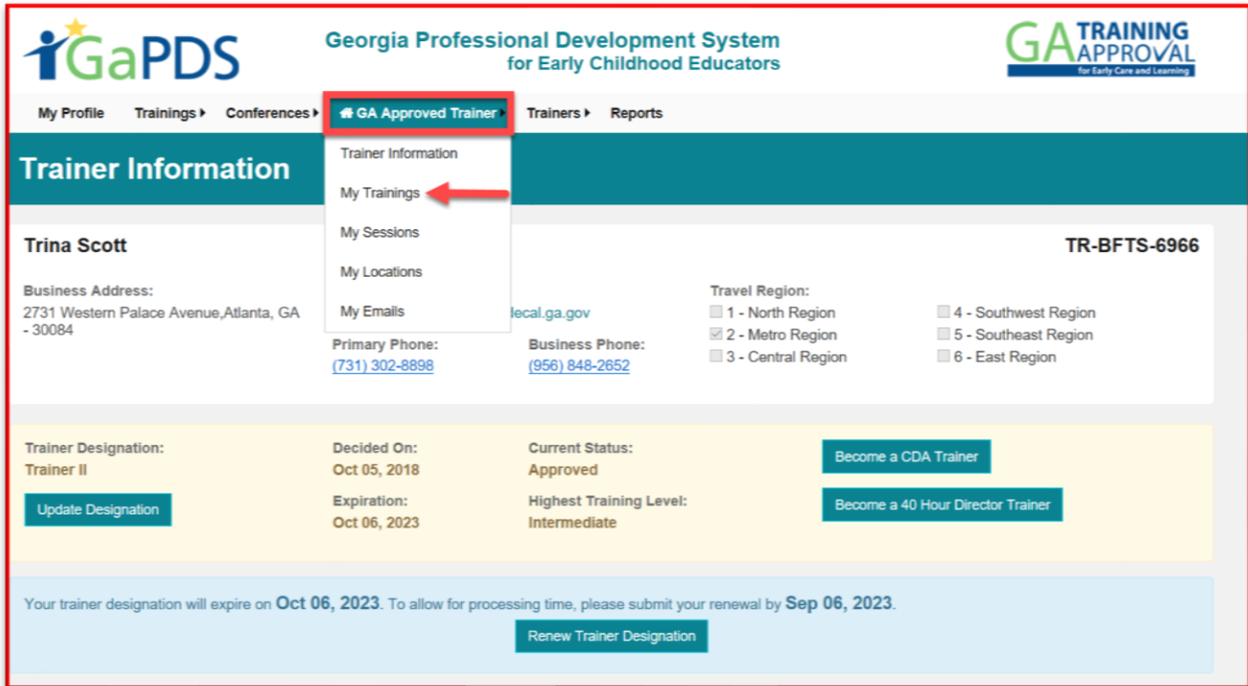


How to Allocate Reserved Seats

Step 1:

- A. Hover over 'GA Approved Trainer'
- B. Select 'My Trainings'



The screenshot displays the iGaPDS user interface for a GA Approved Trainer. The top navigation bar includes 'My Profile', 'Trainings', 'Conferences', 'GA Approved Trainer' (highlighted with a red box), 'Trainers', and 'Reports'. A dropdown menu is open under 'GA Approved Trainer', with 'My Trainings' selected and indicated by a red arrow. The main content area shows 'Trainer Information' for Trina Scott, including her business address, phone numbers, and travel regions. A 'Trainer Designation' section shows she is a 'Trainer II' with an expiration date of Oct 06, 2023. A 'Renew Trainer Designation' button is visible at the bottom.

C. Locate the correct training

Search Training Records

Training Name:

Training Code: Training Status: Expiration Date From:

Origination: Training Format: Expiration Date To:

Approved Trainings

	Training Name	Training Code	Format	Origination	Expiration Date	Status	Manage Session	Secondary Trainer
1	 Health And Safety Orientation	TG-BFTS-60238	Face-to-Face	Original Training	Oct 16, 2023	Approved		

In-Progress Trainings

	Training Name	Format	Origination	Status
1	 Health And Safety Orientation Part 2	Face-to-Face	Secondary Training	Submitted

D. Select 'Manage Session' or the calendar icon.

Search Training Records

Training Name:

Training Code: Training Status: Expiration Date From:

Origination: Training Format: Expiration Date To:

Approved Trainings

	Training Name	Training Code	Format	Origination	Expiration Date	Status	Manage Session	Secondary Trainer
1	 Health And Safety Orientation	TG-BFTS-60238	Face-to-Face	Original Training	Oct 16, 2023	Approved		

In-Progress Trainings

	Training Name	Format	Origination	Status
1	 Health And Safety Orientation Part 2	Face-to-Face	Secondary Training	Submitted

Step 2: Select the **'Edit'** or the pen and paper icon.

Training Session Information

Health And Safety Orientation

Health and Safety Orientation 101

Audience Level: Beginner Division: State Approved Trainer

Training Format: Face-to-Face

***Workforce Knowledge and Competencies:**

Competency 1: Promoting Child Development and Learning

ECE1.1 - Using knowledge of young children's characteristics, culture and linguistic backgrounds, and their needs to plan appropriate and responsive learning experiences.

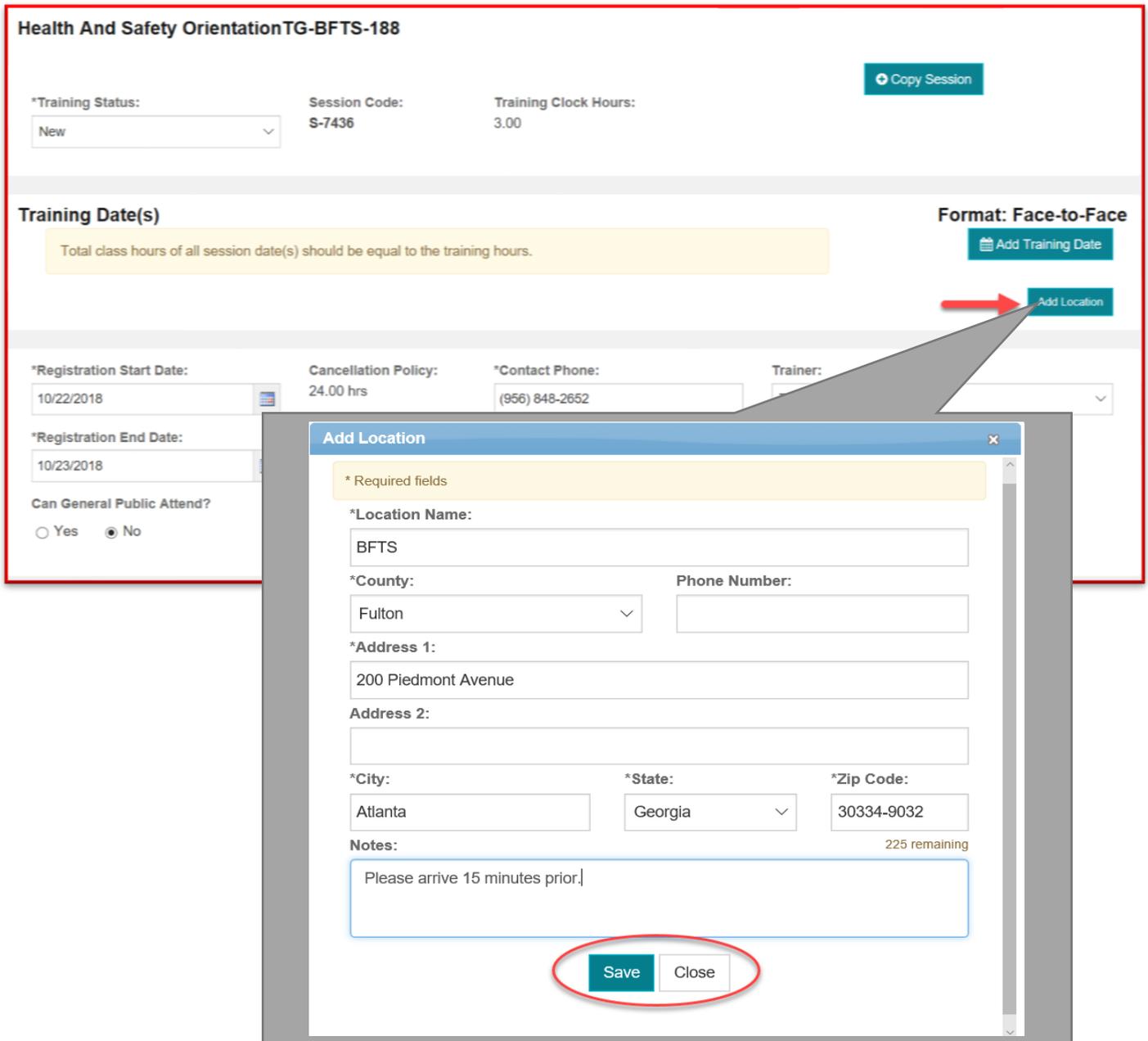
ECE1.2 - Using knowledge of the multiple influences on development and learning to create inclusive and responsive learning environments.

[+ 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: #e0e0e0;"> <th style="width: 33%;">Training Date</th> <th style="width: 33%;">Location</th> <th style="width: 33%;">County</th> </tr> </thead> <tbody> <tr> <td>Dec 15, 2018 8:00AM - 11:00AM</td> <td>Kicks and Tricks 2 M.L.K. Jr Dr SE #754, Atlanta, GA 30334-9032</td> <td>Fulton</td> </tr> </tbody> </table>	Training Date	Location	County	Dec 15, 2018 8:00AM - 11:00AM	Kicks and Tricks 2 M.L.K. Jr Dr SE #754, Atlanta, GA 30334-9032	Fulton	S-7436	Open	Begin: 10/22/2018 End: 10/23/2018	Total: 10 Open: 10	
Training Date	Location	County											
Dec 15, 2018 8:00AM - 11:00AM	Kicks and Tricks 2 M.L.K. Jr Dr SE #754, Atlanta, GA 30334-9032	Fulton											

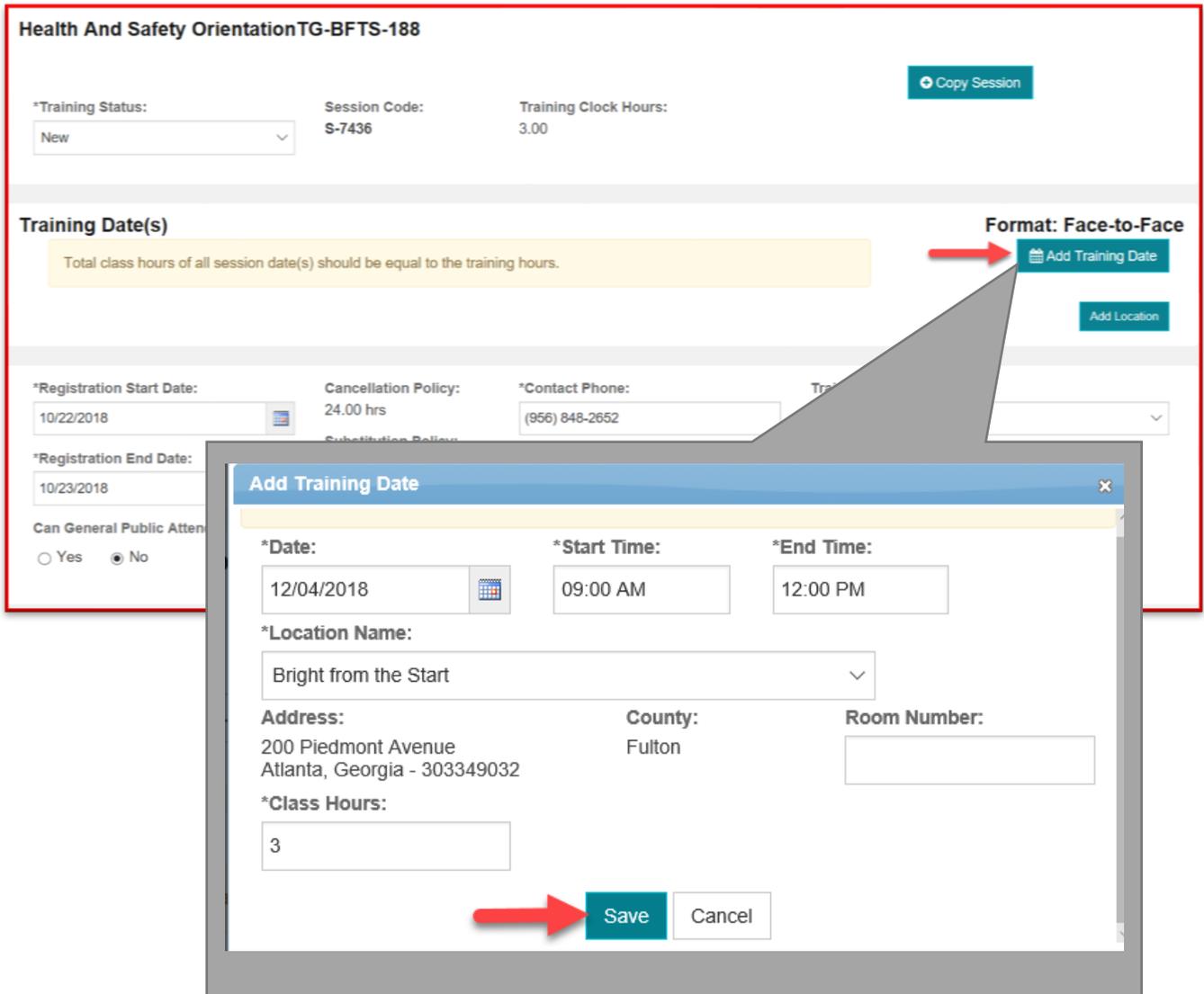
Step 3:

- A. Add **'Location'**
- B. Enter location information
- C. Select **'Save'**
- D. Select **'Close'**



The screenshot displays the 'Health And Safety Orientation TG-BFTS-188' training session details. The main form includes fields for Training Status (New), Session Code (S-7436), and Training Clock Hours (3.00). A 'Copy Session' button is visible. The 'Training Date(s)' section contains a yellow warning box: 'Total class hours of all session date(s) should be equal to the training hours.' and buttons for 'Add Training Date' and 'Add Location'. A red arrow points to the 'Add Location' button. Below this, the 'Add Location' modal form is shown with the following fields: *Location Name (BFTS), *County (Fulton), *Address 1 (200 Piedmont Avenue), *City (Atlanta), *State (Georgia), *Zip Code (30334-9032), and *Phone Number. A 'Notes' field contains the text 'Please arrive 15 minutes prior.' and a '225 remaining' character count. The 'Save' and 'Close' buttons at the bottom of the modal are circled in red.

E. Select 'Add Training Date'



The screenshot displays the 'Health And Safety OrientationTG-BFTS-188' training approval page. The main form includes fields for Training Status (New), Session Code (S-7436), and Training Clock Hours (3.00). A 'Copy Session' button is visible. The 'Training Date(s)' section contains a yellow warning box: 'Total class hours of all session date(s) should be equal to the training hours.' A red arrow points to the 'Add Training Date' button, which is highlighted by a grey callout box. The 'Format: Face-to-Face' label is also visible. Below the main form, there are fields for Registration Start Date (10/22/2018), Cancellation Policy (24.00 hrs), Contact Phone ((956) 848-2652), and Registration End Date (10/23/2018). The 'Add Training Date' modal form is open, showing the following fields: *Date: 12/04/2018, *Start Time: 09:00 AM, *End Time: 12:00 PM, *Location Name: Bright from the Start, Address: 200 Piedmont Avenue, Atlanta, Georgia - 303349032, County: Fulton, Room Number: (empty), and *Class Hours: 3. A red arrow points to the 'Save' button in the modal.

F. Select 'Registration Start Date'

*Registration Start Date: 10/22/2018
 Cancellation Policy: 24.00 hrs
 *Contact Phone: (956) 848-2652
 Trainer: Trina Scott
 Registration End Date: 12/03/2018
 Substitution Policy: 24.00 hrs
 Can General Public Attend?
 Yes No

Seat Allotment

*Max Capacity: 10 Reserved Seats: 0 Waitlist Seats: 1 Waitlist Reserve Seats: 0

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

G. Select 'Registration End Date'

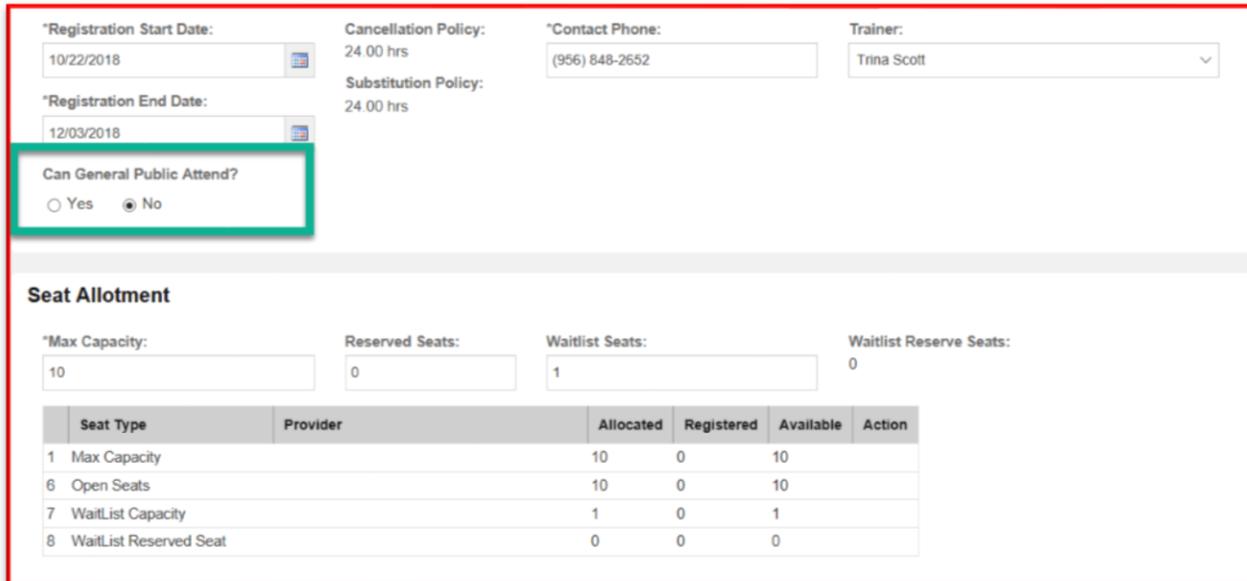
*Registration Start Date: 10/22/2018
 Cancellation Policy: 24.00 hrs
 *Contact Phone: (956) 848-2652
 Trainer: Trina Scott
 *Registration End Date: 12/03/2018
 Substitution Policy: 24.00 hrs
 Can General Public Attend?
 Yes No

Seat Allotment

*Max Capacity: 10 Reserved Seats: 0 Waitlist Seats: 1 Waitlist Reserve Seats: 0

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

- H. Select 'Yes' or 'No' as to whether the general public is allowed to attend.
 ** Notice: The system will default to 'No'



*Registration Start Date: 10/22/2018
 *Registration End Date: 12/03/2018
 Cancellation Policy: 24.00 hrs
 Substitution Policy: 24.00 hrs
 *Contact Phone: (956) 848-2652
 Trainer: Trina Scott

Can General Public Attend?
 Yes No

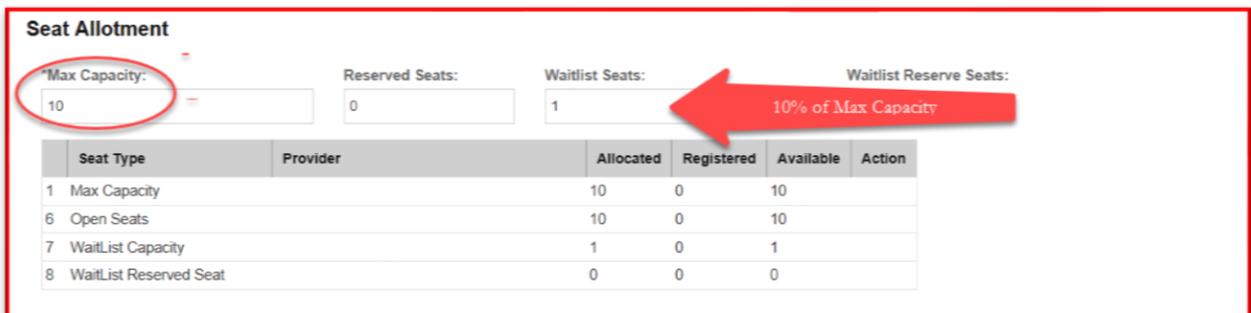
Seat Allotment

*Max Capacity: 10
 Reserved Seats: 0
 Waitlist Seats: 1
 Waitlist Reserve Seats: 0

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

Step 4: Under the **Seat Allotment** section:

- A. Enter the **Max capacity** for the training.
 ** Notice: System will auto-fill 10% of the **Max Capacity** into **Waitlist Seats**.



Seat Allotment

*Max Capacity: 10
 Reserved Seats: 0
 Waitlist Seats: 1
 Waitlist Reserve Seats: 0

10% of Max Capacity

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

B. Enter in number of **'Reserve Seats'**.

Seat Allotment

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

Seat Type	Provider	Allocated	Registered	Available	Action
1 Max Capacity		10	0	10	
2 Total Reserved Seats		5	0	5	
3 Unallocated Reserved Seats		5	0	5	
4 BFTS Approved Trainer Reserved Seats		<input type="text" value="5"/>	0	0	
5 Total Provider Reserved Seats	Allocate Reserved Seats	0	0	0	
6 Open Seats		5	0	5	
7 WaitList Capacity		1	0	1	
8 WaitList Reserved Seat		0	0	0	

C. Select **'Allocate Reserve Seats'**

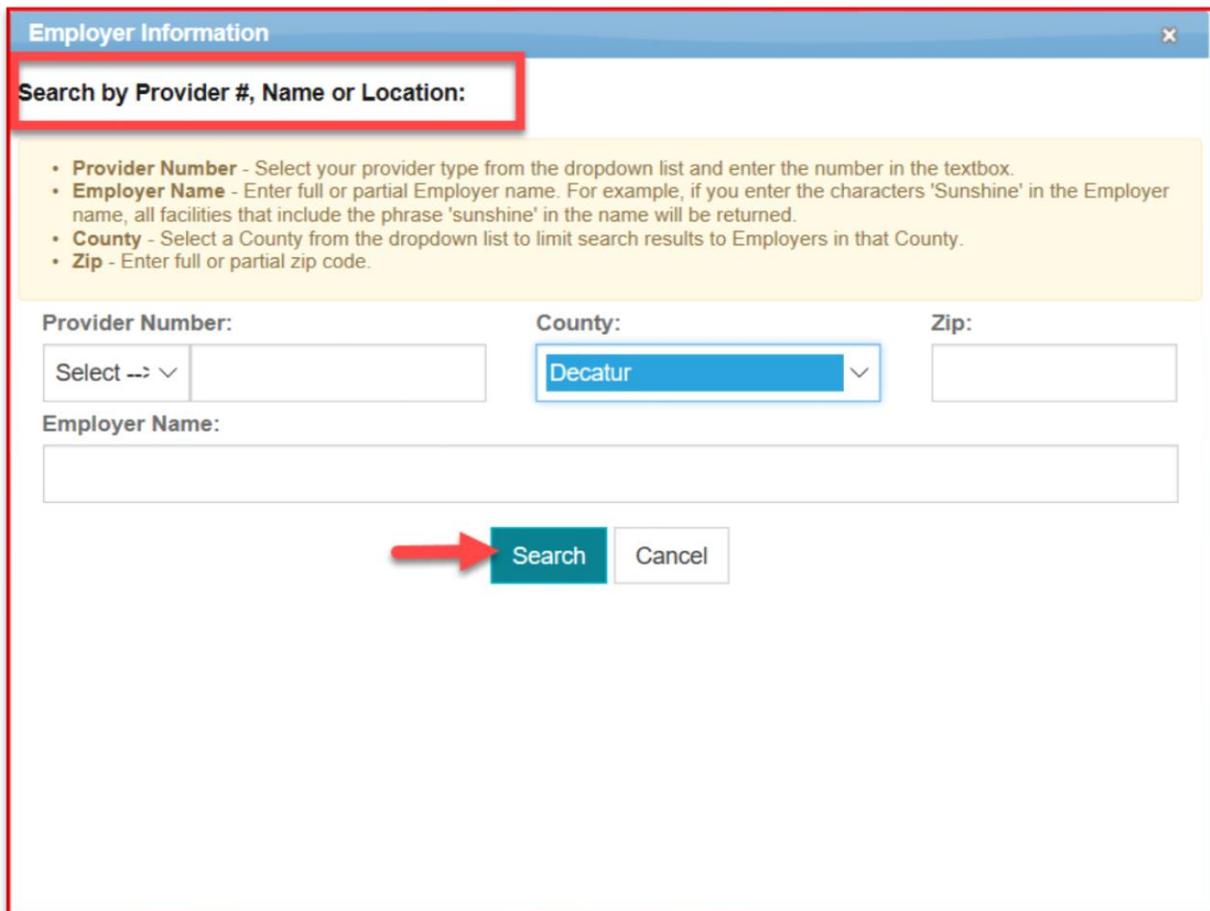
Seat Allotment

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

Seat Type	Provider	Allocated	Registered	Available	Action
1 Max Capacity		10	0	10	
2 Total Reserved Seats		5	0	5	
3 Unallocated Reserved Seats		5	0	5	
4 BFTS Approved Trainer Reserved Seats		<input type="text" value="5"/>	0	0	
5 Total Provider Reserved Seats	Allocate Reserved Seats	0	0	0	
6 Open Seats		5	0	5	
7 WaitList Capacity		1	0	1	
8 WaitList Reserved Seat		0	0	0	

Step 4: Search Employer Information page displays:

- A. Trainer may search by:
 - 1. Provider number
 - 2. Name or
 - 3. Location
- B. Select **'Search'**



The screenshot shows a web form titled "Employer Information" with a search section. The search criteria are "Search by Provider #, Name or Location:". Below this, there are instructions for each search field: "Provider Number" (select type and enter number), "Employer Name" (enter full or partial name, including 'sunshine'), "County" (select from dropdown), and "Zip" (enter full or partial code). The form includes a dropdown for "Provider Number" (set to "Select -->"), a dropdown for "County" (set to "Decatur"), and a text input for "Zip". Below these is a large text input for "Employer Name". At the bottom, there are "Search" and "Cancel" buttons, with a red arrow pointing to the "Search" button.

Step 5:

A. Select facility

Employer Information x

To select your employer from the list below, click on the appropriate row then press the **Select** button. If you do not find the provider you are searching for, you may click **Search Again** to update your search criteria and search again or to enter your employer information manually.

Provider #	Name	Address	City	Zip	County
<input type="radio"/> CCLC-46581	A New Generation Academy	2119 Dothan Road	Bainbridge	39817	Decatur
<input checked="" type="radio"/> CCLC-36946	ATLAS Educational Services	908 South Scott Street	Bainbridge	39819	Decatur
<input type="radio"/> FR-47922	Buggs, Patricia A	121 Wainhurst	Brinson	39825	Decatur
<input type="radio"/> EX-43369	City of Decatur Special Interest Camps	1121 Church Street	Decatur	30030	Decatur
<input type="radio"/> GAHS-49434	Decatur Grady Head Start	215 School Road	Climax	39834	Decatur
<input type="radio"/> LSS-1262	Elcan-King Elementary	725 E. Louise St.	Bainbridge	39819	Decatur
<input type="radio"/> CCLC-48872	Fantastic Kids	200 West Alice Street	Bainbridge	39819	Decatur

Available Unallocated Reserved Seats:

***Allocate Reserved Seats:**

Select
Search Again

B. Allocate the number of Reserve Seats

Employer Information
✕

To select your employer from the list below, click on the appropriate row then press the **Select** button. If you do not find the provider you are searching for, you may click **Search Again** to update your search criteria and search again or to enter your employer information manually.

Provider #	Name	Address	City	Zip	County
<input type="radio"/> CCLC-46581	A New Generation Academy	2119 Dothan Road	Bainbridge	39817	Decatur
<input type="radio"/> CCLC-36946	ATLAS Educational Services	908 South Scott Street	Bainbridge	39819	Decatur
<input type="radio"/> FR-47922	Buggs, Patricia A	121 Wainhurst	Brinson	39825	Decatur
<input type="radio"/> EX-43369	City of Decatur Special Interest Camps	1121 Church Street	Decatur	30030	Decatur
<input type="radio"/> GAHS-49434	Decatur Grady Head Start	215 School Road	Climax	39834	Decatur
<input type="radio"/> LSS-1262	Elcan-King Elementary	725 E. Louise St.	Bainbridge	39819	Decatur
<input type="radio"/> CCLC-48872	Fantastic Kids	200 West Alice Street	Bainbridge	39819	Decatur

Available Unallocated Reserved Seats:

***Allocate Reserved Seats:**

Notice the number of Available Seats previously reserved.



Select
Search Again

C. Click ‘Select’

Employer Information x

To select your employer from the list below, click on the appropriate row then press the **Select** button. If you do not find the provider you are searching for, you may click **Search Again** to update your search criteria and search again or to enter your employer information manually.

Provider #	Name	Address	City	Zip	County
<input type="radio"/> CCLC-46581	A New Generation Academy	2119 Dothan Road	Bainbridge	39817	Decatur
<input type="radio"/> CCLC-36946	ATLAS Educational Services	908 South Scott Street	Bainbridge	39819	Decatur
<input type="radio"/> FR-47922	Buggs, Patricia A	121 Wainhurst	Brinson	39825	Decatur
<input type="radio"/> EX-43369	City of Decatur Special Interest Camps	1121 Church Street	Decatur	30030	Decatur
<input type="radio"/> GAHS-49434	Decatur Grady Head Start	215 School Road	Climax	39834	Decatur
<input type="radio"/> LSS-1262	Elcan-King Elementary	725 E. Louise St.	Bainbridge	39819	Decatur
<input type="radio"/> CCLC-48872	Fantastic Kids	200 West Alice Street	Bainbridge	39819	Decatur

Available Unallocated Reserved Seats:

***Allocate Reserved Seats:**

→
Select
Search Again

Step 6: Notice the **Allocated Reserve Seats** are now reflected in the session window.

Seat Allotment

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

	Seat Type	Provider	Allocated	Registered	Available	Action
1	Max Capacity		10	0	10	
2	Total Reserved Seats		5	0	5	
3	Unallocated Reserved Seats		0	0	0	
4	BFTS Approved Trainer Reserved Seats		<input type="text" value="0"/>	0	0	
5	Total Provider Reserved Seats		5	0	5	
	Provider Reserved Seats	CCLC-36946 : ATLAS Educational Services	<input type="text" value="5"/>	0	5	
6	Open Seats		5	0	5	
8	WaitList Capacity		1	0	1	
9	WaitList Reserved Seat		0	0	0	

Step 7: Provided is an example of what the trainer will see for their review.

A. Ensure **Training Status** is set to **Open**.

Health And Safety OrientationTG-BFTS-60238

*Training Status: Session Code:

Select -->

New

Open ←

Canceled

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](#)

Edit	Training Date	Start Time	End Time	Location Name	Room Number	Class Hours	Delete
	Dec 15, 2018	08:00 AM	11:00 AM	Kicks and Tricks		3.00	
Training Clock Hours: 3.00						Total Hours:	3.00

[Add Location](#)

*Registration Start Date: Cancellation Policy: 24.00 hrs *Contact Phone: Trainer:

Substitution Policy:

*Registration End Date: 24.00 hrs

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		10	0	10	
2 Total Reserved Seats		5	0	5	
3 Unallocated Reserved Seats		0	0	0	
4 BFTS Approved Trainer Reserved Seats		<input type="text" value="0"/>	0	0	
5 Total Provider Reserved Seats		5	0	5	
Provider Reserved Seats	CCLC-36946 : ATLAS Educational Services	<input type="text" value="5"/>	0	5	
6 Open Seats		5	0	5	
8 WaitList Capacity		1	0	1	
9 WaitList Reserved Seat		0	0	0	

Additional Information:

***Cancellation Statement:**

Additional Comments: (For Internal Use Only)

B. Select 'Save'

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

[Upload File](#)

	Document Name	Document Description	Manage	Edit
1	BFTS.png	Training test	 	

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

C. Select **'Back'**

