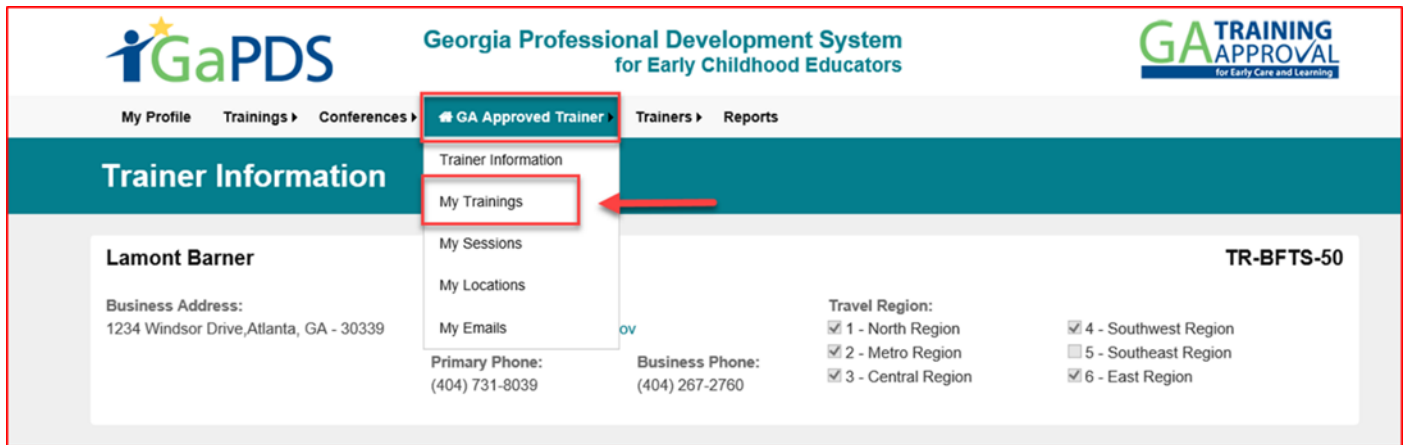


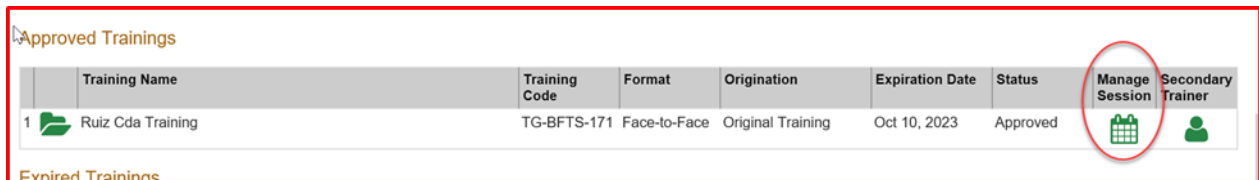
How to Create a Training Session

After your training has been approved, and you have determined your dates and locations to provide the training, you will create a session for each occurrence of the training. Follow the steps below to create your training sessions.

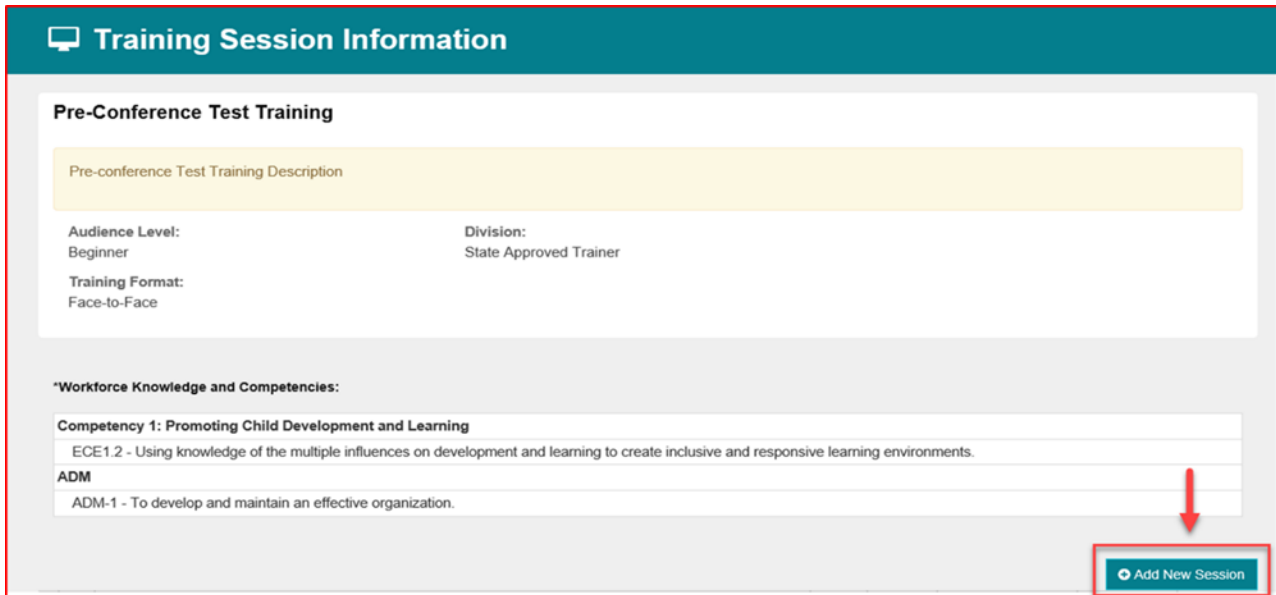
1. Once logged into GaPDS, Click the “GA Approved Trainer” menu item, then select the My Trainings sub menu item.



2. Under Approved Trainings, click the “Manage Session” calendar icon for the training which you wish to schedule



3. Click the “Add New Session” button to create a new session



Training Session Information

Pre-Conference Test Training

Pre-conference Test Training Description

Audience Level: Beginner
 Division: State Approved Trainer
 Training Format: Face-to-Face

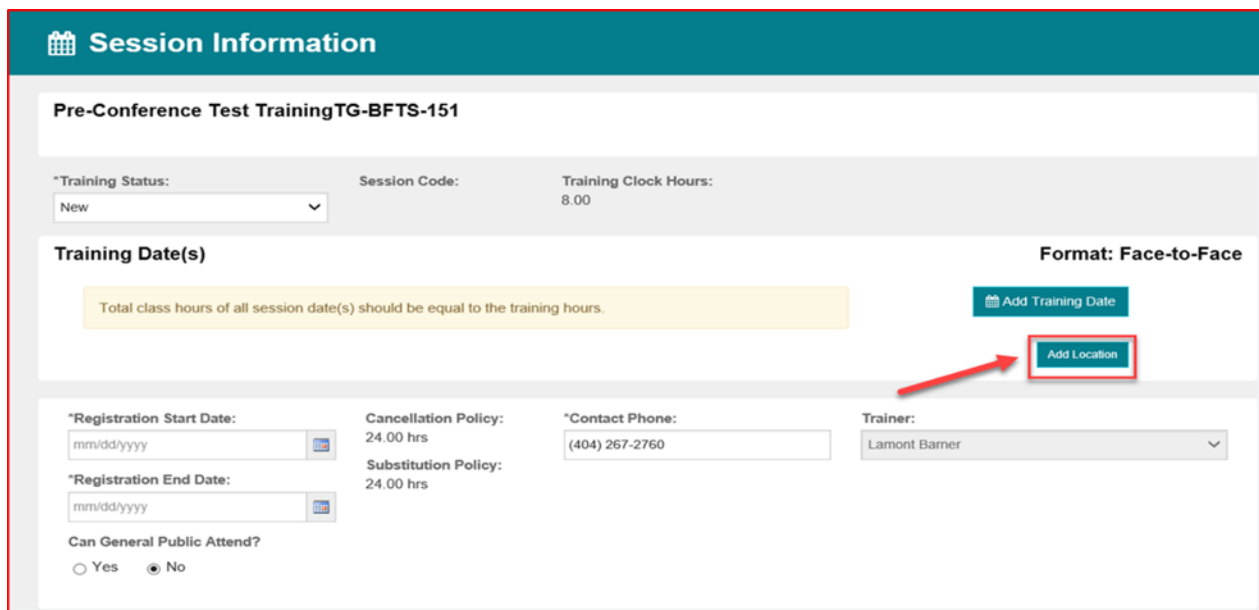
***Workforce Knowledge and Competencies:**

Competency 1: Promoting Child Development and Learning
 ECE1.2 - Using knowledge of the multiple influences on development and learning to create inclusive and responsive learning environments.

ADM
 ADM-1 - To develop and maintain an effective organization.

[Add New Session](#)

4. The Session Information page displays.



Session Information

Pre-Conference Test TrainingTG-BFTS-151

*Training Status: New
 Session Code:
 Training Clock Hours: 8.00

Training Date(s) **Format: Face-to-Face**

Total class hours of all session date(s) should be equal to the training hours.

[Add Training Date](#)
[Add Location](#)

*Registration Start Date: mm/dd/yyyy
 Cancellation Policy: 24.00 hrs
 *Contact Phone: (404) 267-2760
 Trainer: Lamont Barner

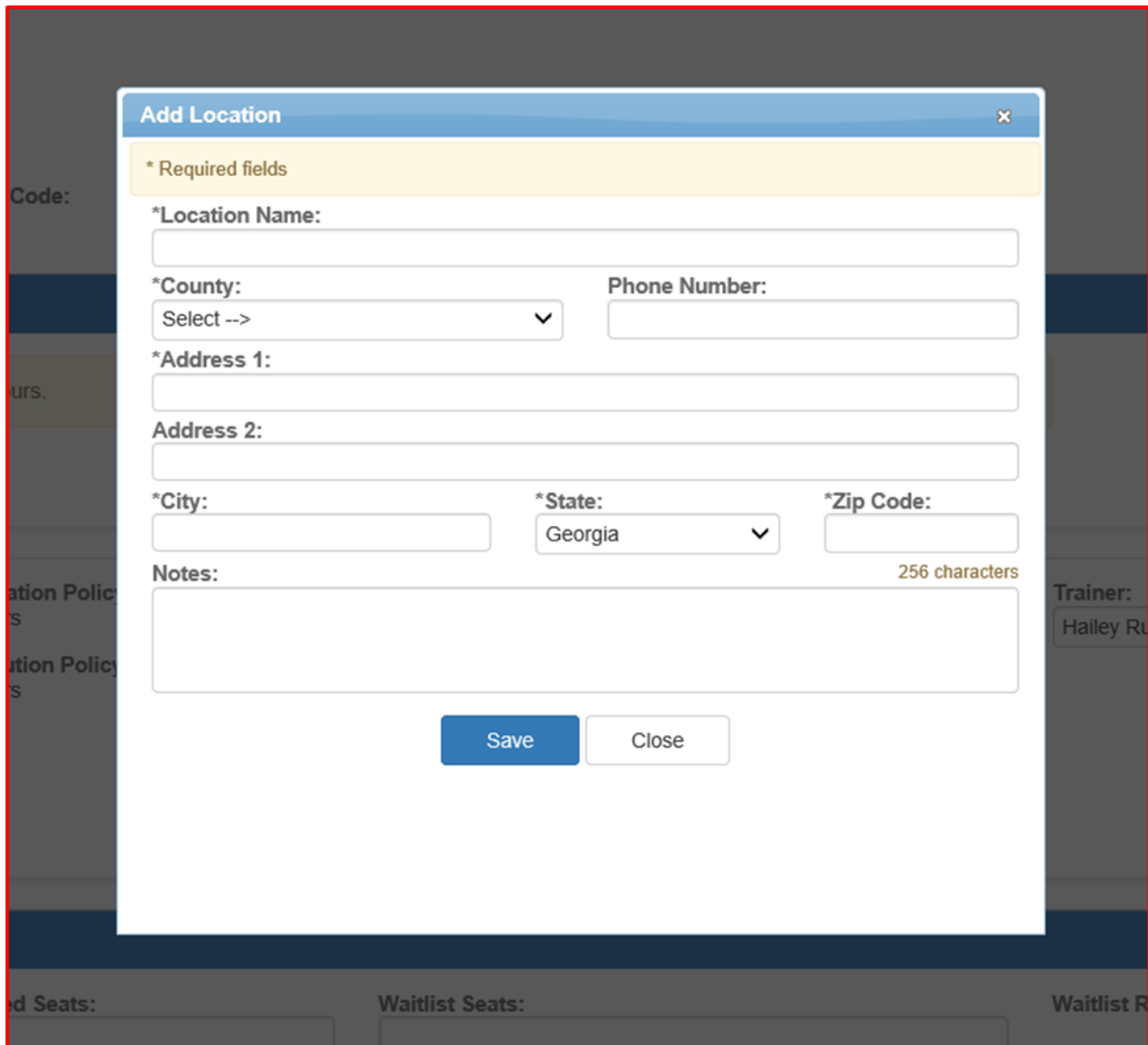
*Registration End Date: mm/dd/yyyy
 Substitution Policy: 24.00 hrs

Can General Public Attend?
 Yes No

If the training will be scheduled at a new location that is not in the trainer’s location list, click the “Add Location” button.

- a. Enter Location Name
- b. Enter County
- c. Enter Phone Number

- d. Enter Address
- e. Enter Notes
- f. Click “Save”
- g. Click “Close”



Add Location [X]

*** Required fields**

***Location Name:**

***County:** **Phone Number:**

***Address 1:**

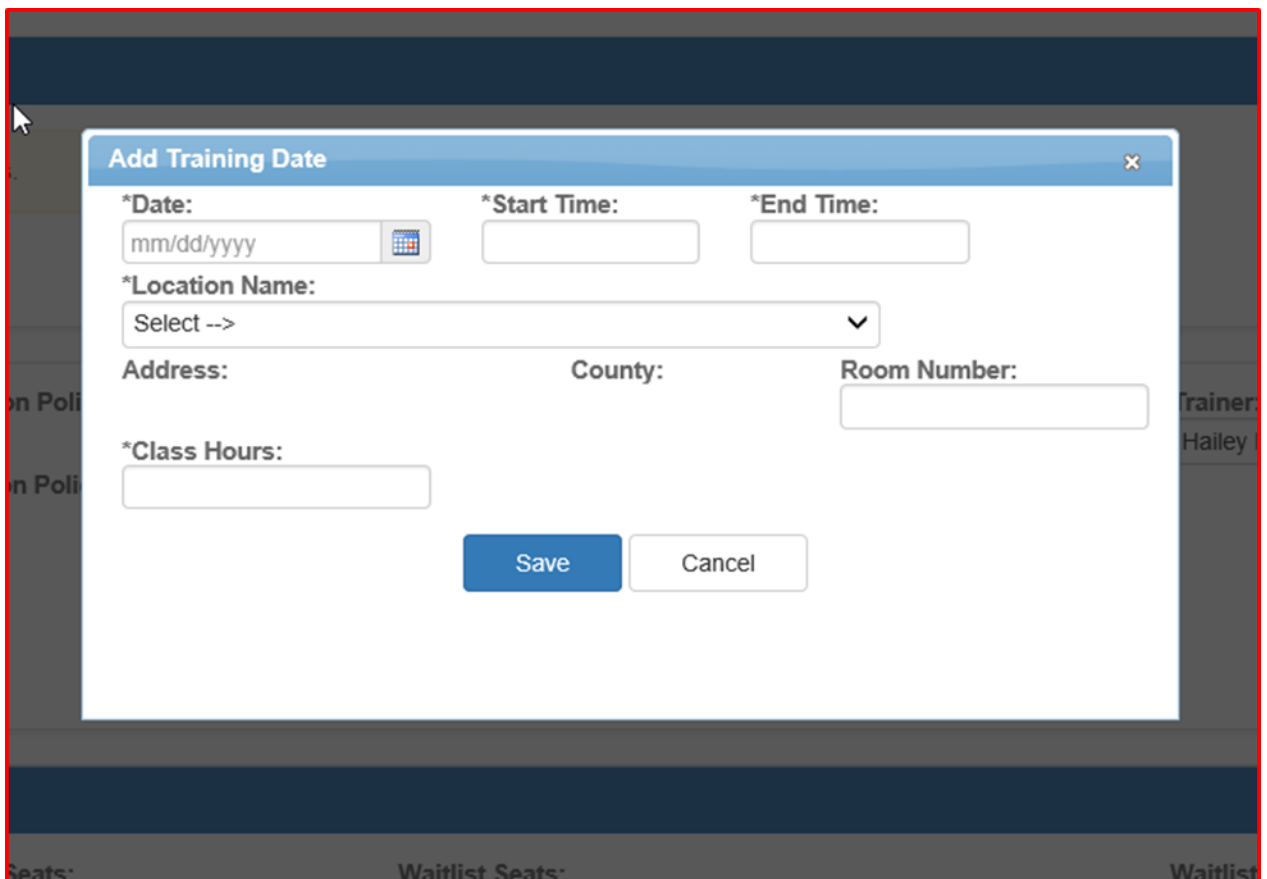
Address 2:

***City:** ***State:** ***Zip Code:**

Notes: 256 characters

A training session may have one or more training dates. Click the “Add Training Date” button to schedule the first training date. Repeat these steps for each training date for the session.

- a. Enter Session Date
- b. Enter Start Time and End Time
- c. Select Location
- d. Enter Clock Hours (Note: clock hours must be less than or equal to the training clock hours. The total clock hours for all training dates in the session must equal the training clock hours.)
- e. Click “Save”



Scroll down the page to enter the following Information:

- a. Enter Registration Start Date
- b. Enter Registration End Date
- c. Enter Contact Phone Number (defaults to trainer business phone number)
- d. Click “Yes” or “No” to indicate whether this training will be open to the public.
- e. Enter Max Capacity; Reserved Seats; and Waitlist Seats (System automatically will default a value 10% of the max capacity. This number can be changed.)
- f. Need more details about reserved seats and how to allocate to a provider.

- g. Enter Additional Information that you wish to display to participants about the session (optional)
- h. Enter Cancellation Statement. If you have provided a default cancellation statement on your Trainer Information page, the default verbiage will display here, but can be updated, if desired.
- i. Click “Save” to save your Session Information.
- j. Upload Session documents (You must save the session record first in order 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.
- k. Once you are ready for the session to be available for participants to register, change the status from ‘New’ to ‘Open’ and save the session.

📅 Session Information

Pre-Conference Test TrainingTG-BFTS-151

*Training Status: Session Code: Training Clock Hours: 8.00

Training Date(s) **Format: Face-to-Face**

Total class hours of all session date(s) should be equal to the training hours.

[📅 Add Training Date](#)
[Add Location](#)

*Registration Start Date: <input type="text" value="mm/dd/yyyy"/>	Cancellation Policy: 24.00 hrs	*Contact Phone: <input type="text" value="(404) 267-2760"/>	Trainer: <input type="text" value="Lamont Barner"/>
*Registration End Date: <input type="text" value="mm/dd/yyyy"/>	Substitution Policy: 24.00 hrs		
Can General Public Attend? <input type="radio"/> Yes <input checked="" type="radio"/> No			

Seat Allotment

*Max Capacity: Reserved Seats: Waitlist Seats: Waitlist Reserve Seats:

Seat Type	Provider	Allocated	Registered	Available	Action
1 Max Capacity		10	0	10	
6 Open Seats		10	0	10	
7 WaitList Capacity		0	0	0	
8 WaitList Reserved Seat		0	0	0	

Additional Information:

*Cancellation Statement:

Additional Comments: (For Internal Use Only)

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

No items selected

Session History

- After clicking save the session will be found on the Training Session Information page as shown below.

Edit	Session Info			Course Code
1 	Training Date Oct 02, 2018 9:00AM - 11:00AM Oct 02, 2018 11:30AM - 12:30PM	Location Georgia International Convention Center 2345 Camp Creek Parkway, Atlanta, GA 30318 Georgia International Convention Center 2345 Camp Creek Parkway, Atlanta, GA 30318	County Fulton Fulton	S-7374

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