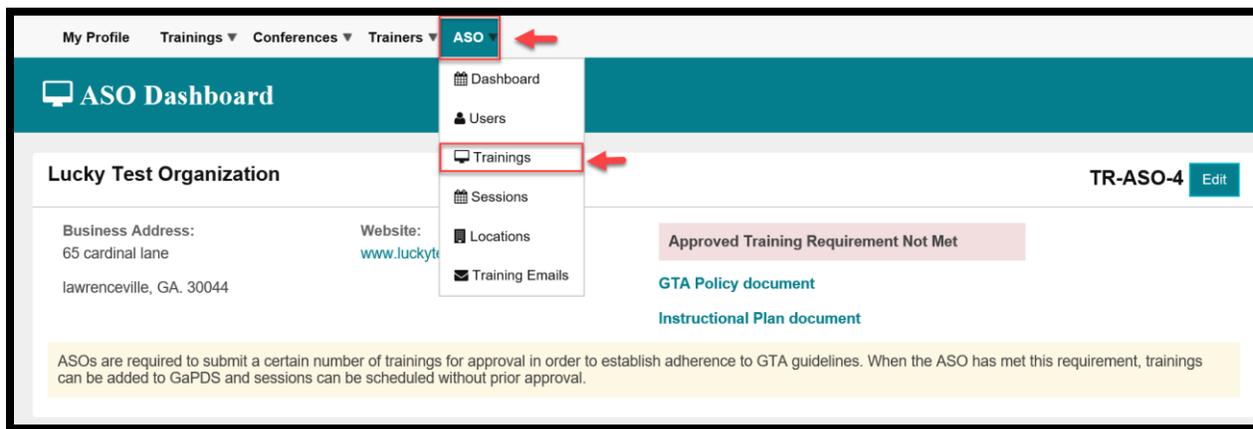# How to Create a Training Session

After your training has been approved and you have determined your training date(s) and location(s), complete the following steps to create a session for each occurrence of the training.

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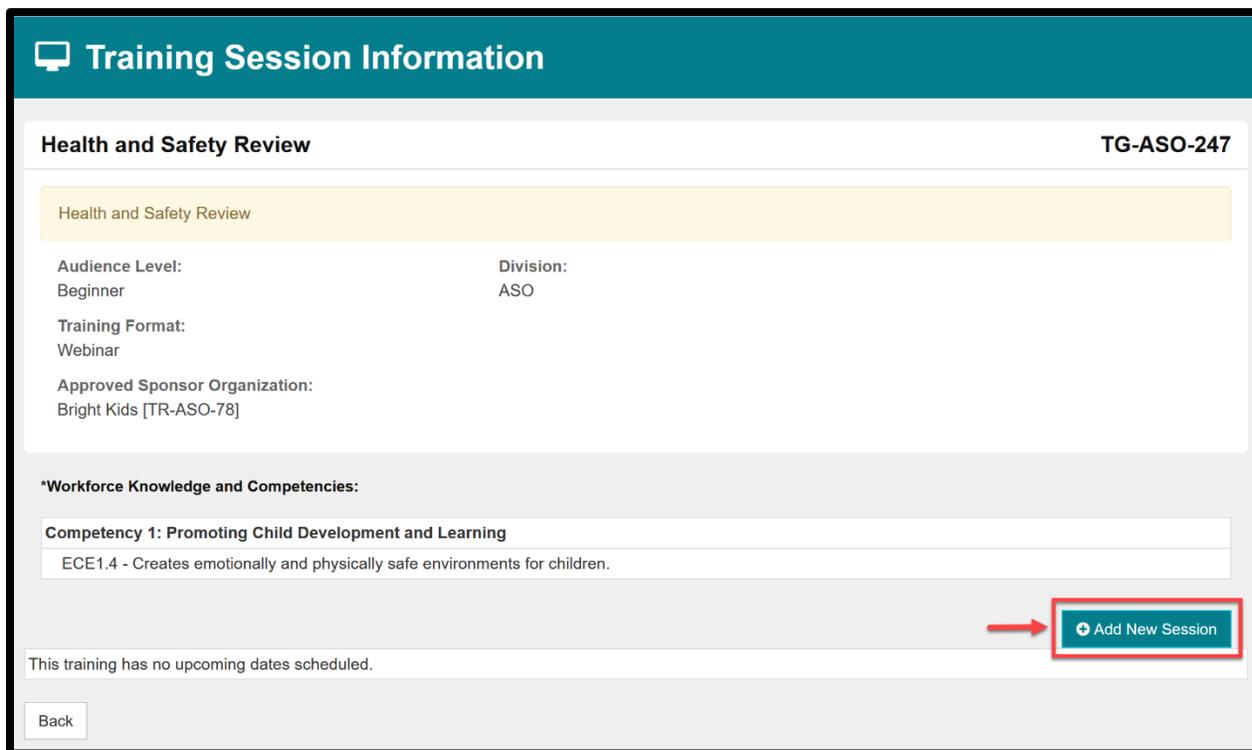

> ***Note**: ASO Trainers can only create sessions for trainings they are assigned to.

2. In the Approved Trainings section, click the **"Manage Session"** calendar icon for the training session you wish to schedule.
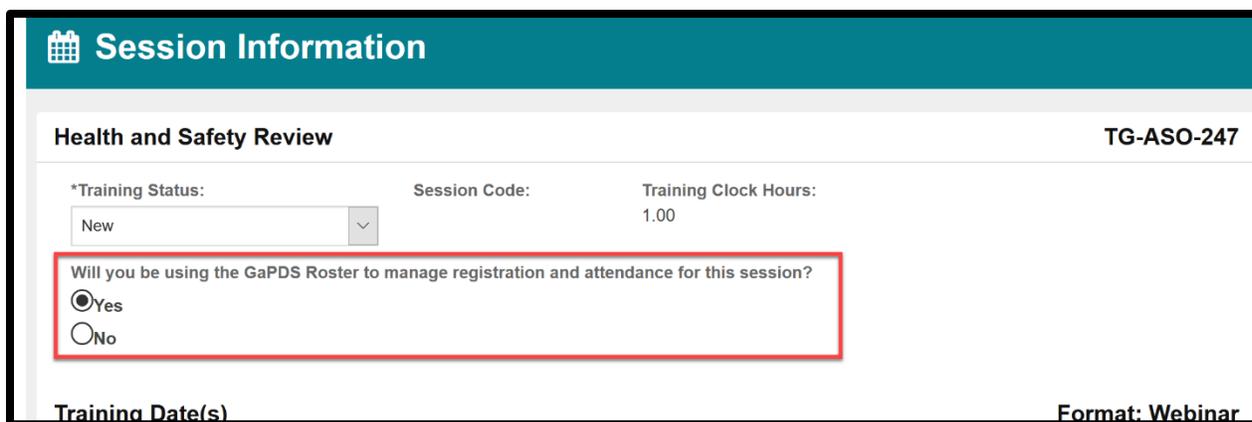
Bright from the Start: Georgia Department of Early Care and Learning

3. Click **"Add New Session"**.

Training Session Information

Health and Safety Review TG-ASO-247

Health and Safety Review

Audience Level: **Division:**
Beginner ASO

Training Format:
Webinar

Approved Sponsor Organization:
Bright Kids [TR-ASO-78]

*Workforce Knowledge and Competencies:

Competency 1: Promoting Child Development and Learning

ECE1.4 - Creates emotionally and physically safe environments for children.

⊕ Add New Session

This training has no upcoming dates scheduled.

Back

4. On the 'Session Information' page, the question "**Will you be using the GaPDS Roster to manage registration and attendance for this session?**" defaults to Y**es**.

📅 Session Information

Health and Safety Review TG-ASO-247

*Training Status: **Session Code:** **Training Clock Hours:**
New 1.00

Will you be using the GaPDS Roster to manage registration and attendance for this session?
⦿ Yes
◯ No

Training Date(s) **Format: Webinar**

Note: If you do not desire to use the GaPDS roster and only want the session to be displayed on the GaPDS training calendar, click "**No**".

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5. Click "**Add Training Date**".
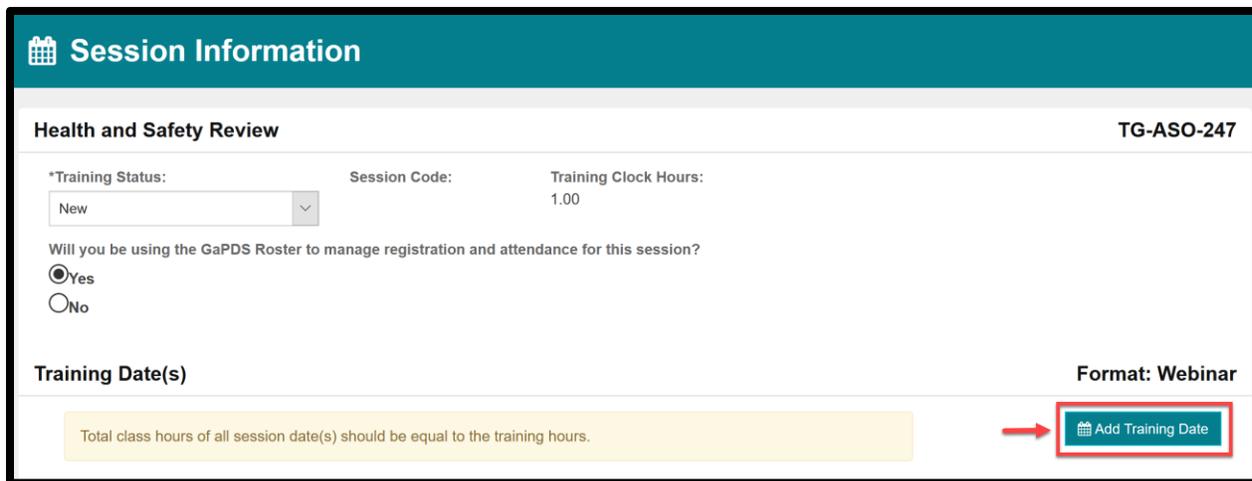
6. The **"Add Training Date"** pop up displays.

- **Face-to-Face** sessions:

    a. Enter a session "**Date**".

    b. Enter the session "**Start Time**".

    c. Enter the session "**End Time**".

    d. Click on the "**Location Name**" drop down and select a training location.

    e. Enter the "**Class Hours**".

    f. Click "**Save**".

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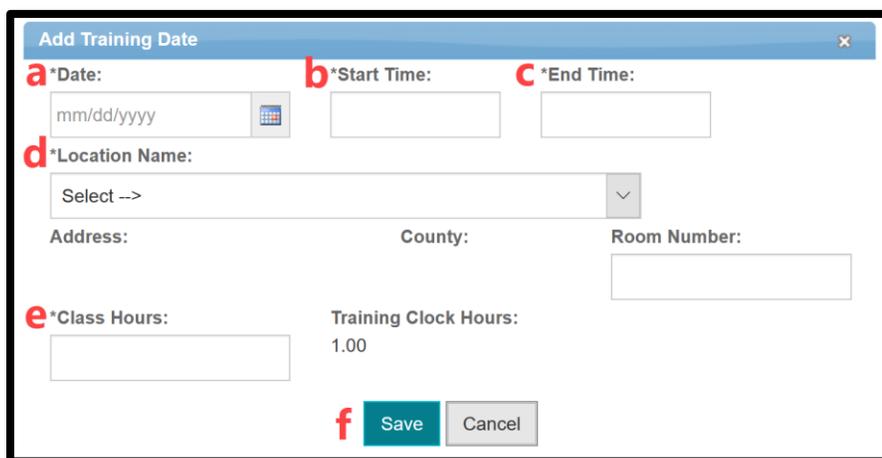
- **Online and Webinar** sessions:

    a. Select "**Live**" or "**Recorded**".

    b. Enter a "**Deadline Date**" or "**Number of Days[1]**".

    c. Enter a "**Website**".

    d. Enter the "**Class Hours**".

    e. Click "**Save**".
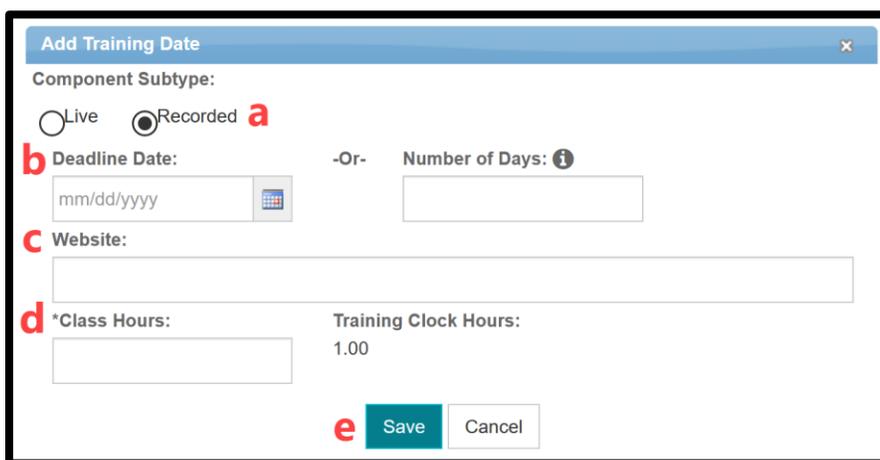
7. If Cost and Payment was added to the training, the Cost, Website, and Payment Instructions entered auto-populate on the session page. The fields can be updated for the training session.

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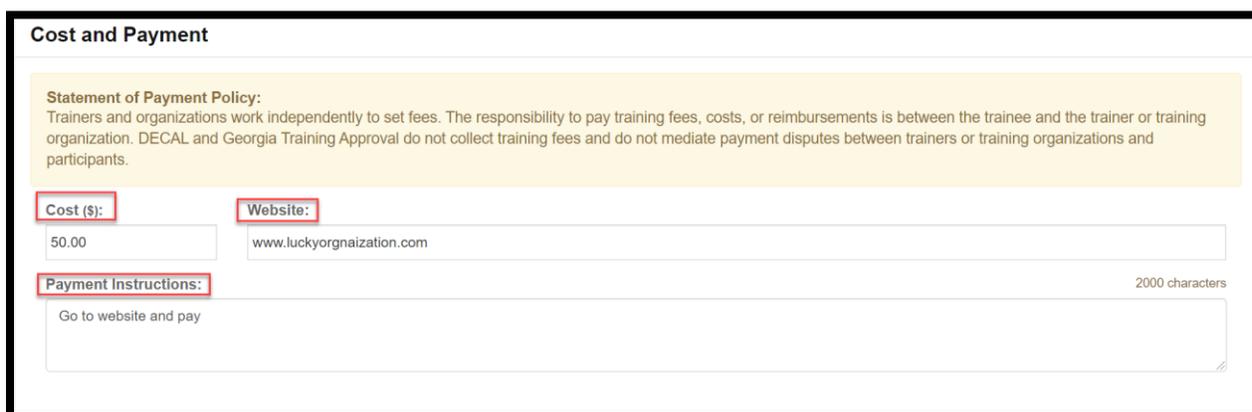
[1] Number of Days is the date by which the Participant must complete the training. It is calculated by adding the days to the Participant's registration date. For example: If 5 is entered for the Number of Days and the Participant registers on May 1st, their deadline date to complete the training is May 6h.

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8. If this is an Online or a Webinar session, click "**Yes**" or "**No**" to indicate whether you wish to provide Scoring Information for the Training.

    a. Enter the "**Maximum Possible Score**".

    b. Enter the "**Passing Score**".

9. Select the session "**Registration Start Date**".

10. Select the session "**Registration End Date**".

11. Enter a "**Contact Phone Number**".

12. Select a "**Trainer**".

13. Click "**Yes**" or "**No**" to indicate whether this training will be open to the public.
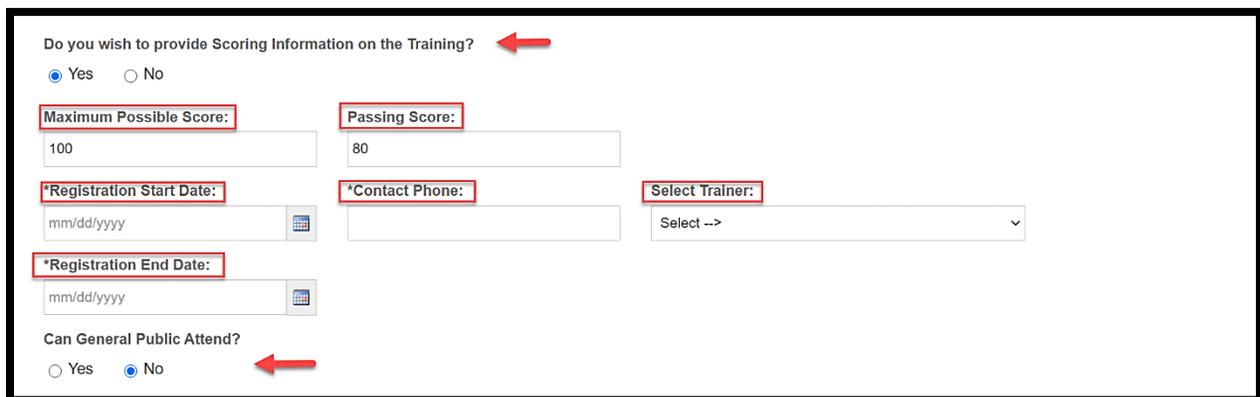
14. In the Seat Allotment section, enter the "**Max Capacity**" and the number of "**Reserved Seats**" desired for the training session. For the **Waitlist Seats**, GaPDS automatically displays a default value of 10% of the max capacity. This number can be changed.
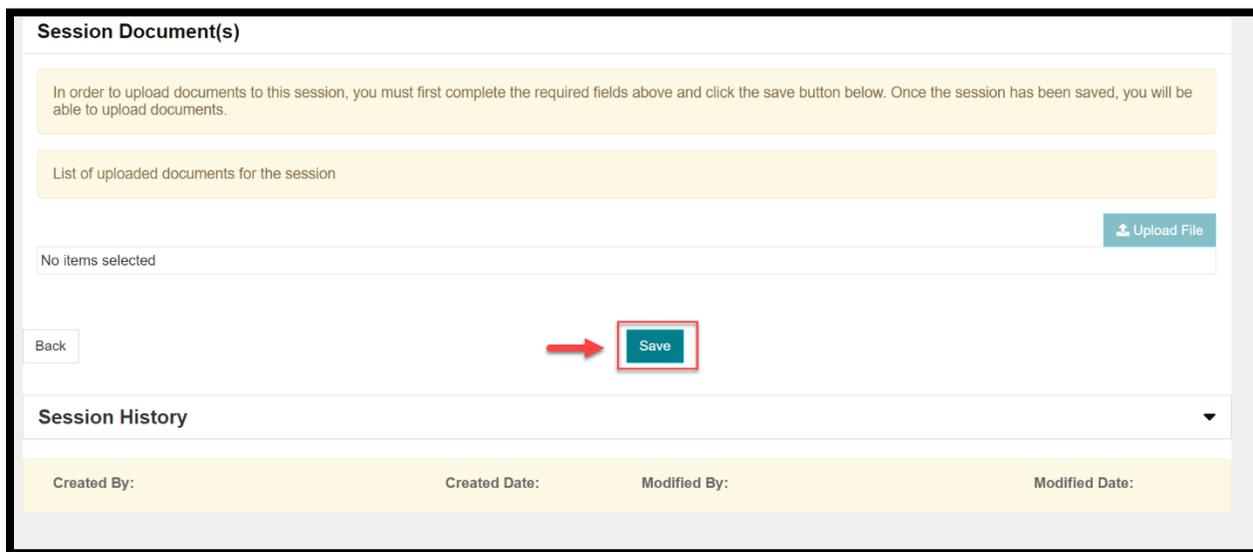
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15. Enter "**Additional Information**" that you wish to display to participants about the session (optional).

16. Enter a "**Cancellation Statement**". If you provided a default cancellation statement on your ASO Dashboard page, the default verbiage will display here, but can be updated if desired.

Additional Information: ←

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*Cancellation Statement: ←

B I U ×₂ x² 建 建 ab+

17. Click **"Save"** to save your Session Information. The Upload File button activates.

Session Document(s)

In order to upload documents to this session, you must first complete the required fields above and click the save button below. Once the session has been saved, you will be able to upload documents.

List of uploaded documents for the session

⬆ Upload File

No items selected

Back → Save

Session History ▼

Created By:	Created Date:	Modified By:	Modified Date:

18. Click "**Upload File**" to upload session documents.

- You must save the session record first to upload documents.

- Session documents can include any information you wish to provide to the participants prior to the training, such as pre-course reading material, parking pass, etc.

19. Click "**Save**".

Session Document(s) ←

In order to upload documents to this session, you must first complete the required fields above and click the save button below. Once the session has been saved, you will be able to upload documents.

List of uploaded documents for the session

→ **⬆ Upload File**

No items selected

Back → **Save**
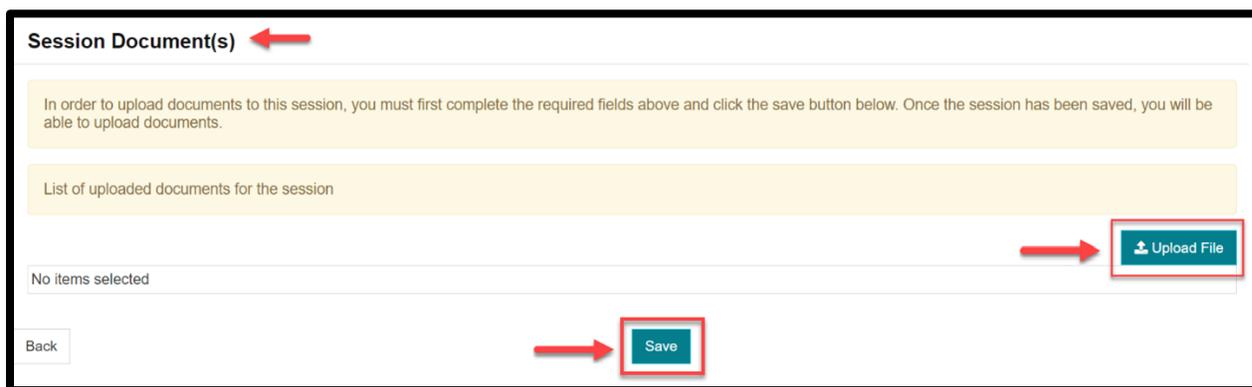
20. Click "**Back**".

21. The newly created session displays on the Training Session Information page as shown below. If needed, click "**Add New Session**" to create additional session dates.

→ **⊕ Add New Session**

	Edit	Session Info			Course Code	Status	Registration	Seat Capacity	Action
1	📝	**Training Date**	**Deadline Date/Days**	**Location**	S-16270	New	Begin: 04/01/2021 End: 04/27/2021	Total: 25 Open: 25	📁 🗑
	→	Apr 28, 2021 9:00AM - 10:00AM		Webinar (Live)					

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22. Once you are ready for the session to be available for participants to register, change the training status from 'New' to 'Open' and save the session.

> **Note**: Once a session is created, the ASO trainer can be changed by clicking on the "**Select Trainer**" dropdown. Once the update is complete, click "**Save**".