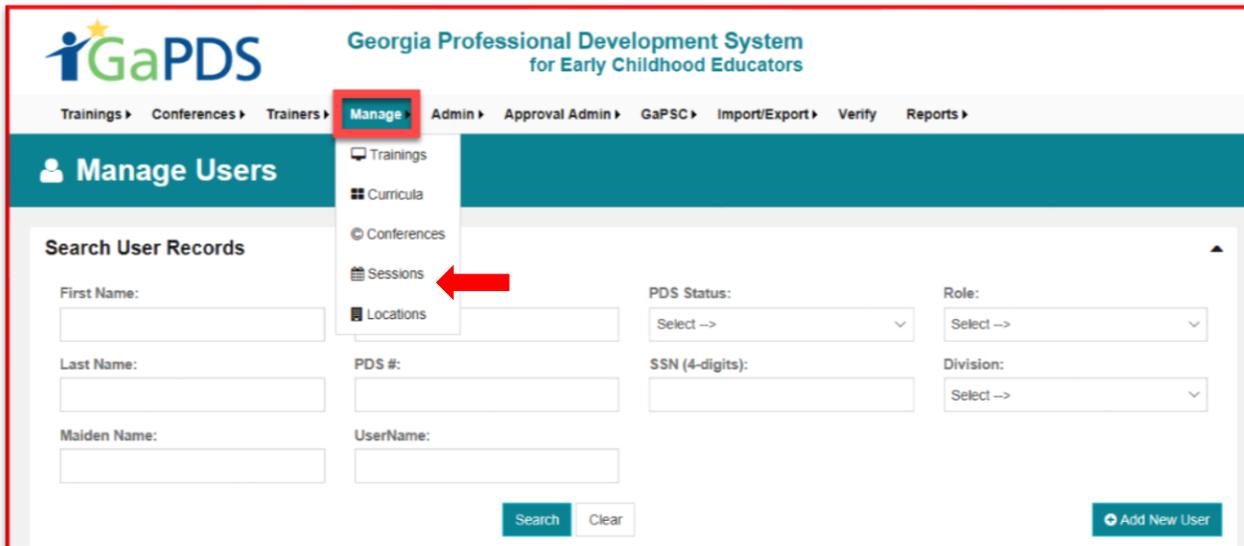


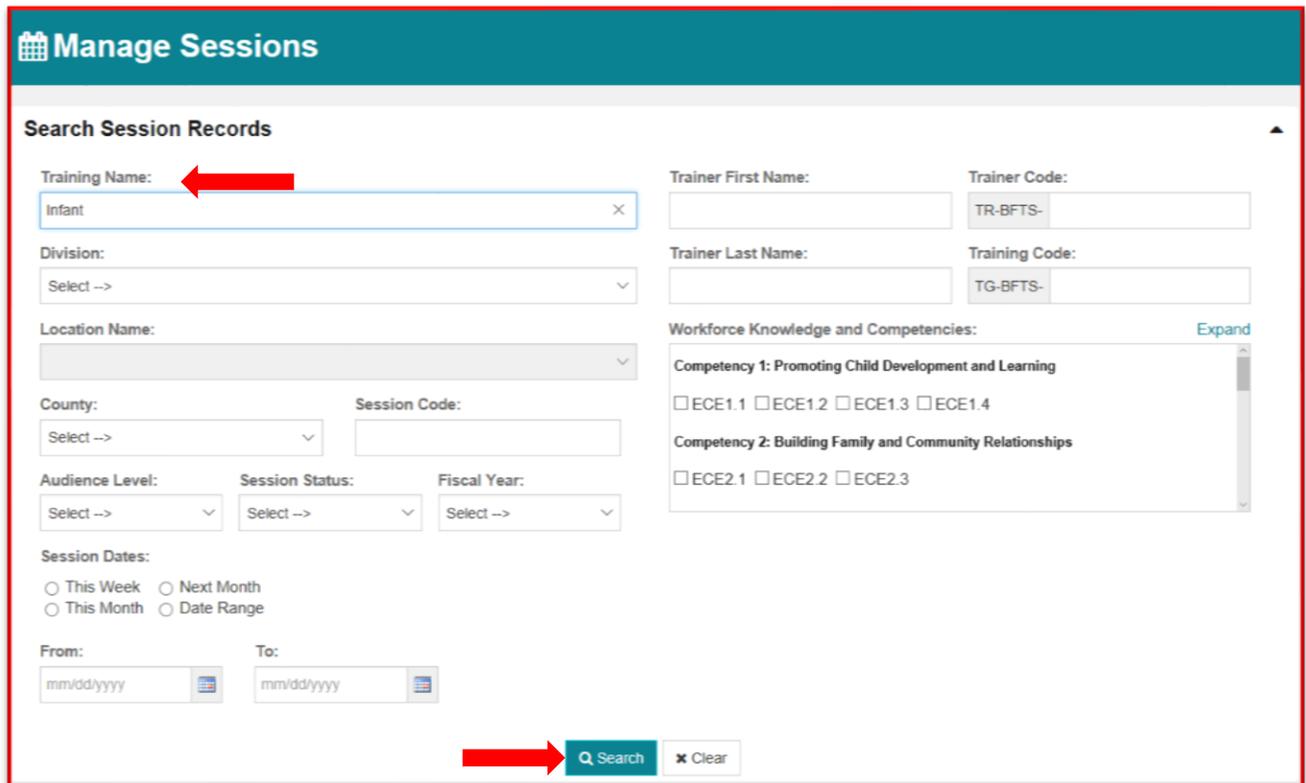
How to Cancel a Participant from a Training Session

Step 1: Go to Manage sessions



Step 2:

- A. Type in training name that the participant wants to cancel
- B. Select 'Search'



The screenshot shows the 'Manage Sessions' interface. At the top, there is a teal header with a calendar icon and the text 'Manage Sessions'. Below this is a section titled 'Search Session Records'. The search filters are arranged as follows:

- Training Name:** A text input field containing 'Infant', with a red arrow pointing to it.
- Trainer First Name:** An empty text input field.
- Trainer Code:** A dropdown menu with 'TR-BFTS-' selected.
- Division:** A dropdown menu with 'Select -->' selected.
- Trainer Last Name:** An empty text input field.
- Training Code:** A dropdown menu with 'TG-BFTS-' selected.
- Location Name:** A dropdown menu.
- Workforce Knowledge and Competencies:** A section with an 'Expand' link and two competency lists:
 - Competency 1: Promoting Child Development and Learning** with checkboxes for ECE1.1, ECE1.2, ECE1.3, and ECE1.4.
 - Competency 2: Building Family and Community Relationships** with checkboxes for ECE2.1, ECE2.2, and ECE2.3.
- County:** A dropdown menu with 'Select -->' selected.
- Session Code:** An empty text input field.
- Audience Level:** A dropdown menu with 'Select -->' selected.
- Session Status:** A dropdown menu with 'Select -->' selected.
- Fiscal Year:** A dropdown menu with 'Select -->' selected.
- Session Dates:** Radio buttons for 'This Week', 'Next Month', 'This Month', and 'Date Range'.
- From:** A date input field with 'mm/dd/yyyy' placeholder and a calendar icon.
- To:** A date input field with 'mm/dd/yyyy' placeholder and a calendar icon.

At the bottom right, there is a red arrow pointing to a teal 'Search' button with a magnifying glass icon, and a grey 'Clear' button with an 'x' icon.

Step 3: Click the roster icon.

Training Name:

Trainer First Name:

Trainer Code:

Division:

Trainer Last Name:

Training Code:

Location Name:

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

County: **Session Code:**

Audience Level: **Session Status:** **Fiscal Year:**

Session Dates:

This Week Next Month

This Month Date Range

From: **To:**

Edit	Training Name	Session Info	Status	Registration	Seat Capacity	Action						
1	Prevention Of Sudden Infant Death Syndrome And Use Of Safe Sleeping Practices	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <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 29, 2018 9:00AM - 1:00PM</td> <td>BFTS 200 Piedmont Ave SW, Atlanta, GA 30337-9032</td> <td>Fulton</td> </tr> </tbody> </table>	Training Date	Location	County	Dec 29, 2018 9:00AM - 1:00PM	BFTS 200 Piedmont Ave SW, Atlanta, GA 30337-9032	Fulton	Open	Begin: 11/08/2018 End: 11/30/2018	Total: 10 Wait: 1 Open: 7	
Training Date	Location	County										
Dec 29, 2018 9:00AM - 1:00PM	BFTS 200 Piedmont Ave SW, Atlanta, GA 30337-9032	Fulton										

Step 4: Select 'Update Status'

Roster Information

Prevention Of Sudden Infant Death Syndrome And Use Of Safe Sleeping Practices

Training Date	Location	County	Seat Type	Provider	Allocated	Registered	Available
Dec 29, 2018 9:00AM - 1:00PM	BFTS 200 Piedmont Ave SW, Atlanta, GA 30337-9032	Fulton	Max Capacity		10	3	7
Registration Start: 11/8/2018	Course Code: S-7565	Clock Hours: 4.00	Open Seats		10	3	7
Registration End: 11/30/2018	Status: Open		WaitList Capacity		1	0	1
			WaitList Reserved Seat		0	0	0

Add Participants ▾
Attendance
↓
Update Status
Email ▾
Print ▾

Participants Page Size:

Filter By Status:

All (3)
 Registered (3)
 Canceled (0)

Wait Listed (0)
 Attended (0)
 No Credit (0)

Canceled from Waitlist (0)

First Name:

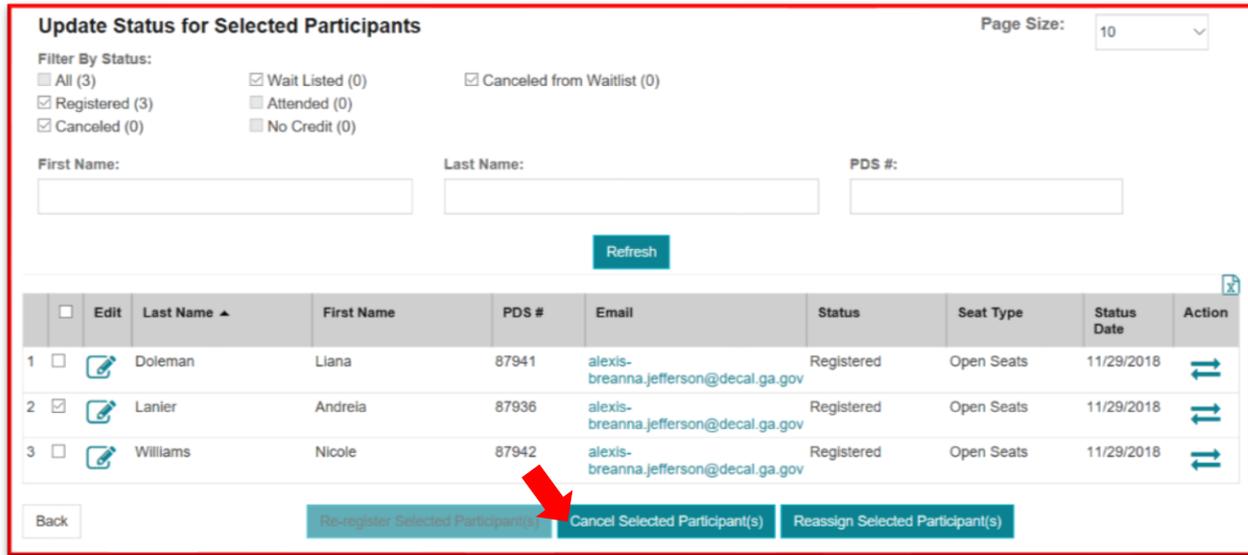
Last Name:

PDS #:

Default

Step 5:

- A. Select the name of the participant who wants to be canceled.
- B. Click **Cancel Selected Participant(s)**.



Update Status for Selected Participants Page Size: 10

Filter By Status:

All (3)
 Registered (3)
 Canceled (0)
 Wait Listed (0)
 Attended (0)
 Canceled from Waitlist (0)
 No Credit (0)

First Name:
 Last Name:
 PDS #:

Refresh

	<input type="checkbox"/>	Edit	Last Name ▲	First Name	PDS #	Email	Status	Seat Type	Status Date	Action
1	<input type="checkbox"/>		Doleman	Liana	87941	alexis-breanna.jefferson@dec.al.ga.gov	Registered	Open Seats	11/29/2018	
2	<input checked="" type="checkbox"/>		Lanier	Andreia	87936	alexis-breanna.jefferson@dec.al.ga.gov	Registered	Open Seats	11/29/2018	
3	<input type="checkbox"/>		Williams	Nicole	87942	alexis-breanna.jefferson@dec.al.ga.gov	Registered	Open Seats	11/29/2018	

Step 7: Select 'Yes' to cancel registration



GaPDS Confirmation

Are you sure you want to cancel?

Step 8: Participant should not be showing on the roster as registered; Participant will have a status of canceled.