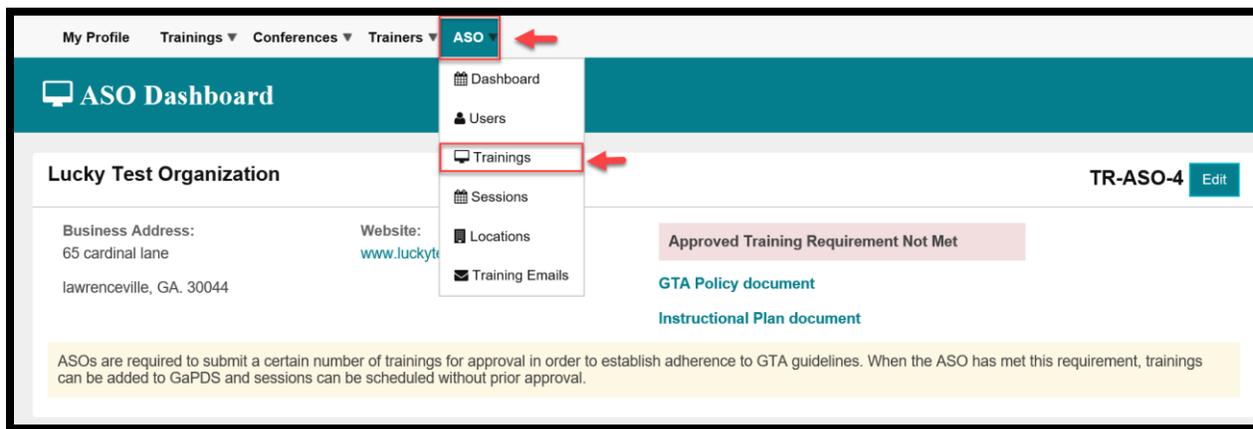


## How to Create a Training Session

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”.

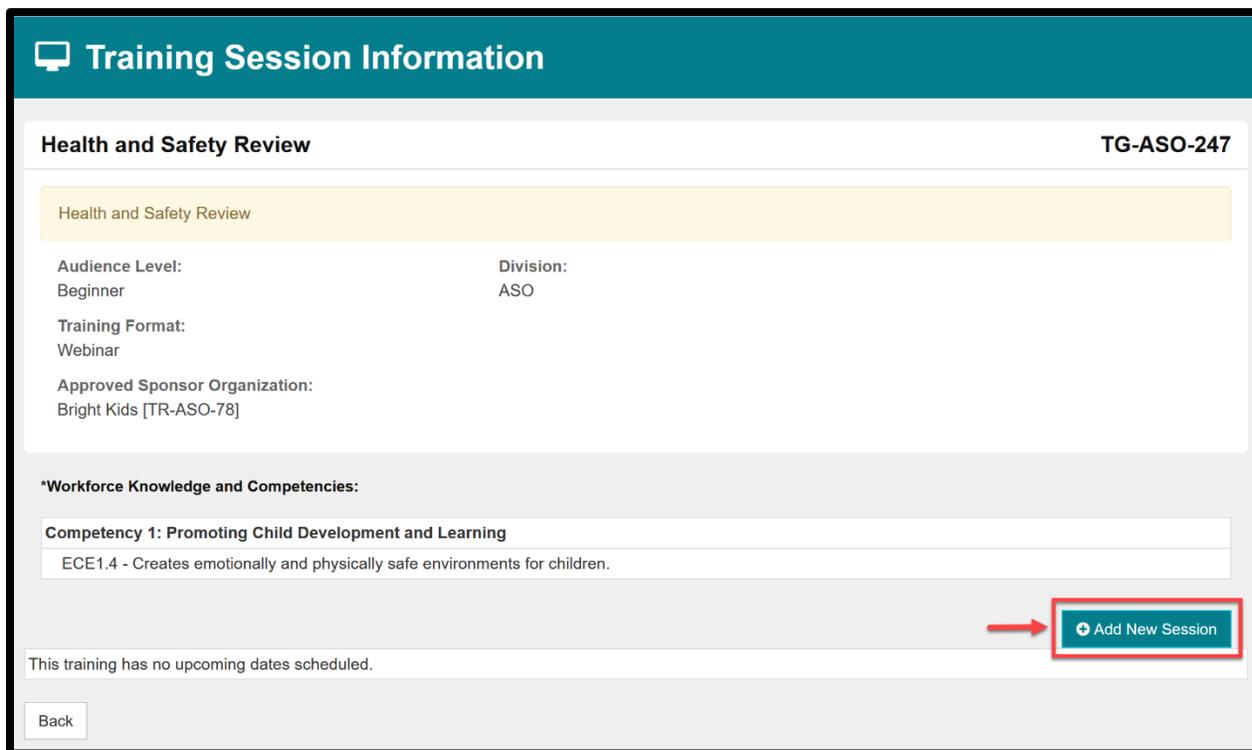


**\*Note:** ASO Trainers can only create sessions for trainings they are assigned to.

2. In the Approved Trainings section, click the “Manage Session” calendar icon for the training session you wish to schedule.

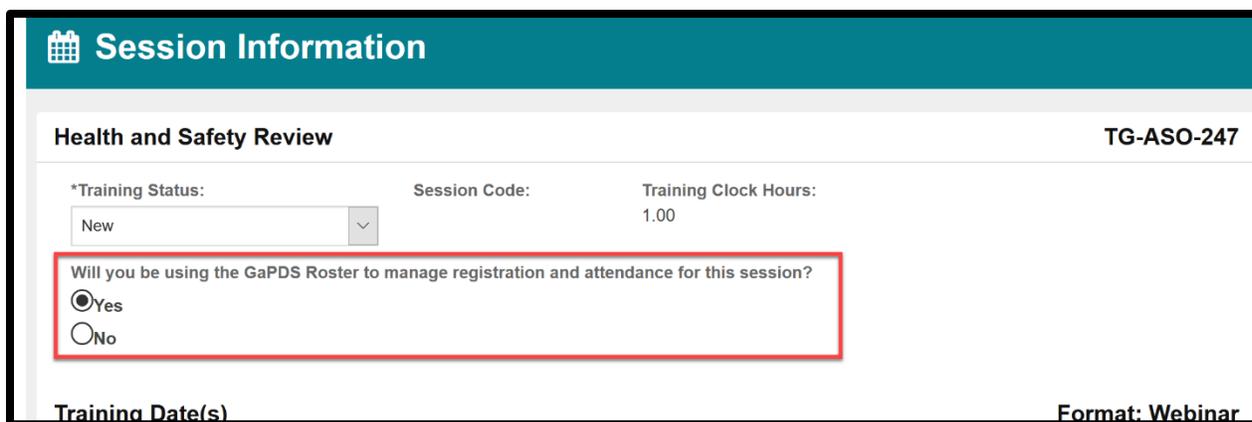
Approved Trainings						
	Training Name	Training Code	Format	Origination	Status	Manage Session
1	 CDA Training	TG-ASO-161	Online	Original Training	Approved	
2	 Health and Safety Review	TG-ASO-247	Webinar	Original Training	Approved	
3	 Transportation Safety	TG-ASO-163	Face-to-Face	Original Training	Approved	

3. Click “Add New Session”.



The screenshot shows the 'Training Session Information' page for 'Health and Safety Review' (TG-ASO-247). The page includes fields for Audience Level (Beginner), Division (ASO), Training Format (Webinar), and Approved Sponsor Organization (Bright Kids [TR-ASO-78]). A section for 'Workforce Knowledge and Competencies' lists 'Competency 1: Promoting Child Development and Learning' with the sub-competency 'ECE1.4 - Creates emotionally and physically safe environments for children.' A red arrow points to a blue 'Add New Session' button. A 'Back' button is located at the bottom left.

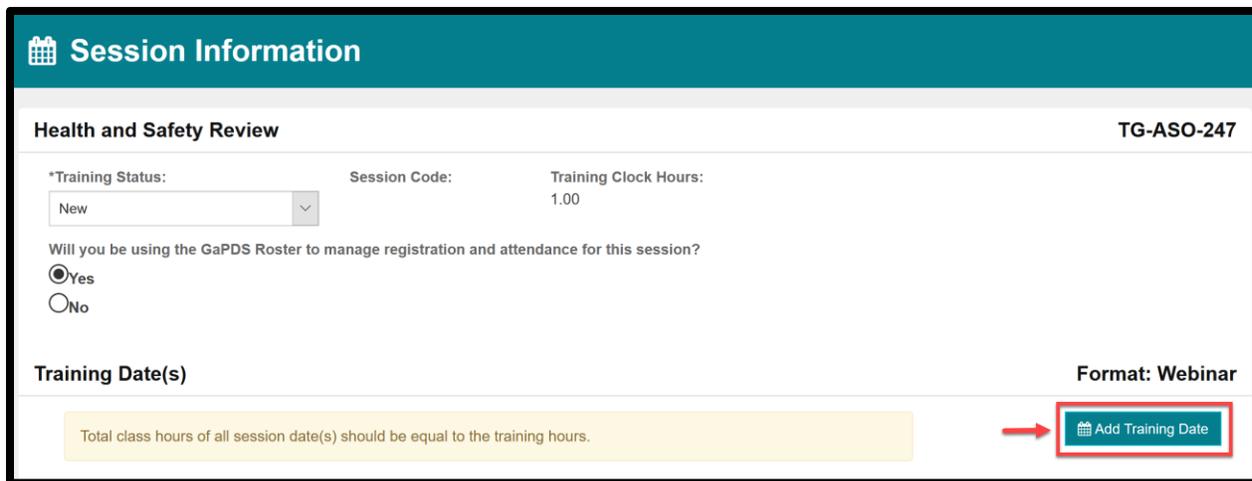
4. On the ‘Session Information’ page, the question “Will you be using the GaPDS Roster to manage registration and attendance for this session?” defaults to Yes.



The screenshot shows the 'Session Information' page for 'Health and Safety Review' (TG-ASO-247). It includes fields for Training Status (New), Session Code, and Training Clock Hours (1.00). A red box highlights the question 'Will you be using the GaPDS Roster to manage registration and attendance for this session?' with radio buttons for Yes (selected) and No. The page also shows 'Training Date(s)' and 'Format: Webinar'.

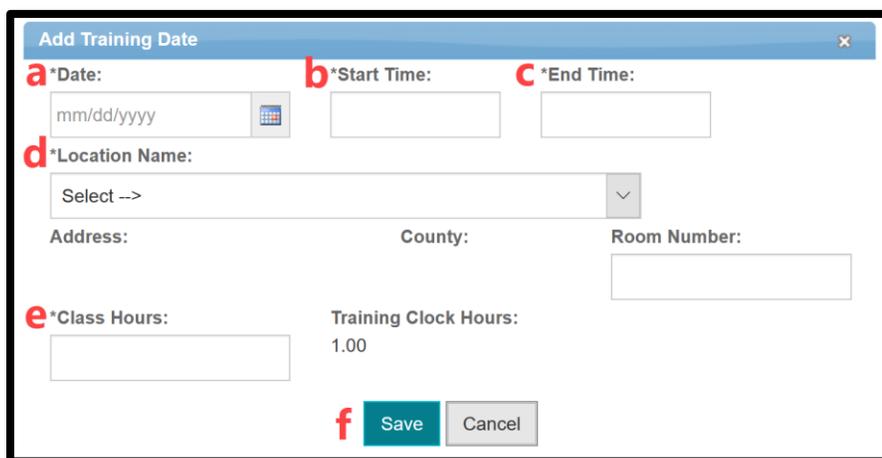
**Note:** If you do not desire to use the GaPDS roster and only want the session to be displayed on the GaPDS training calendar, click “No”.

5. Click “Add Training Date”.

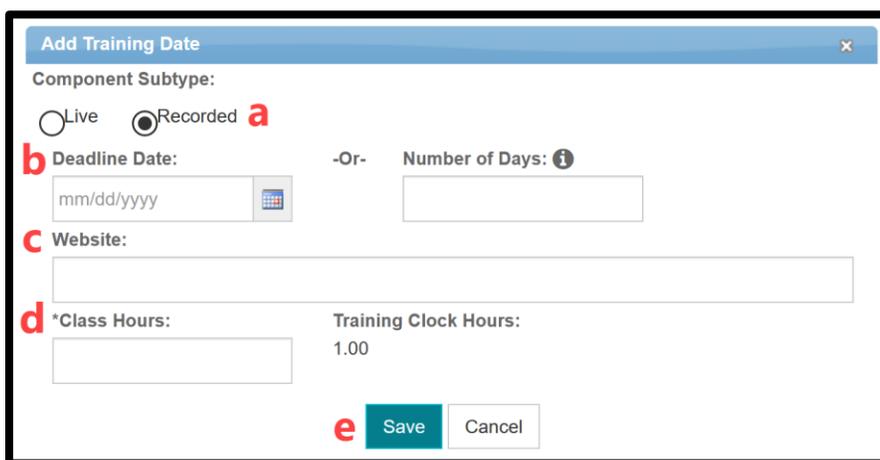


6. The “Add Training Date” pop up displays.

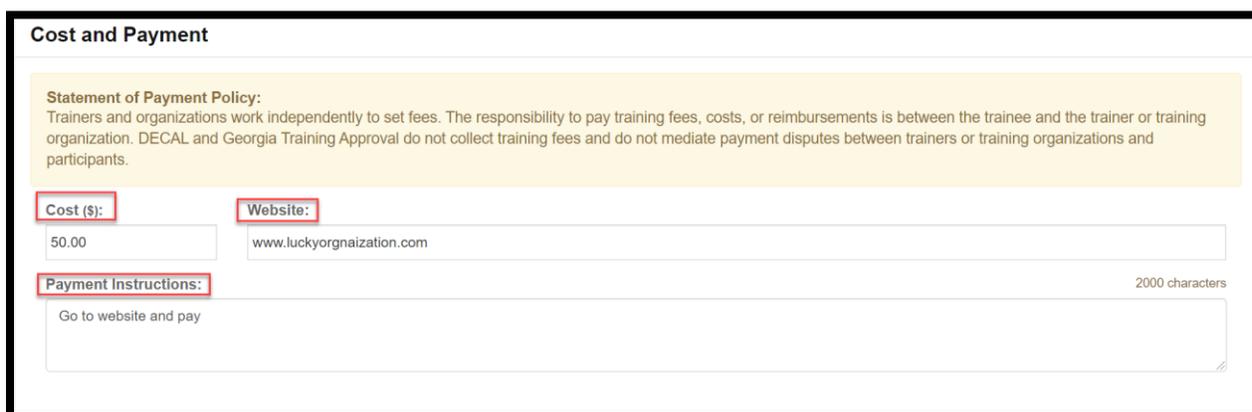
- **Face-to-Face** sessions:
  - a. Enter a session “**Date**”.
  - b. Enter the session “**Start Time**”.
  - c. Enter the session “**End Time**”.
  - d. Click on the “**Location Name**” drop down and select a training location.
  - e. Enter the “**Class Hours**”.
  - f. Click “**Save**”.



- **Online and Webinar sessions:**
  - a. Select “**Live**” or “**Recorded**”.
  - b. Enter a “**Deadline Date**” or “**Number of Days**<sup>1</sup>”.
  - c. Enter a “**Website**”.
  - d. Enter the “**Class Hours**”.
  - e. Click “**Save**”.

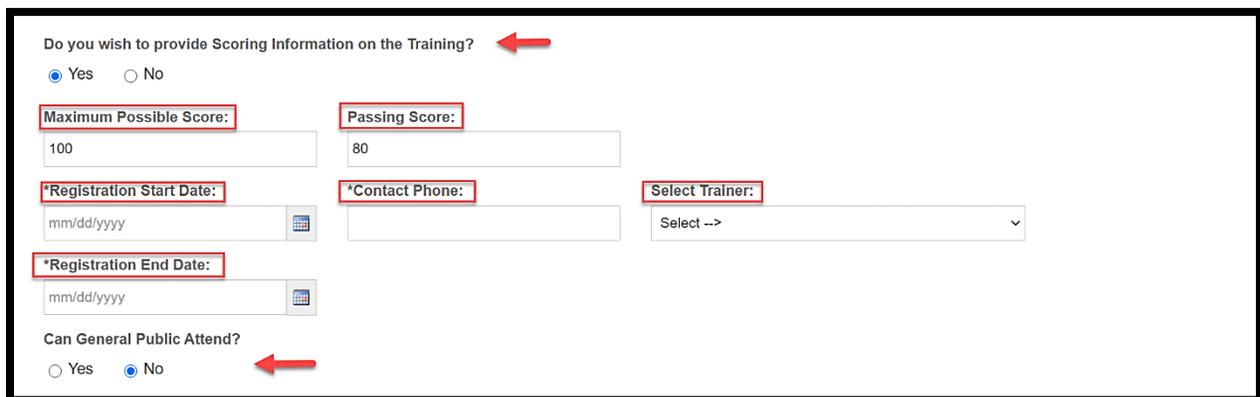


7. If Cost and Payment was added to the training, the Cost, Website, and Payment Instructions entered auto-populate on the session page. The fields can be updated for the training session.



<sup>1</sup> 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 1<sup>st</sup>, their deadline date to complete the training is May 6<sup>h</sup>.

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.

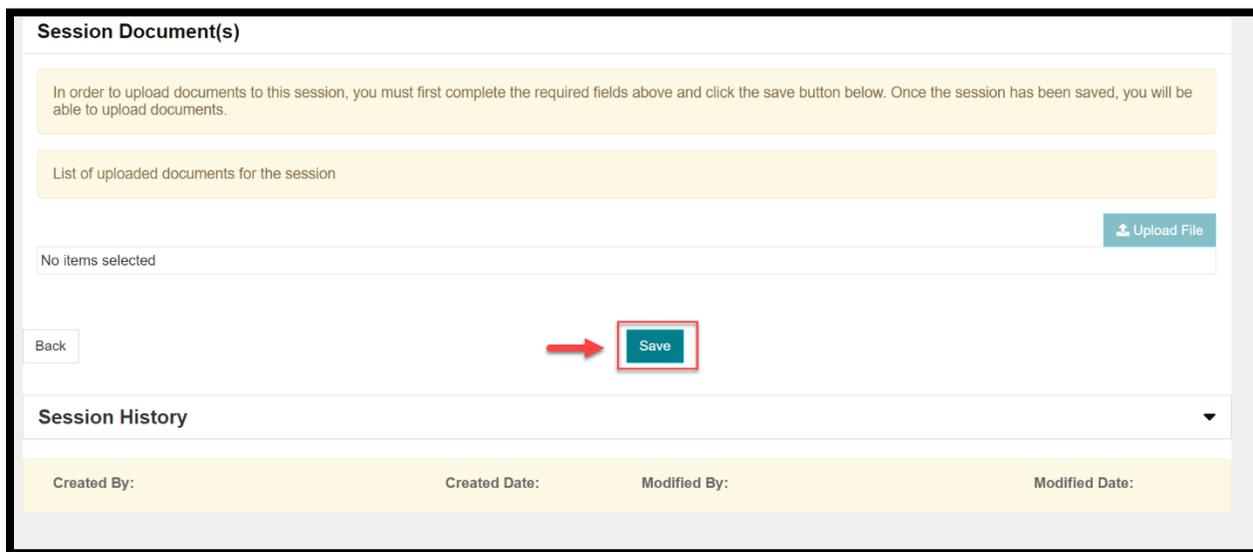


15. Enter “**Additional Information**” that you wish to display to participants about the session (optional).
16. Enter a “**Cancellation Statement**”. If you provided a default cancellation statement on your ASO Dashboard page, the default verbiage will display here, but can be updated if desired.



The screenshot shows two text input areas. The first is labeled "Additional Information:" with a red arrow pointing to the label. Below it is a rich text editor with a toolbar containing icons for bold, italic, underline, link, unlink, bulleted list, numbered list, indent, outdent, undo, redo, and a link icon. The second area is labeled "\*Cancellation Statement:" with a red arrow pointing to the label. It also has a rich text editor with the same toolbar.

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

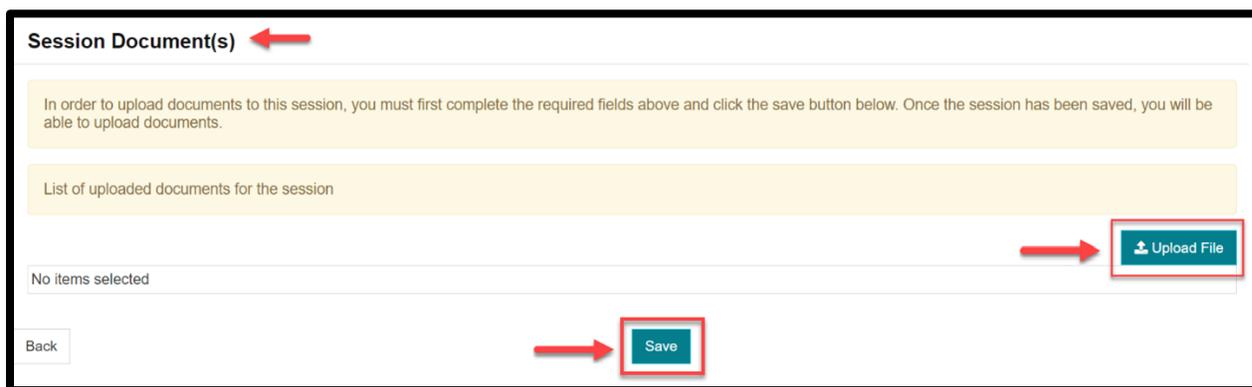


The screenshot shows the "Session Document(s)" section. It includes a yellow informational box stating: "In order to upload documents to this session, you must first complete the required fields above and click the save button below. Once the session has been saved, you will be able to upload documents." Below this is a section titled "List of uploaded documents for the session" which currently shows "No items selected". To the right of this section is an "Upload File" button. Below the list is a "Back" button and a "Save" button. A red arrow points to the "Save" button, which is also enclosed in a red rectangular box. At the bottom, there is a "Session History" section with a dropdown arrow and a table with columns: "Created By:", "Created Date:", "Modified By:", and "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**”.



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.



Edit	Session Info	Course Code	Status	Registration	Seat Capacity	Action						
1	<table border="1"> <tr> <th>Training Date</th> <th>Deadline Date/Days</th> <th>Location</th> </tr> <tr> <td>Apr 28, 2021 9:00AM - 10:00AM</td> <td></td> <td>Webinar (Live)</td> </tr> </table>	Training Date	Deadline Date/Days	Location	Apr 28, 2021 9:00AM - 10:00AM		Webinar (Live)	S-16270	New	Begin: 04/01/2021 End: 04/27/2021	Total: 25 Open: 25	 
Training Date	Deadline Date/Days	Location										
Apr 28, 2021 9:00AM - 10:00AM		Webinar (Live)										

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.

### Session Information

**Health and Safety Review**

\*Training Status:

New ▾

Select -->

New

Open

Canceled

**TG-ASO-247**

Training Clock Hours: 1.00

[+ Copy Session](#)

Click on the Roster to manage registration and attendance for this session?

**Training Date(s)**

**Format: Webinar**

[+ Add New Session](#)

Edit	Session Info			Course Code	Status	Registration	Seat Capacity	Action	
1		Training Date	Deadline Date/Days	Location	S-16267	New	Begin: 04/01/2021 End: 05/30/2021	Total: 100 Open: 100	
		5 days from registration			Webinar (Recorded)				
2		Training Date	Deadline Date/Days	Location	S-16270	Open 	Begin: 04/01/2021 End: 04/27/2021	Total: 25 Open: 25	
		Apr 28, 2021 9:00AM - 10:00AM			Webinar (Live)				

**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**”.