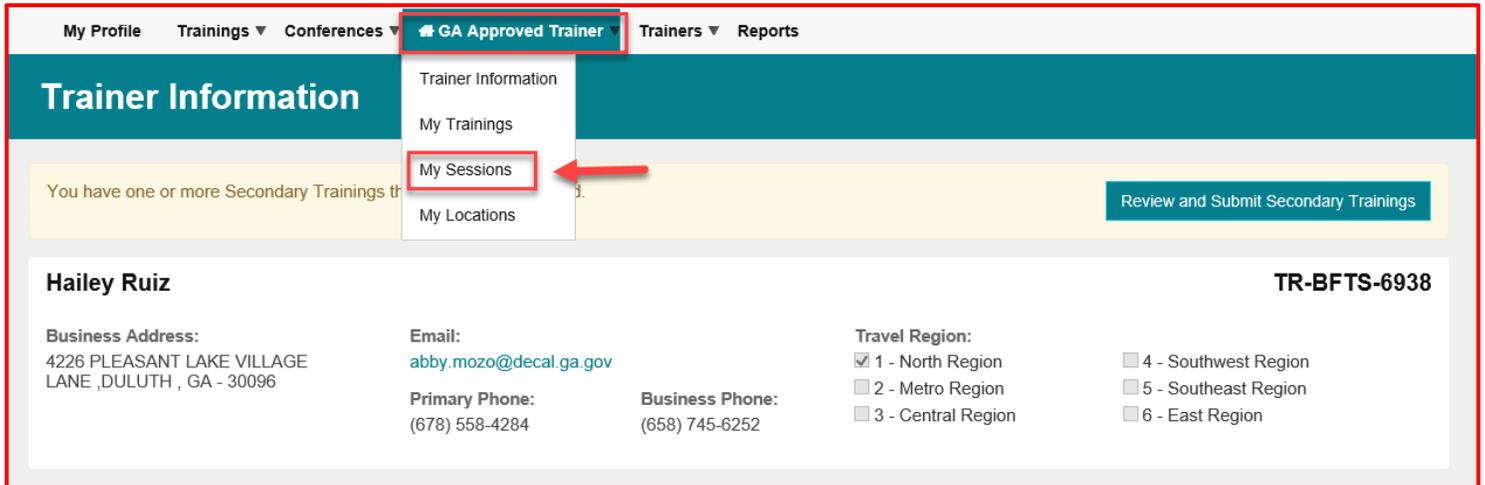


## My Sessions

Once logged into GaPDS, click the “Ga Approved Trainer” navigation tab.

- a. Select “My Session” tab.



The screenshot shows the GaPDS user interface. At the top, there is a navigation bar with tabs: My Profile, Trainings, Conferences, GA Approved Trainer (highlighted with a red box), Trainers, and Reports. Below this is a teal header for 'Trainer Information'. A dropdown menu is open under 'GA Approved Trainer', with 'My Sessions' highlighted by a red box and a red arrow pointing to it. Other menu items include Trainer Information, My Trainings, My Locations, and a button for 'Review and Submit Secondary Trainings'. Below the menu, the user's profile for Hailey Ruiz is displayed, including contact information and travel region options.

Under the “My Session” tab there is the ability to “Search Session Records” by entering one of the following:

1. Training Name
2. Location Name
3. Training Code
4. County
5. Session Code
6. Audience Level
7. Session Status
8. Session Dates Workforce Knowledge and Competencies

### My Sessions

**Search Session Records** ←

Training Name:

Location Name:

County:  Session Code:

Audience Level:  Session Status:

Session Dates:  
 This Week  Next Month  
 This Month  Date Range

From:

Training Code:

Workforce Knowledge and Competencies: Expand

Competency 1: Promoting Child Development and Learning

ECE1.1  ECE1.2  ECE1.3  ECE1.4

Competency 2: Building Family and Community Relationships

ECE2.1  ECE2.2  ECE2.3

**Icon Key:**

1. Edit to View Session detail



3. View/Manage Roster



2. Delete Session



Edit	Training Name	Session Info	Status	Registration	Seat Capacity	Action						
1	Ruiz Cda Training	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Training Date</th> <th>Location</th> <th>County</th> </tr> </thead> <tbody> <tr> <td>Dec 11, 2018 12:00AM - 4:00AM</td> <td><b>Ruiz House</b> 4226 Pleasant Lake Village Lane, Duluth, GA 30096</td> <td>Gwinnett</td> </tr> </tbody> </table>	Training Date	Location	County	Dec 11, 2018 12:00AM - 4:00AM	<b>Ruiz House</b> 4226 Pleasant Lake Village Lane, Duluth, GA 30096	Gwinnett	Open	Begin: 12/09/2018 End: 12/10/2018	Total: 4 Wait: 2 Open: 2	
Training Date	Location	County										
Dec 11, 2018 12:00AM - 4:00AM	<b>Ruiz House</b> 4226 Pleasant Lake Village Lane, Duluth, GA 30096	Gwinnett										
2	Ruiz Cda Training	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Training Date</th> <th>Location</th> <th>County</th> </tr> </thead> <tbody> <tr> <td>Oct 23, 2018 8:00AM - 12:00PM</td> <td><b>Ruiz House</b> 4226 Pleasant Lake Village Lane, Duluth, GA 30096</td> <td>Gwinnett</td> </tr> </tbody> </table>	Training Date	Location	County	Oct 23, 2018 8:00AM - 12:00PM	<b>Ruiz House</b> 4226 Pleasant Lake Village Lane, Duluth, GA 30096	Gwinnett	Finalized	Begin: 10/22/2018 End: 10/22/2018	Total: 2 Wait: 0 Open: 0	
Training Date	Location	County										
Oct 23, 2018 8:00AM - 12:00PM	<b>Ruiz House</b> 4226 Pleasant Lake Village Lane, Duluth, GA 30096	Gwinnett										
3	Health And Safety Orientation Part 2	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Training Date</th> <th>Location</th> <th>County</th> </tr> </thead> <tbody> <tr> <td>Oct 19, 2018 7:00AM - 11:00AM</td> <td><b>Ruiz House</b> 4226 Pleasant Lake Village Lane, Duluth, GA 30096</td> <td>Gwinnett</td> </tr> </tbody> </table>	Training Date	Location	County	Oct 19, 2018 7:00AM - 11:00AM	<b>Ruiz House</b> 4226 Pleasant Lake Village Lane, Duluth, GA 30096	Gwinnett	Finalized	Begin: 10/17/2018 End: 10/18/2018	Total: 10 Wait: 1 Open: 4	
Training Date	Location	County										
Oct 19, 2018 7:00AM - 11:00AM	<b>Ruiz House</b> 4226 Pleasant Lake Village Lane, Duluth, GA 30096	Gwinnett										
4	Ruiz Cda Training	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Training Date</th> <th>Location</th> <th>County</th> </tr> </thead> <tbody> <tr> <td>Oct 12, 2018 8:00AM - 12:00PM</td> <td><b>Ruiz House</b> 4226 Pleasant Lake Village Lane, Duluth, GA 30096</td> <td>Gwinnett</td> </tr> </tbody> </table>	Training Date	Location	County	Oct 12, 2018 8:00AM - 12:00PM	<b>Ruiz House</b> 4226 Pleasant Lake Village Lane, Duluth, GA 30096	Gwinnett	Finalized	Begin: 10/10/2018 End: 10/11/2018	Total: 2 Wait: 0 Open: 0	
Training Date	Location	County										
Oct 12, 2018 8:00AM - 12:00PM	<b>Ruiz House</b> 4226 Pleasant Lake Village Lane, Duluth, GA 30096	Gwinnett										

