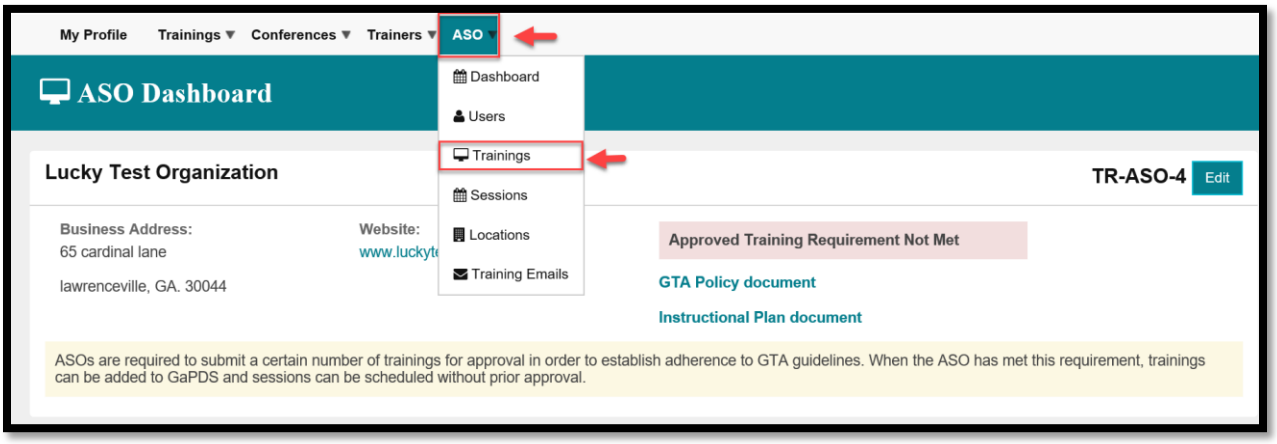
How to Create a Training Session

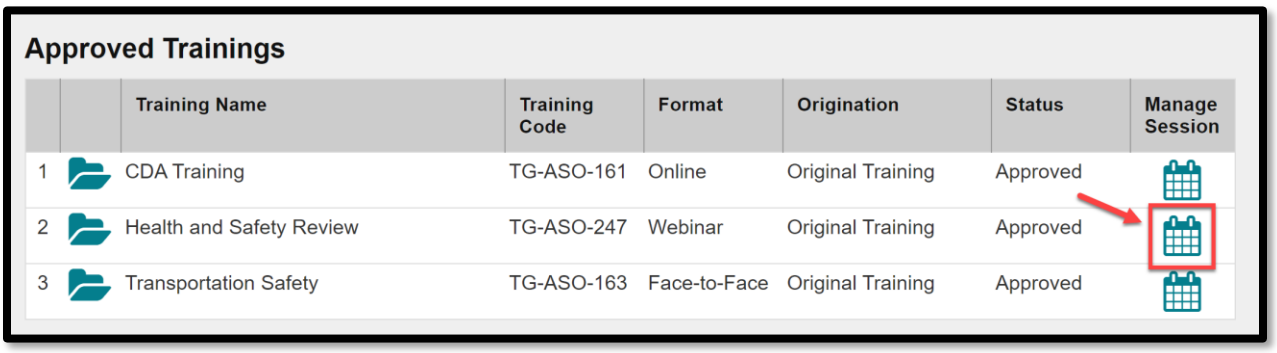
After your training has been approved and you have determined your training date(s) and location(s), complete the following steps to create a session for each occurrence of the training.

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

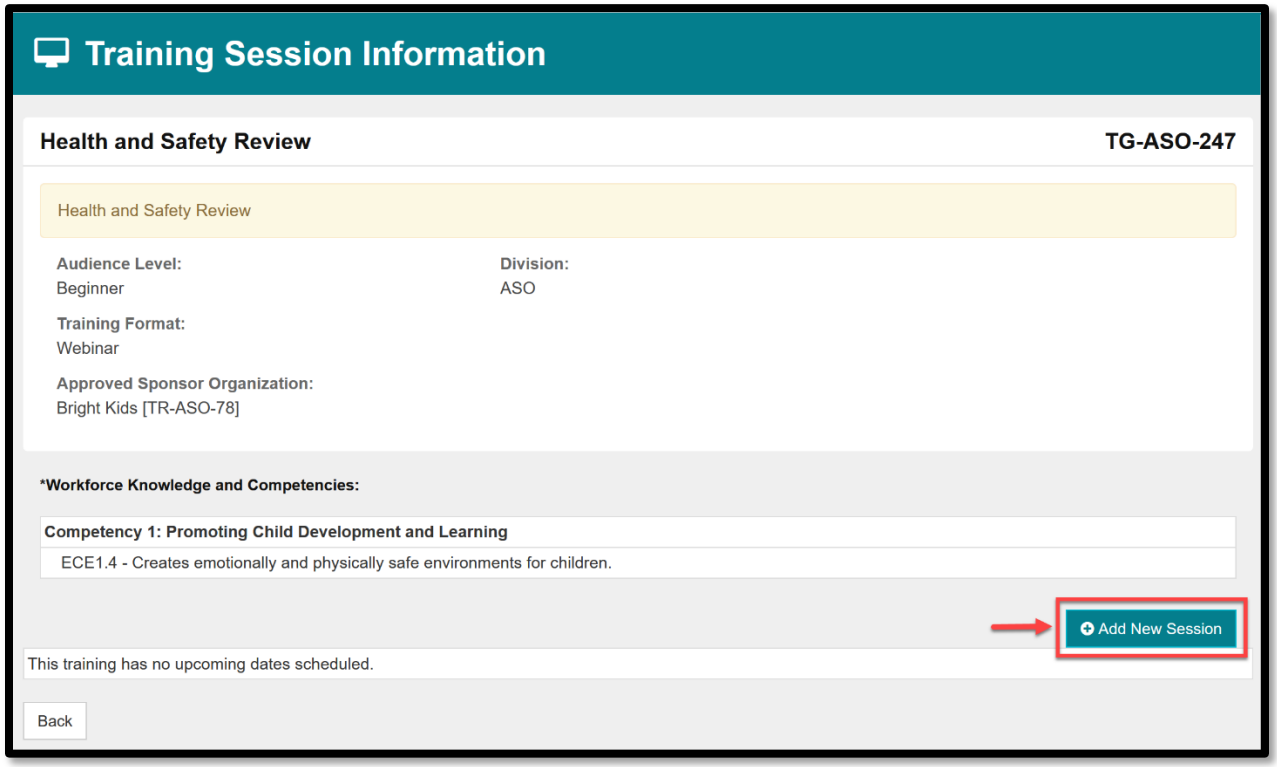


***Note**: ASO Trainers can only create sessions for trainings they are assigned to.

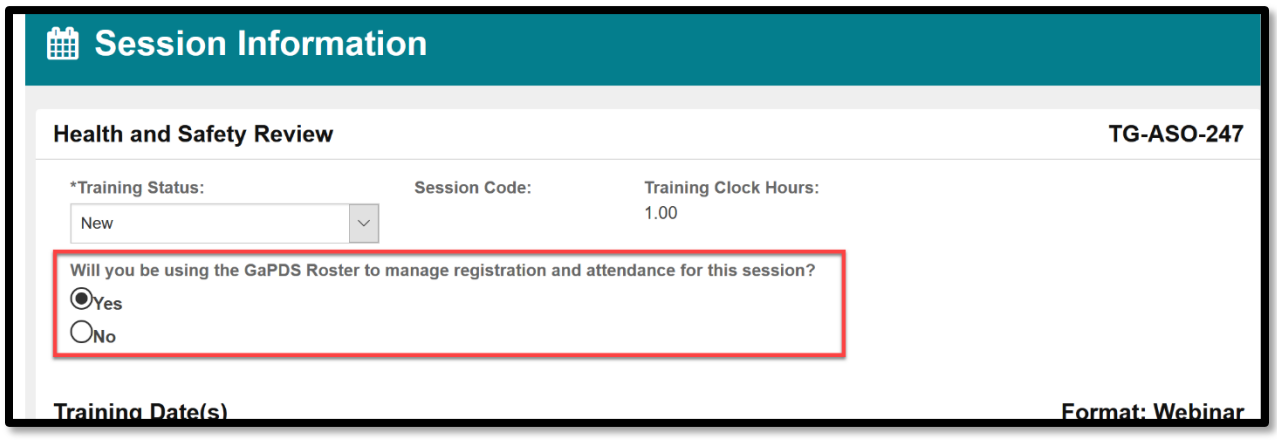
2. In the Approved Trainings section, click the **"Manage Session"** calendar icon for the training session you wish to schedule.



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

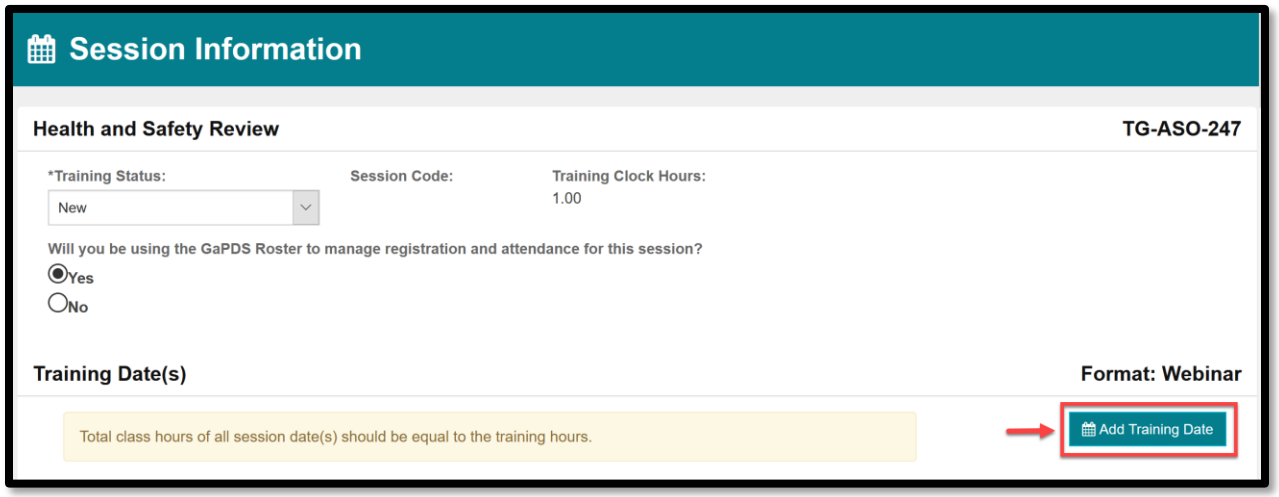


4. On the 'Session Information' page, the question "**Will you be using the GaPDS Roster to manage registration and attendance for this session?**" defaults to Y**es**.



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**".

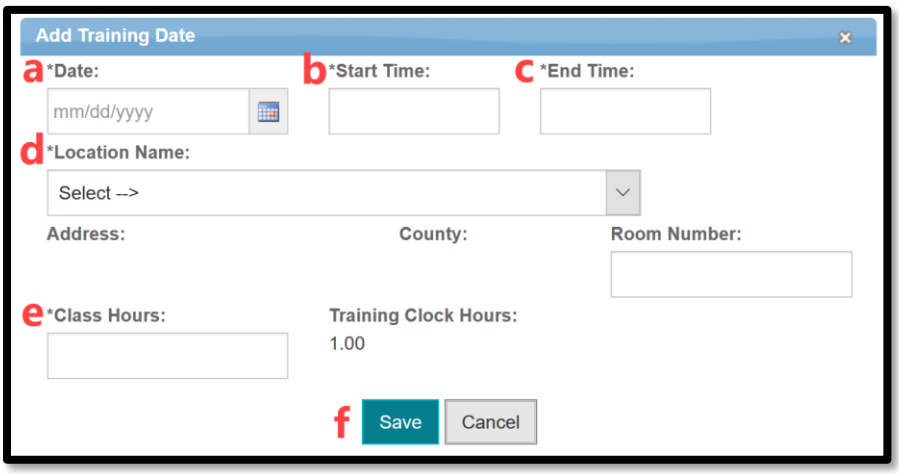
    b. Enter the session "**Start Time**".

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

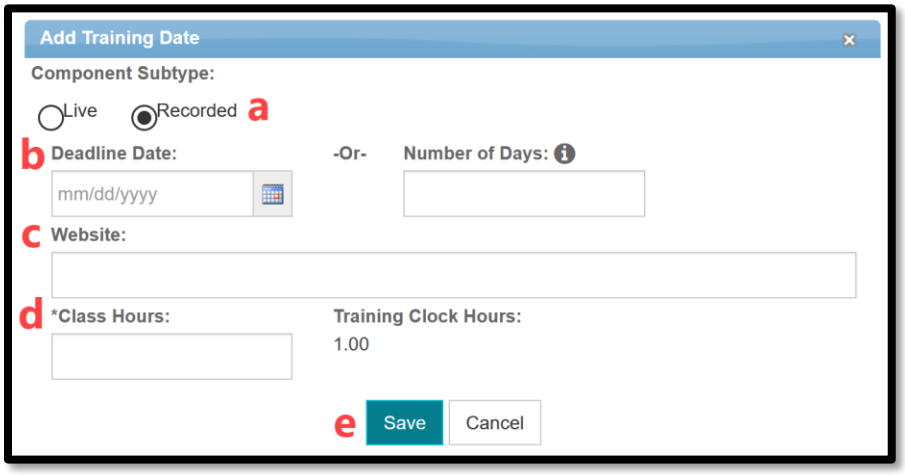
    d. Click on the "**Location Name**" drop down and select a training location.

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

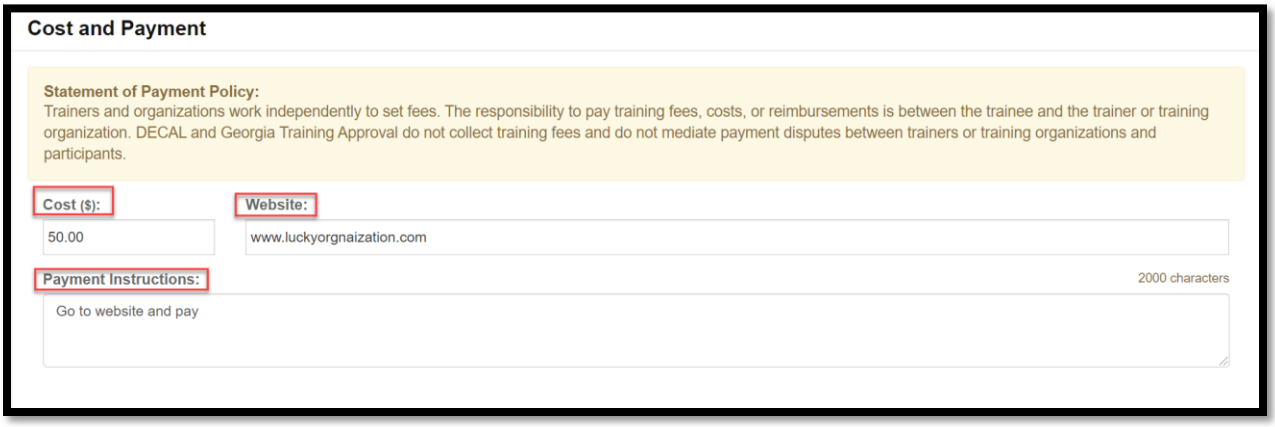
    f. Click "**Save**".



- **Online and Webinar** sessions:
    a. Select "**Live**" or "**Recorded**".
    b. Enter a "**Deadline Date**" or "**Number of Days**[1]".
    c. Enter a "**Website**".
    d. Enter the "**Class Hours**".
    e. Click "**Save**".

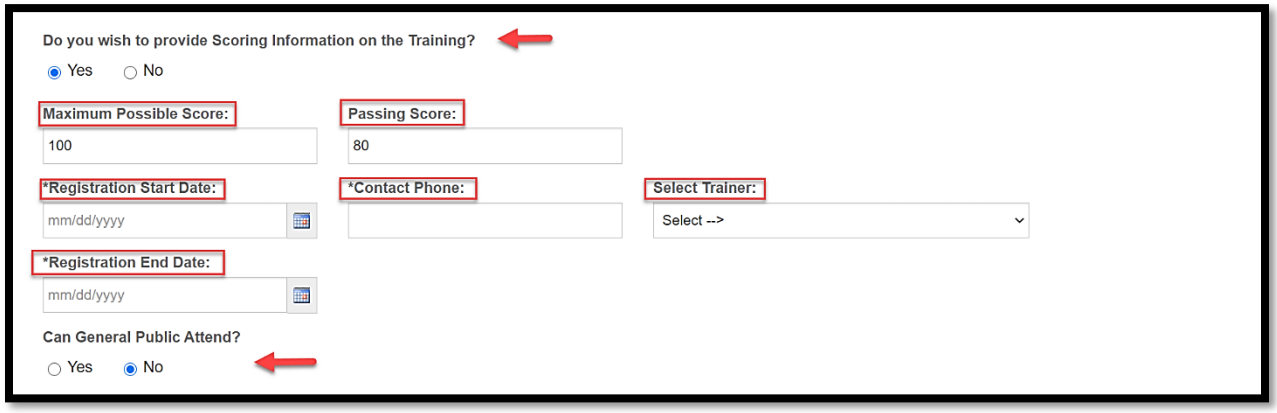


7. If Cost and Payment was added to the training, the Cost, Website, and Payment Instructions entered auto-populate on the session page. The fields can be updated for the training session.



[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.

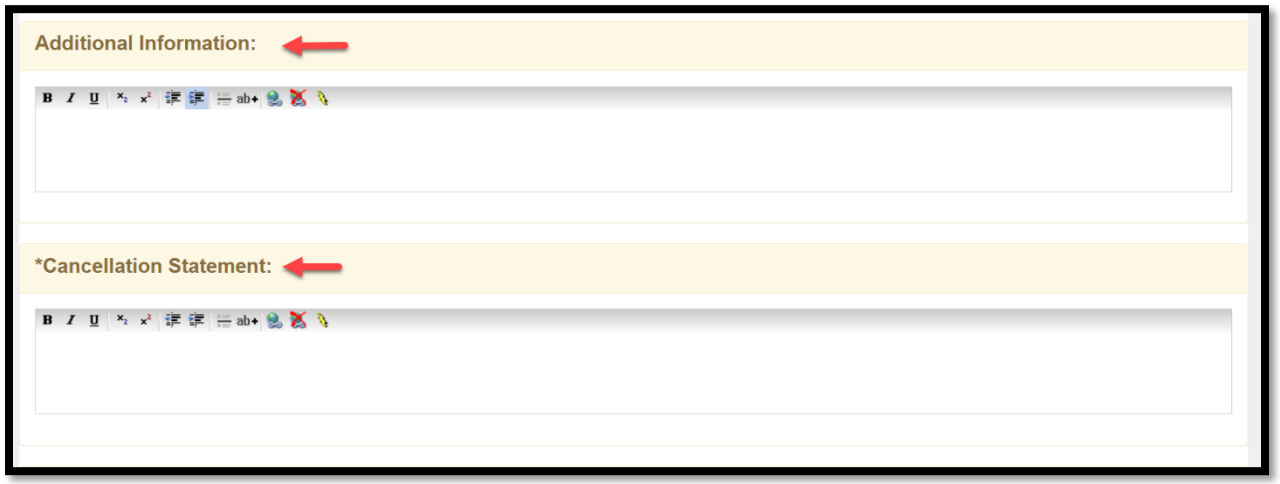
8. If this is an Online or a Webinar session, click "**Yes**" or "**No**" to indicate whether you wish to provide Scoring Information for the Training.
    a. Enter the "**Maximum Possible Score**".
    b. Enter the "**Passing Score**".
9. Select the session "**Registration Start Date**".
10. Select 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).

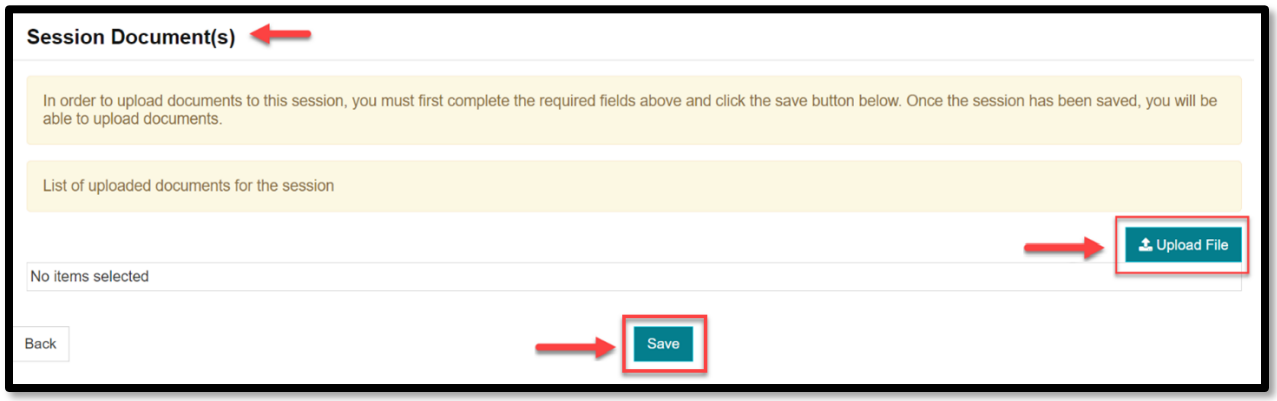
16. Enter a "**Cancellation Statement**". If you provided a default cancellation statement on your ASO Dashboard page, the default verbiage will display here, but can be updated if desired.



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

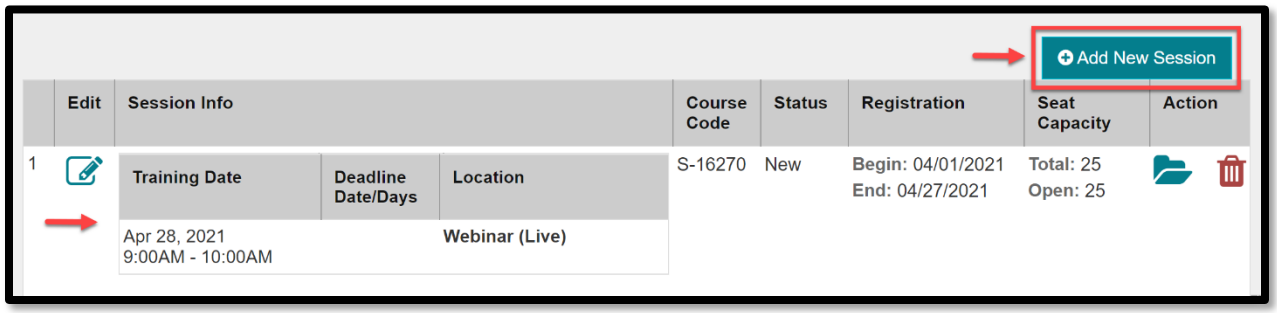
18. Click "**Upload File**" to upload session documents.
    - You must save the session record first to upload documents.
    - Session documents can include any information you wish to provide to the participants prior to the training, such as pre-course reading material, parking pass, etc.

19. Click "**Save**".

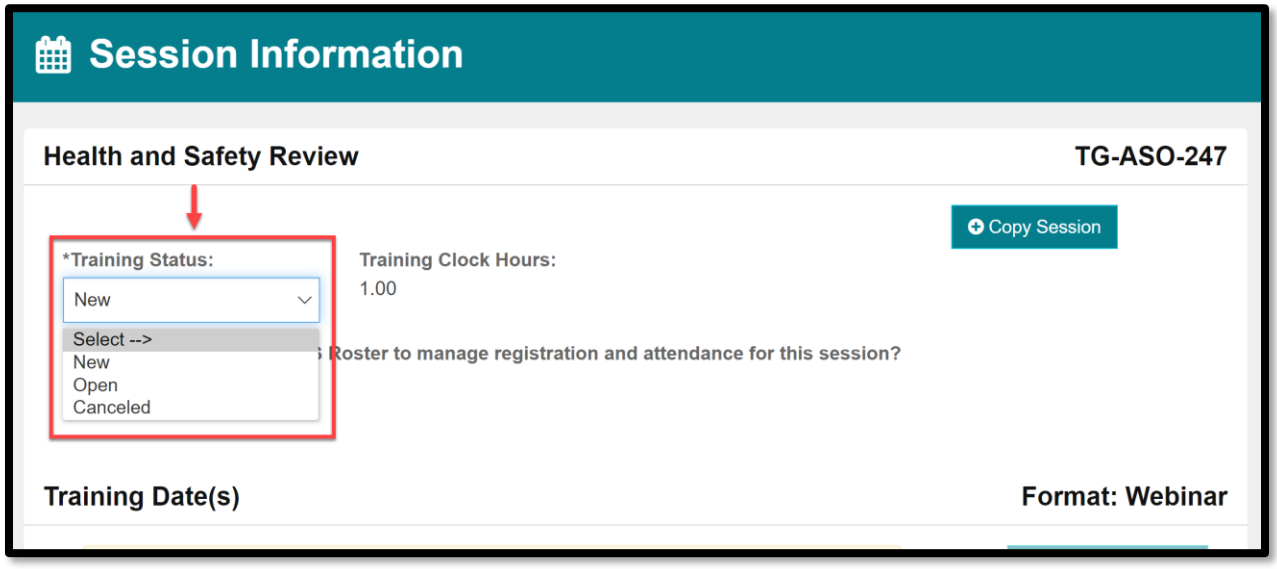


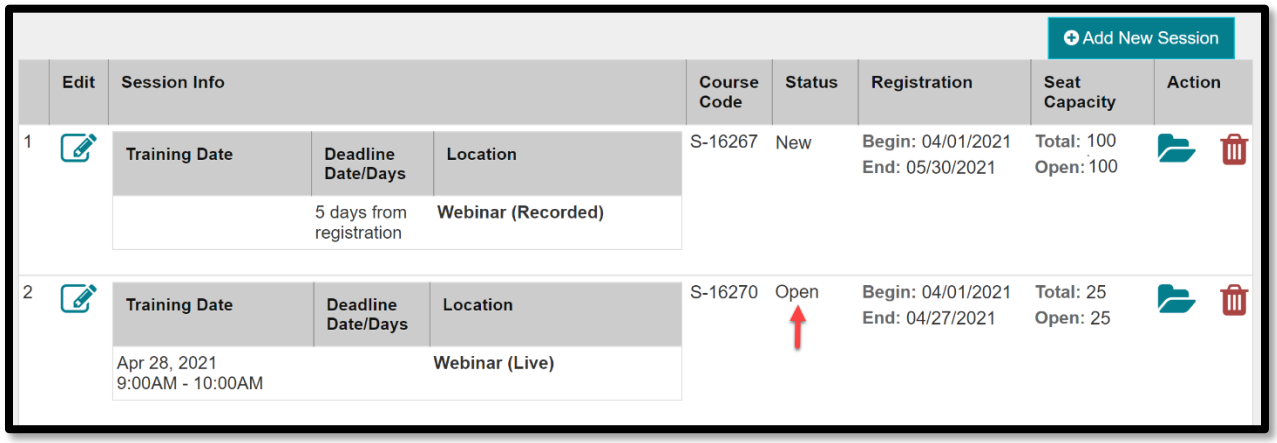
20. Click "**Back**".

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.



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**".