

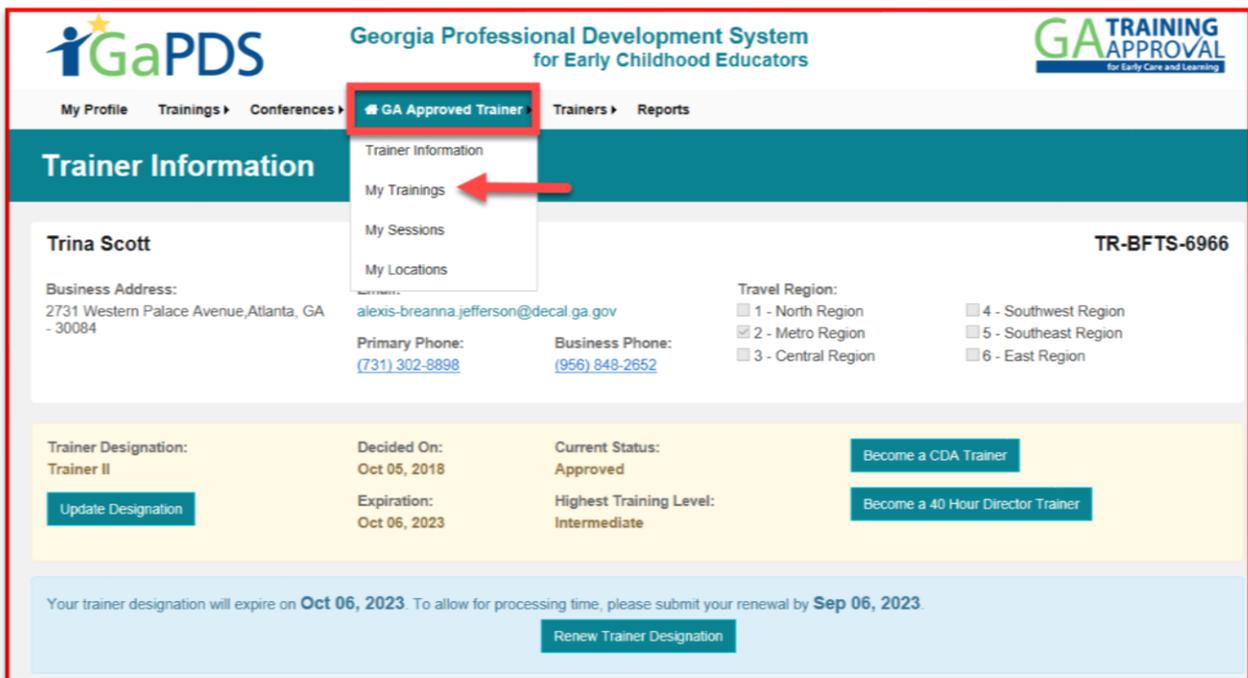
## How to Register a Participant into a Training Session

**Step 1:** User will need to gain access to [www.gapds.decal.ga.gov](http://www.gapds.decal.ga.gov)

- A. Login with GaPDS credentials

**Step 2:** Registering participant via **My Trainings**

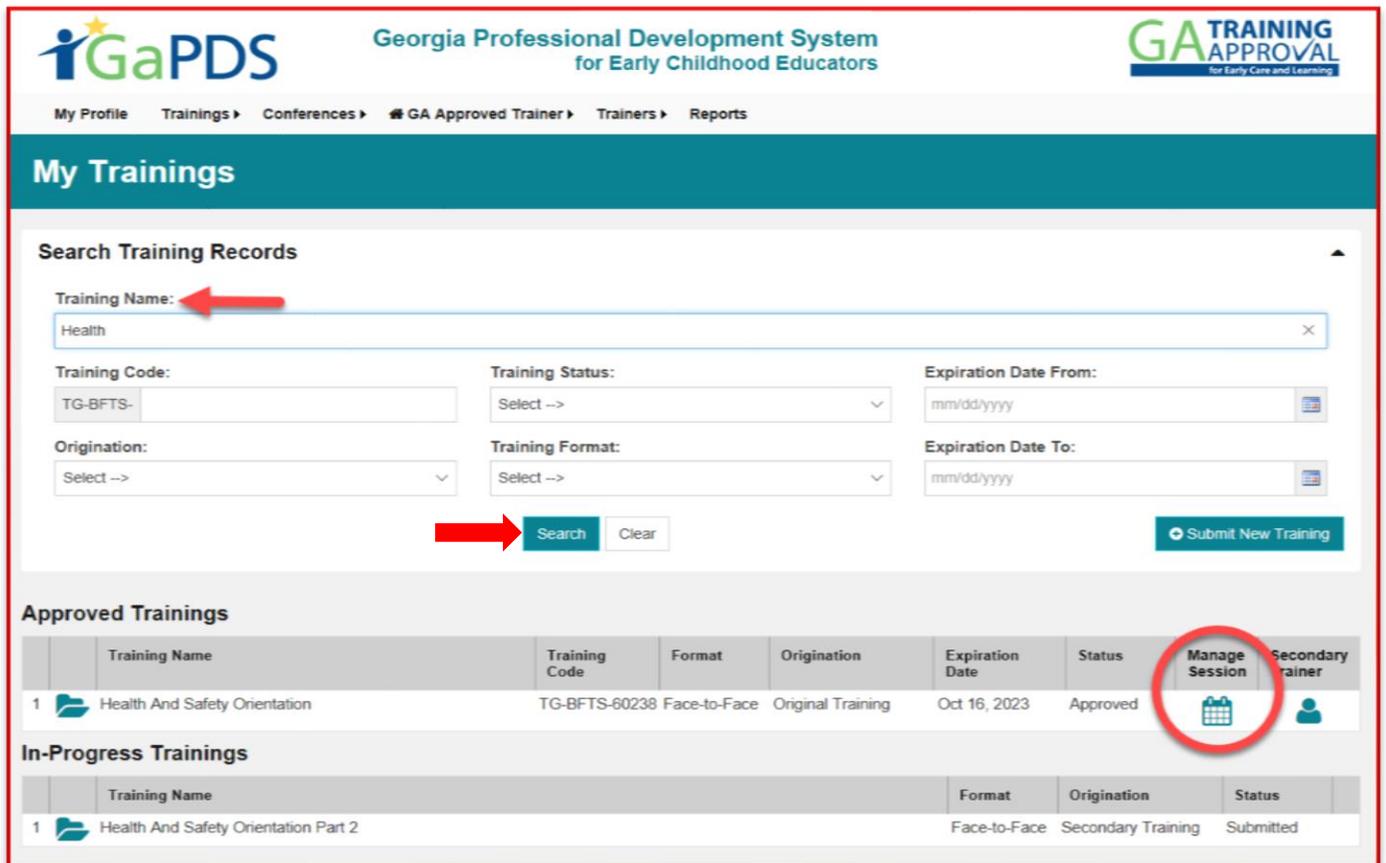
- A. Hover over **'GA Approved Trainer'**
- B. Select **'My Trainings'**



The screenshot shows the GaPDS interface for a GA Approved Trainer. The navigation menu at the top includes 'My Profile', 'Trainings', 'Conferences', 'GA Approved Trainer', 'Trainers', and 'Reports'. The 'GA Approved Trainer' menu is highlighted with a red box, and a red arrow points to the 'My Trainings' option in the dropdown menu. The profile information for Trina Scott is displayed, including her business address, contact information, and training status. The status is 'Trainer II' with a 'Decided On' date of Oct 05, 2018, and an 'Expiration' date of Oct 06, 2023. The current status is 'Approved' and the highest training level is 'Intermediate'. There are buttons for 'Update Designation', 'Become a CDA Trainer', and 'Become a 40 Hour Director Trainer'. A notice at the bottom states: 'Your trainer designation will expire on Oct 06, 2023. To allow for processing time, please submit your renewal by Sep 06, 2023.' with a 'Renew Trainer Designation' button.

**Step 3:** My Trainings page displays

- A. Enter **Training Name**
- B. Select **'Search'**
- C. Select **'Manage Sessions'** or the calendar icon.



**My Trainings**

**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 4:** Select **‘View or Edit Roster’** or the file folder icon.

**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](#)

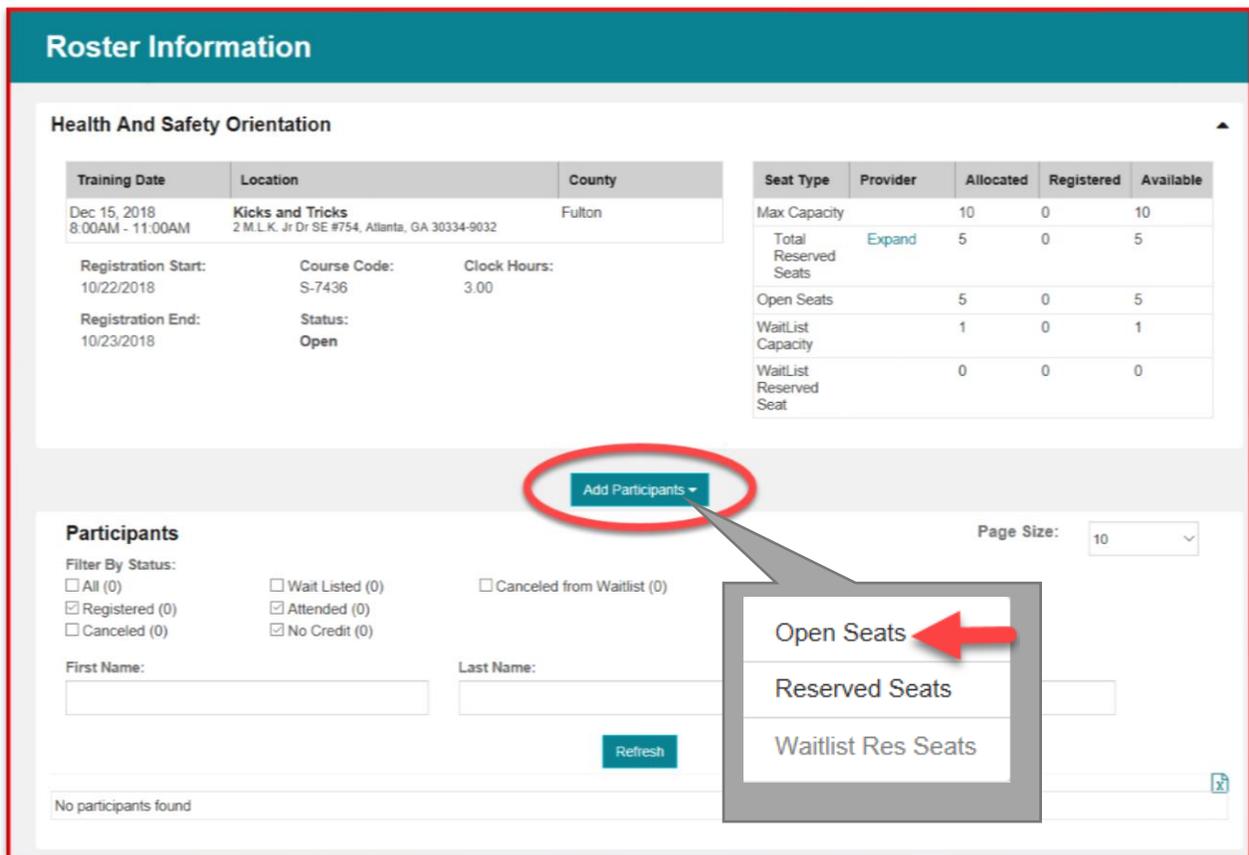
Edit	Session Info	Course Code	Status	Registration	Seat Capacity	Action						
1	<table border="1"> <thead> <tr> <th>Training Date</th> <th>Location</th> <th>County</th> </tr> </thead> <tbody> <tr> <td>Dec 15, 2018 8:00AM - 11:00AM</td> <td><b>Kicks and Tricks</b> 2 M.L.K. Jr Dr SE #754, Atlanta, GA 30334-9032</td> <td>Fulton</td> </tr> </tbody> </table>	Training Date	Location	County	Dec 15, 2018 8:00AM - 11:00AM	<b>Kicks and Tricks</b> 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	<b>Kicks and Tricks</b> 2 M.L.K. Jr Dr SE #754, Atlanta, GA 30334-9032	Fulton										

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**Step 5:** The **Roster Information** page displays

- A. Select **'Add Participants'**
- B. Select **'Open Seats'**



**Roster Information**

**Health And Safety Orientation**

Training Date	Location	County
Dec 15, 2018 8:00AM - 11:00AM	<b>Kicks and Tricks</b> 2 M.L.K. Jr Dr SE #754, Atlanta, GA 30334-9032	Fulton

Registration Start:	Course Code:	Clock Hours:
10/22/2018	S-7436	3.00

Registration End:	Status:
10/23/2018	<b>Open</b>

Seat Type	Provider	Allocated	Registered	Available
Max Capacity		10	0	10
Total Reserved Seats	<a href="#">Expand</a>	5	0	5
Open Seats		5	0	5
WaitList Capacity		1	0	1
WaitList Reserved Seat		0	0	0

**Add Participants**

**Participants** Page Size: 10

Filter By Status:

All (0)     
  Wait Listed (0)     
  Canceled from Waitlist (0)

Registered (0)     
  Attended (0)

Canceled (0)     
  No Credit (0)

First Name:      
 Last Name:

**Refresh**

No participants found

**Open Seats** ←

Reserved Seats

Waitlist Res Seats

**Step 6:**

- A. Enter your participants search criteria in **one or more fields**
- B. Select **'Search'**

**Search PDS for Participants**

Enter your participant search criteria in **one or more fields** below then click on the **Search** button.

First Name: <input type="text"/>	PDS #: <input type="text" value="88038"/>	Employer Name: <input type="text"/>
Last Name: <input type="text"/>	User Name: <input type="text"/>	Provider #: <input type="text"/>



**Step 7:**

- A. Check the box next to the participant(s) you wish to register.
- B. Click **'Add Selected Participants'**

**Search PDS for Participants**

Check the box next to the participant(s) you wish to register and click the **Add Selected Participants** button.

Page Size:

	<input type="checkbox"/>	Last Name	First Name	PDS#	Email	Employer
1	<input checked="" type="checkbox"/>	davis	ashleigh	88038	alexis-breanna.jefferson@decal.ga.gov	



Didn't find the participant you are looking for? Click  to manually add participant.

**Step 8: Training Confirmation** page displays

- A. Ensure the correct user is registered
- B. Select **'Confirm Registration'**

### Health And Safety Orientation

Training Date	Location	County	Seat Type	Provider	Allocated	Registered	Available
Dec 15, 2018 8:00AM - 11:00AM	<b>Kicks and Tricks</b> 2 M.L.K. Jr Dr SE #754, Atlanta, GA 30334-9032	Fulton	Max Capacity		10	0	10
Registration Start: 10/22/2018 Registration End: 10/23/2018			Total Reserved Seats	<a href="#">Expand</a>	5	0	5
Course Code: S-7436 Status: <b>Open</b>			Open Seats		5	0	5
Clock Hours: 3.00			WaitList Capacity		1	0	1
			WaitList Reserved Seat		0	0	0

### Confirm Registration

You have chosen to enroll the following participants. Click on **Confirm Registration** to confirm the registration.

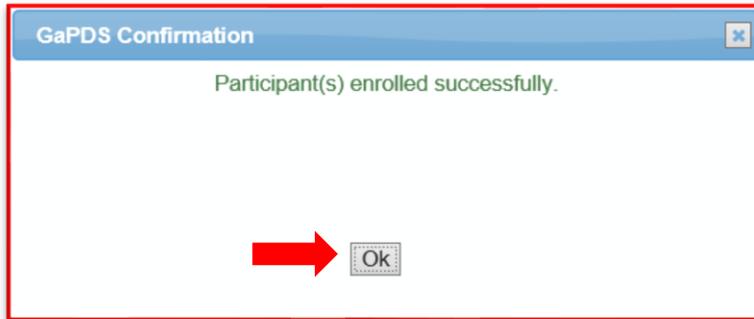
PDS #	Last Name	First Name	Email	Employer	Remove
1 88038	davis	ashleigh	alexis-breanna.jefferson@decal.ga.gov		

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Confirm Registration
Enroll More

**Step 9: GaPDS Confirmation** page displays:

- A. **Participant(s) enrolled successfully** will display.
- B. Select **'Ok'**



**Step 10:** Participant(s) will receive an e-mail confirmation like the one depicted below.

