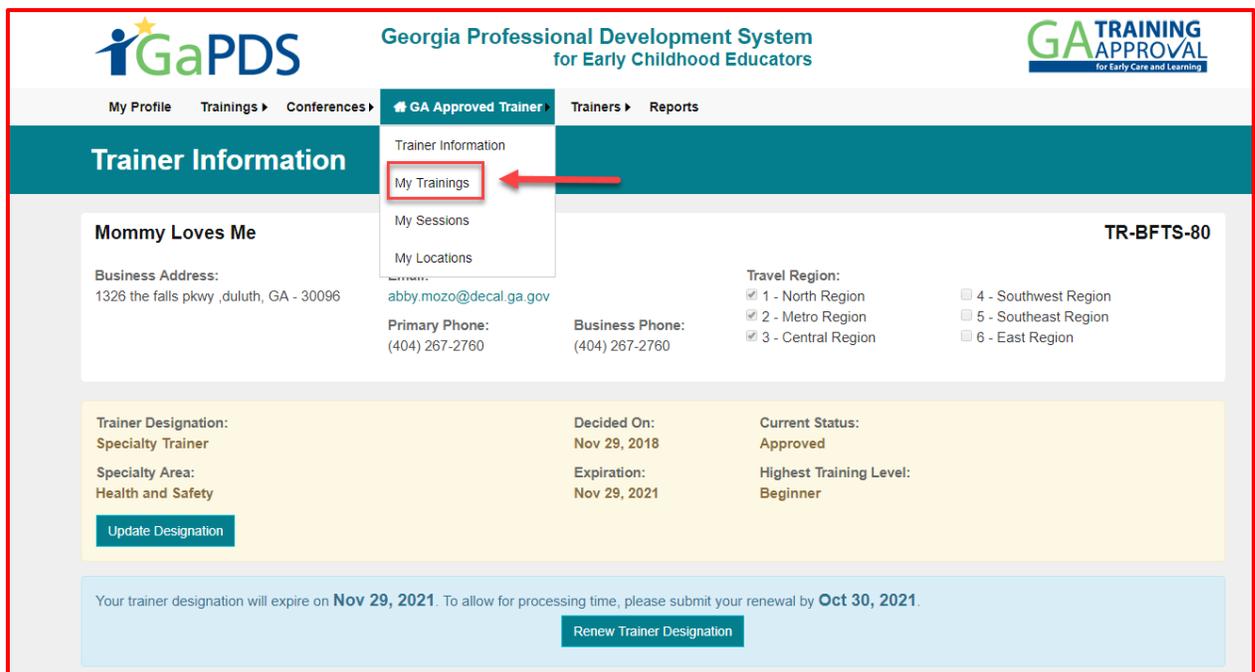


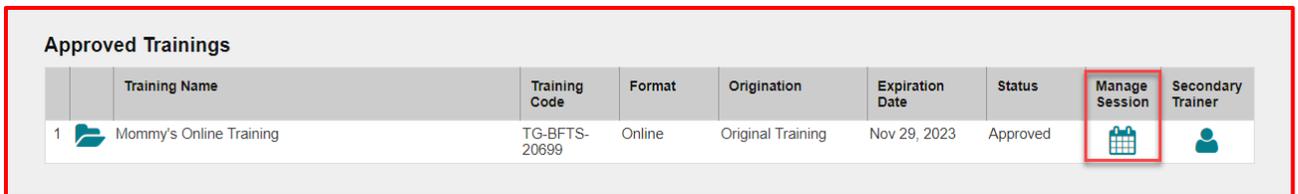
## How to Create an Online Training Session

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



	Training Name	Training Code	Format	Origination	Expiration Date	Status	Manage Session	Secondary Trainer
1	Mommy's Online Training	TG-BFTS-20699	Online	Original Training	Nov 29, 2023	Approved		

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

🗨️

## Training Session Information

### Mommy's Online Training

Test Online training

Audience Level: Beginner	Division: State Approved Trainer
Training Format: Online	

**\*Workforce Knowledge and Competencies:**

<b>Competency 1: Promoting Child Development and Learning</b>
ECE1.3 - Using developmental knowledge to create healthy, respectful, supportive, and stimulating learning environments and relationships.
ECE1.4 - Creates emotionally and physically safe environments for children.
<b>Competency 2: Building Family and Community Relationships</b>
ECE2.1 - Fostering family engagement in the child's educational experiences.

➕ Add New Session

This training has no upcoming dates scheduled.

4. The Session Information page displays.

📅

## Session Information

### Mommy's Online TrainingTG-BFTS-20699

*Training Status: <input type="text" value="New"/>	Session Code:	Training Clock Hours: 8.00
---	---------------	-------------------------------

<b>Training Date(s)</b> <div style="background-color: #fff9c4; padding: 5px; margin-top: 5px;">Total class hours of all session date(s) should be equal to the training hours.</div>	<b>Format: Online</b> <input type="button" value="Add Training Date"/>
---	---

Do you wish to provide Scoring Information on the Training?

Yes    No

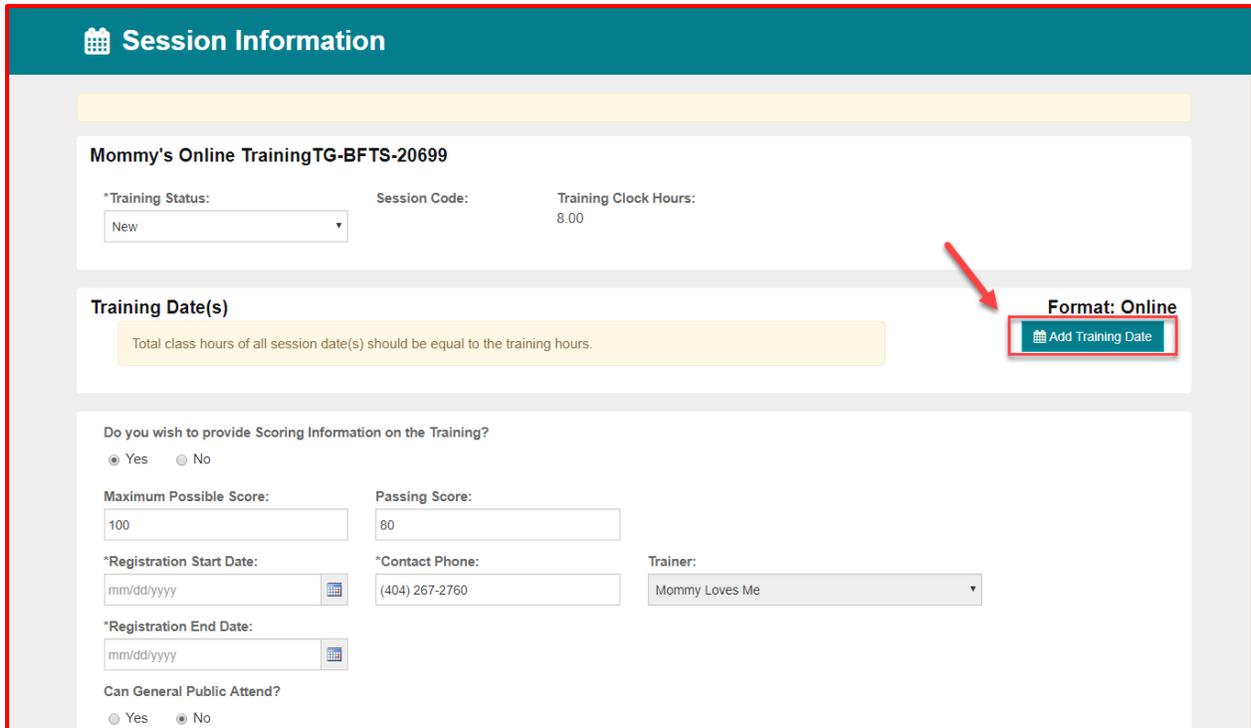
Maximum Possible Score: <input type="text" value="100"/>	Passing Score: <input type="text" value="80"/>
---	---

*Registration Start Date: <input type="text" value="mm/dd/yyyy"/>	*Contact Phone: <input type="text" value="(404) 267-2760"/>	Trainer: <input type="text" value="Mommy Loves Me"/>
*Registration End Date: <input type="text" value="mm/dd/yyyy"/>		

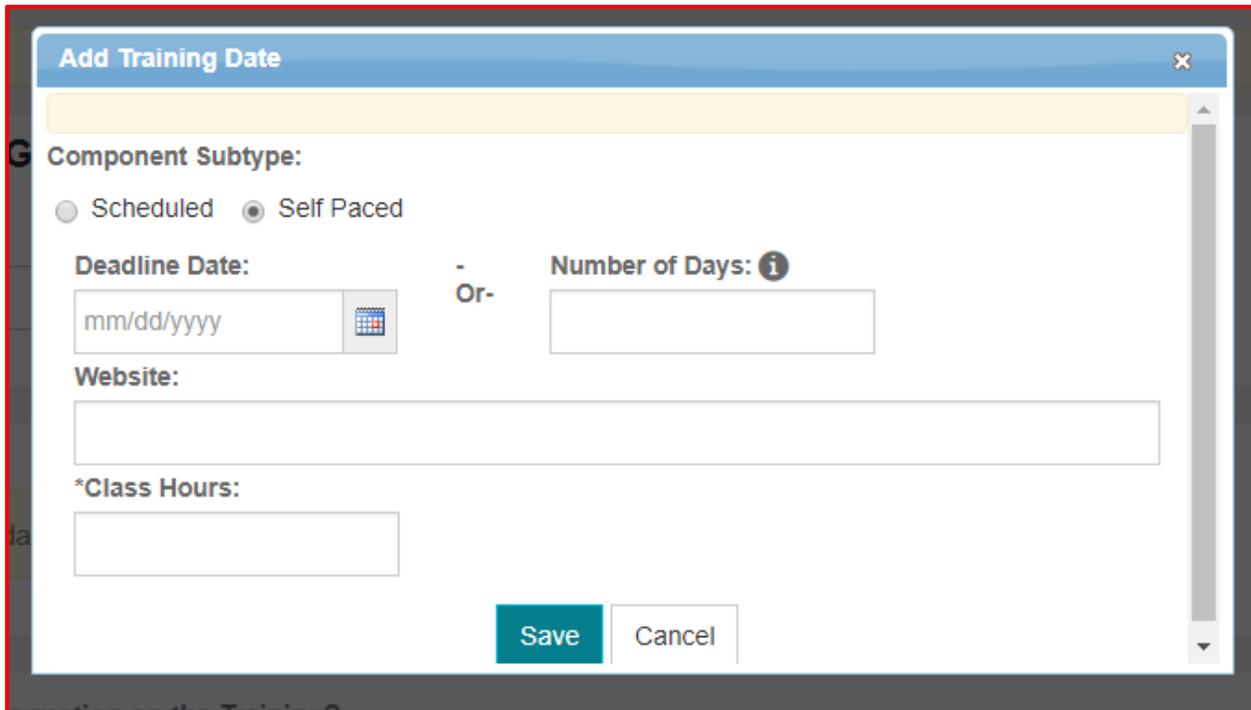
Can General Public Attend?

Yes    No

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. Click “Add Training Date”
  - a. Select Component subtype
  - b. Enter Deadline Date or Number of Days
  - c. Enter Website
  - d. Enter Class Hours
  - e. Click “Save”



**Add Training Date**

Component Subtype:  
 Scheduled  Self Paced

Deadline Date:  - Or - Number of Days:

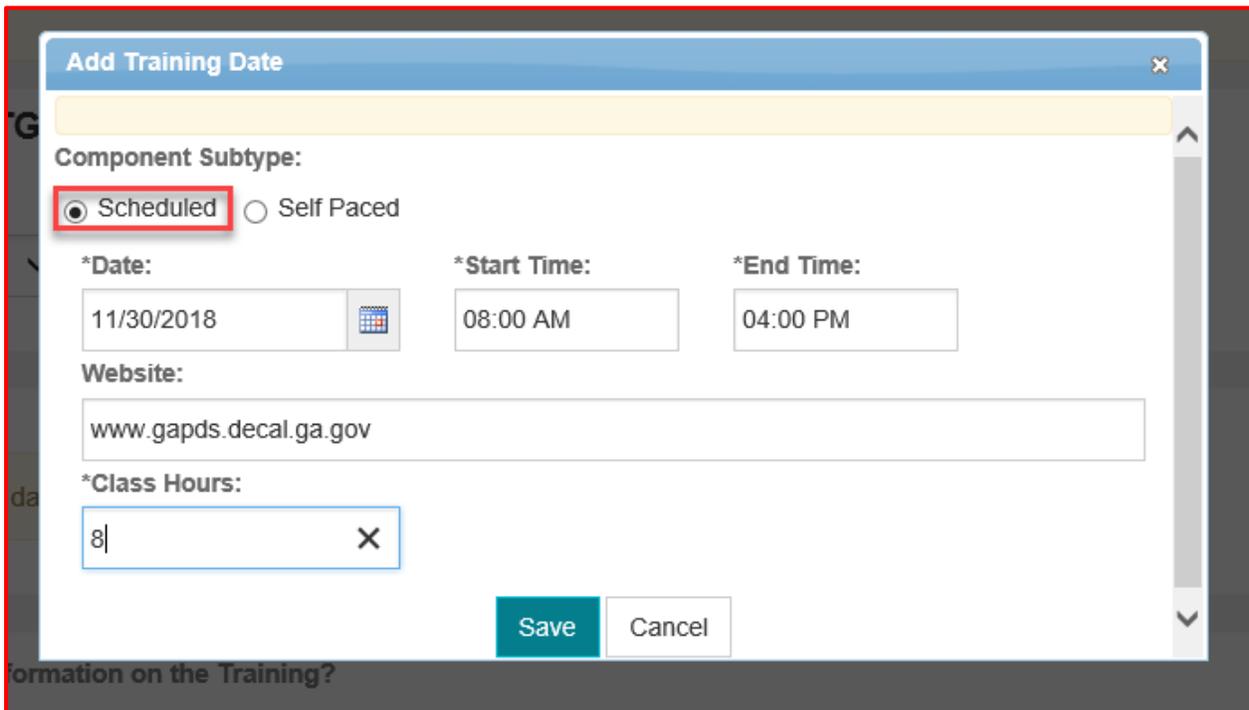
Website:

\*Class Hours:

Save Cancel

**Note:** There are two different “Component Subtype” which are:

1. Self-Paced: an online line session that must be **completed by a certain date or completed within a certain number of days.**
2. Scheduled: an online session that must be **completed on the Scheduled date.**



**Add Training Date**

Component Subtype:  
 Scheduled  Self Paced

\*Date:  \*Start Time:  \*End Time:

Website:

\*Class Hours:

Save Cancel

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

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

[Add Training Date](#)

Edit	Deadline Date	Number of Days	Website	Class Hours	Delete
		4	www.gapds.decal.ga.gov	8.00	
<b>Training Clock Hours: 8.00</b>				<b>Total Hours:</b>	<b>8.00</b>

- B. Select weather you wish to provide scoring information on the training
- C. Enter Maximum Possible Score
- D. Enter Passing Score
- E. Enter Registered Start Date
- F. Enter Registered End Date
- G. Enter Contact Phone Number ( defaults to trainer business phone number)
- H. Enter Max Capacity; Reserved Seats; and Waitlist Seats (System automatically will default a value 10% of the max capacity. This number can be changed.)
- I. Enter Additional Information that you wish to display to participants about the session (optional)
- J. 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.
- K. 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.
- L. 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.
- M. 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.

**Do you wish to provide Scoring Information on the Training?**

Yes  No

**Maximum Possible Score:**  **Passing Score:**

**\*Registration Start Date:**  **\*Contact Phone:**  **Trainer:**

**\*Registration End Date:**

**Can General Public Attend?**

Yes  No

### Seat Allotment

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

Seat Type	Provider	Allocated	Registered	Available	Action
1 Max Capacity		15	0	15	
6 Open Seats		15	0	15	
7 WaitList Capacity		2	0	2	
8 WaitList Reserved Seat		0	0	0	

### Additional Information:

**B I U** \* x<sup>2</sup> 

Additional information

---

### \*Cancellation Statement:

**B I U** \* x<sup>2</sup> 

Cancellation statement

---

### Additional Comments: (For Internal Use Only)

**B I U** \* x<sup>2</sup> 

### 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

[Upload File](#)

[Back](#) [Save](#)

### Session History

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

**Training Session Information**

### Mommy's Online Training

Test Online training

Audience Level: Beginner      Division: State Approved Trainer

Training Format: Online

**\*Workforce Knowledge and Competencies:**

**Competency 1: Promoting Child Development and Learning**

ECE1.3 - Using developmental knowledge to create healthy, respectful, supportive, and stimulating learning environments and relationships.

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

**Competency 2: Building Family and Community Relationships**

ECE2.1 - Fostering family engagement in the child's educational experiences.

[+ Add New Session](#)

Edit	Session Info	Course Code	Status	Registration	Seat Capacity	Action						
1	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 30%;">Training Date</th> <th style="width: 20%;">Deadline Date/Days</th> <th style="width: 50%;">Location</th> </tr> </thead> <tbody> <tr> <td></td> <td style="text-align: center;">4 days from registration</td> <td style="text-align: center;">Online (Self Paced)</td> </tr> </tbody> </table>	Training Date	Deadline Date/Days	Location		4 days from registration	Online (Self Paced)	S-7574	New	Begin: 11/29/2018 End: 12/03/2018	Total: 15 Open: 15	
Training Date	Deadline Date/Days	Location										
	4 days from registration	Online (Self Paced)										