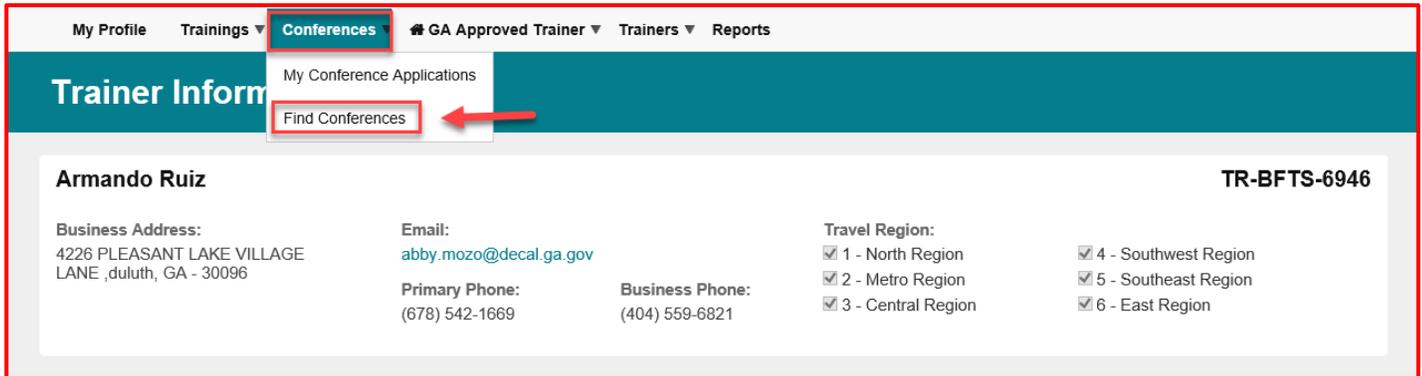


How to Find a Conference

Once logged into GaPDS, click the “Conferences” navigation tab.

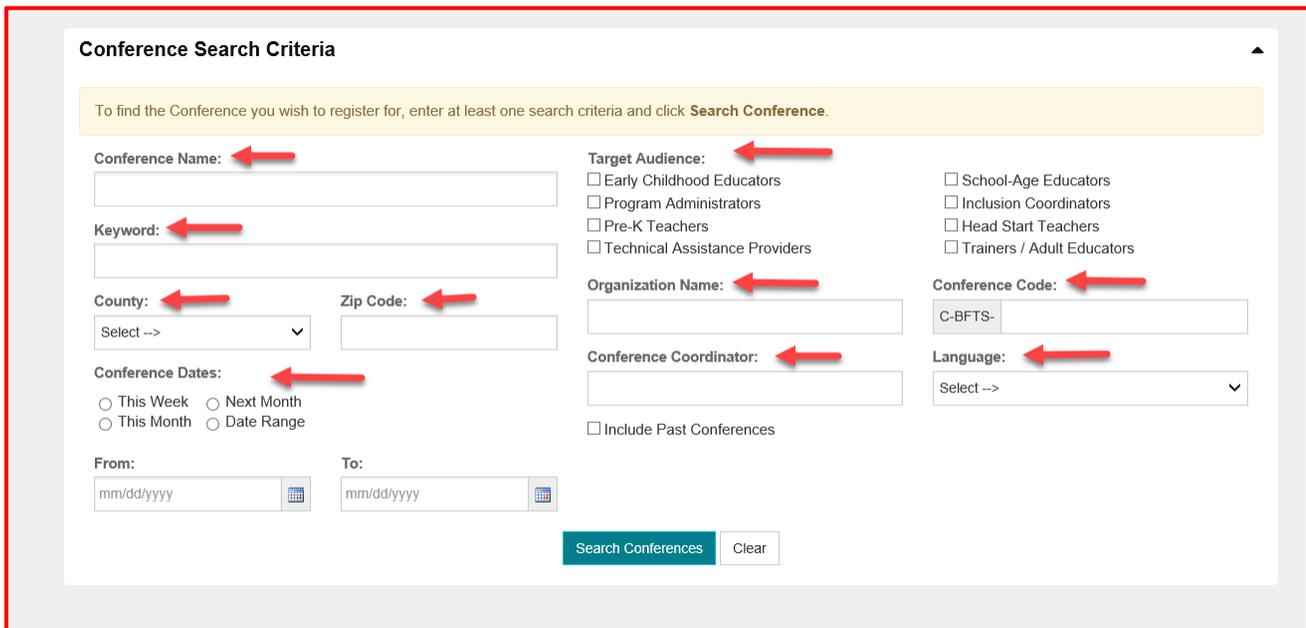
- a. Select, “Find Conference” tab.



The screenshot shows the GaPDS user interface. At the top, there is a navigation menu with tabs: My Profile, Trainings, Conferences (highlighted in red), GA Approved Trainer, Trainers, and Reports. Below the navigation menu is a header section for "Trainer Information" with a sub-menu containing "My Conference Applications" and "Find Conferences" (highlighted in red with a red arrow pointing to it). Below the header, the user profile for "Armando Ruiz" is displayed, including contact information, email, primary and business phone numbers, and travel region preferences (North, Metro, Central, Southwest, Southeast, East regions are all checked).

Under the “Find Conference” section, there is the ability to search for conference that are open to the public. You can search by Conference Name, Keyword, County, Zip Code, and Conference Dates, Target Audience, Organization Name, Conference Coordinator, Conference Code, and Language.

Note: All fields do not need to be filled in order to find a conference.



The screenshot shows the "Conference Search Criteria" form. It includes a yellow instruction bar: "To find the Conference you wish to register for, enter at least one search criteria and click Search Conference." The form contains several search fields: Conference Name, Keyword, County (dropdown), Zip Code, Conference Dates (radio buttons for This Week, Next Month, This Month, Date Range), Target Audience (checkboxes for Early Childhood Educators, Program Administrators, Pre-K Teachers, Technical Assistance Providers, School-Age Educators, Inclusion Coordinators, Head Start Teachers, Trainers / Adult Educators), Organization Name, Conference Coordinator, Conference Code (with a dropdown showing "C-BFTS-"), and Language (dropdown). There are also checkboxes for "Include Past Conferences" and "From/To" date pickers. A "Search Conferences" button and a "Clear" button are at the bottom.

