-K & Instructional Supports	Child Care Services	^
	 Quality Innovations and Partnerships 	Finance and Administration	CAPS	
	Information Technology	Legal	Senior Leadership	
	Head Start	Communications	 Head Start Collaboration 	~
	-	Search Clear		

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

s	eard	ch PDS for	Participants	5		
						Search Again
	Cheo	k the box next t	o the participant	(s) you wis	sh to register and click the	e Add Selected Participants button.
						Page Size: 5 V
h		Last Name	First Name	PDS#	Email	Employer
1	~	Day	Rainy	127907	rainyd4me@yahoo.com	
	1				\rightarrow	Add Selected Participants
				Didn't	find the participant you a	re looking for? Click Add Guest to manually add participant.



7. Click "Confirm Registration".

С	Confirm Registration									
	You h	nave chosen to en	roll the following particip	pants. Click on Confirm F	Registration to confirm the registration					
		PDS #	Last Name	First Name	Email	Employer	Remove			
1	1	27907	Day	Rainy	rainyd4me@yahoo.com		Û			
Ba	ck			-	Confirm Registration Enroll More	L				

- 8. A confirmation popup displays. Click "OK".
- 9. The newly added participant displays on the roster.

ansportation Sa	ıfety							
Training Date	Location		County	Seat Type	e 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
Registration Start:	Course Code:	Clock Hours:	Clock Hours:		s	15	2	13
3/11/2021	S-16248	1.00		WaitList Capacity		2	0	2
Registration End:	Status:			WaitList		0	0	0
4/8/2021	Open			Reserved Seat				
Bright Kids	organization.							
	Add	Participants	tendance Update Stat	us Email -	Print 🕶			
Participants						Page Si	ze: 10	~
ilter By Status:								
All (3)	□ Wait Listed (0)		□ Canceled from Waitlist (0)					
Canceled (1)	No Credit (0)							
irst Name:		Last Name:			PDS #:			
			Refresh					
Edit Last Name 🔺	First Name	PDS #	Email	Stat	us	Seat Type	Status Date	Actio
Bronte	Emily	127919	emily.bonte1818@	gmail.com Regi	stered	Open Seats	03/19/2)21 💻