




How to Edit an ASO Location

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



The screenshot shows the ASO Dashboard interface. At the top, there is a navigation menu with 'ASO' selected and highlighted by a red box and arrow. A dropdown menu is open under 'ASO', with 'Locations' highlighted by another red box and arrow. The dashboard content includes the ASO name 'Bright Kids', business address (3575 Piedmont Rd NE, Atlanta, GA, 30305), website (www.brightkids.com), and a link to the 'Approved Training R' document.

2. Enter a search criteria to find the location that needs to be updated.
3. Click on the “Edit” icon next to the location.

	Edit	Name ▼	Address	County	Phone	Location Status	
1		Blue Training Associates	123 Manchester Expressway Columbus, Georgia 30305	Muscogee		Open	
2		Bright Kids	3575 Piedmont Rd NE Atlanta, Georgia 30305	Fulton		Open	

- Change the Location Status, update the existing location information, or add additional information, such as a Suite or Phone Number, and then click “Save”.

Edit Location

***Location Name:**

***Location Type:** ***Location Status:** ***Address 1:**

***Approved Sponsor Organization:** **Address 2:**

Phone Number: ***County:** ***City:** ***State:** ***Zip Code:**

Notes: 256 characters

←

The location is successfully updated.

- Click “Back” and the updated location displays.

Edit	Name ▼	Address	County	Phone	Location Status
1	Blue Training Associates	123 Manchester Expressway Suite 208 Columbus, Georgia 30305	Muscogee	(404) 906-2223	Open
2	Bright Kids	3575 Piedmont Rd NE Atlanta, Georgia 30305	Fulton		Open

Note (1): ASO Trainers cannot edit ASO locations.

Note (2): If the ASO location is associated with an open session with registered participants, the location cannot be updated.

Edit Location

There are session(s) associated with the location. Updates are not allowed. ←

***Location Name:**
Bright Kids

***Location Type:** ASO (dropdown) ***Location Status:** Open (dropdown) ***Address 1:** 3575 Piedmont Rd NE

***Approved Sponsor Organization:** Bright Kids [TR-ASO-78] (dropdown) **Address 2:**

Phone Number: ***County:** Fulton (dropdown) ***City:** Atlanta ***State:** Georgia (dropdown) ***Zip Code:** 30305-

Notes: 256 characters

Back Save