

Training Event Entry for Premium Training Sponsor Organizations

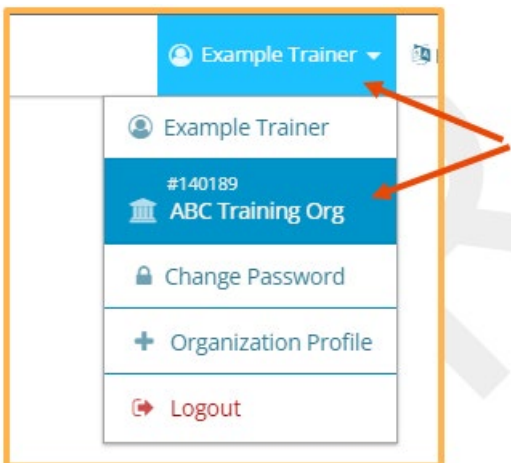
Training Sponsor Organizations are businesses and entities that provide high quality professional development experiences to people working in the field of early care and education. To be approved as a Training Sponsor Organization, submit an application and meet certain criteria by submitting documentation to Achieve MNCPD for verification.

Only approved Training Sponsor Organizations can own courses and offer approved training events in Develop.

HOW TO ENTER AN EVENT

To enter a new training event, follow these instructions.

1. Log into the Develop Individual Profile. To create an Individual Profile reference the document, [Creating an Individual Profile \(PDF\)](#).
2. In the context menu in the upper, right-hand corner of the screen, select the **Organization Profile**.

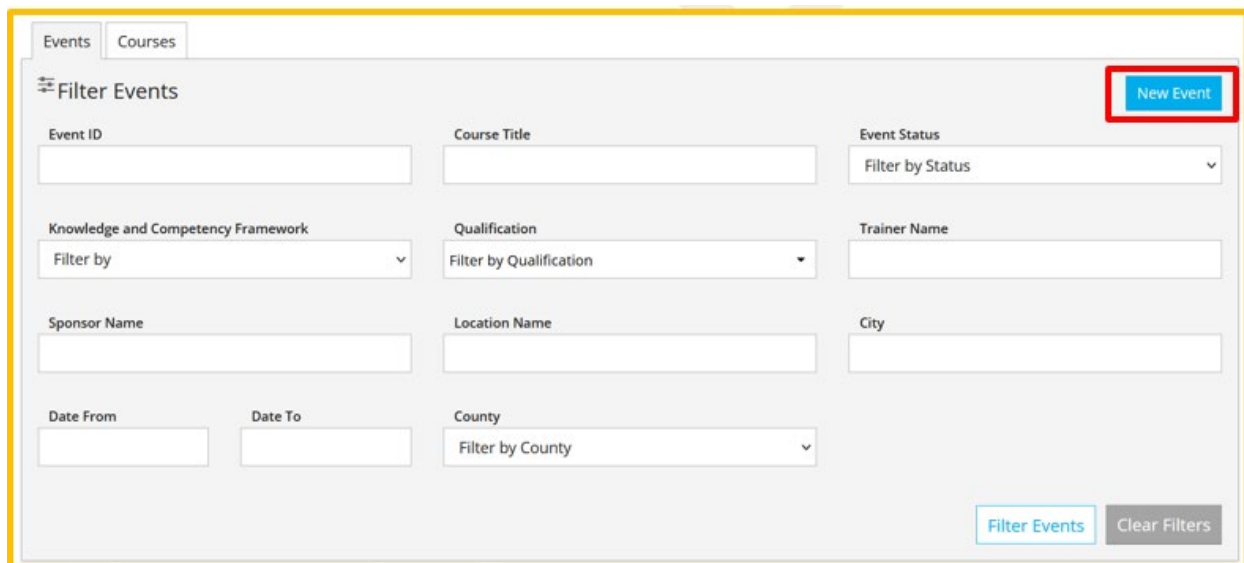


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3. On the left-hand navigation menu, select **Training Entry**.



4. When the Training Entry page loads, click **New Event**.



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5. Use the filters or search fields to find the course to schedule an event. Click **Search**, once the course shows up on the list, click **Select**.

Many course options that appear in the course catalog are available to the trainer for approved event scheduling. However, some options may be restricted from scheduling if the trainer is not approved for the KCF area attached to the approved course. Be sure to check the trainer's verified KCF areas on the Trainer profile and cross check them with KCF areas attached to approved courses.

The screenshot displays a course selection interface. On the left, a 'Filter Courses' sidebar is highlighted with a red border, containing search fields for Course Title, Course ID, and Qualification, as well as dropdown menus for Qualification Type, Knowledge and Competency Framework Areas, and CDA Content Areas. The main content area shows a single course entry for '#197688 My New Course' with details on hours, level, type, and writer. A red arrow points to a 'Select' button next to the course title. Below the main content, a separate box highlights a 'Search' button with a magnifying glass icon and a 'Reset' button with a circular arrow icon, with another red arrow pointing to the 'Search' button.

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6. Displayed is the **Course** tab. The course details will display in this section. To keep scheduling an event, click **Continue**.

Note: To save as a draft and return to make changes later, click on **Save as Draft**. This option is available at the bottom of each screen. See step 11 for an event that saved in Draft status.

The screenshot shows a web application interface for course selection. At the top, there is a navigation bar with five tabs: 'COURSE', 'TRAINER & SPONSOR', 'ASSESSMENTS & DELIVERY', 'EVENT', and 'REGISTRATION'. The 'COURSE' tab is highlighted with a red border. Below the navigation bar, the main content area is titled 'Course Selection' and contains the following information:

- Course ID: #197688
- Course Name: My New Course
- Expiration Date: 11/09/2026 / Total Length of Course: 8.00 / Course Level: Level 1 - Explores
- Course Type: Approved clock hour course / Course Category: Infant
- A warning box: Restricted to authorized trainers
- Course Writer: #131544, Course Writer
- Course Owner: #140189, ABC Training Org
- Description: Please provide a course description. (This description will be made public and must be 100 words or less.)
- Delivery Method Options: In Person/Face to Face
- Knowledge and Competency Framework Areas: I: Child Development and Learning (8.00 hr)
- CDA Content Areas: Content Area VIII: Principles of Child Development and Learning (8.00 hr)
- A 'Select a Course' button.
- At the bottom, there are two buttons: 'Save as Draft' and 'Continue >'. A red arrow points to the 'Continue >' button.

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7. On the **Trainer and Sponsor** tab, click **+Trainer**.

The screenshot shows the 'Trainer & Sponsor' tab selected in a navigation bar. Below the navigation bar, there is a 'Trainer Entry' section with a warning message: 'Trainer Required' and 'No trainers have been added to this event.' A red arrow points to a '+Trainer' button. Below this is a 'Training Language' section with a dropdown menu labeled 'Select Language' and the text '-- Select Training Language --'. At the bottom, there are three buttons: '< Previous', 'Save as Draft', and 'Continue >'.

8. Using the **Trainer List** or **Trainer Map**, pick the Trainer and click **Select**.

The screenshot shows the 'Trainer List' or 'Trainer Map' view. At the top, there are two tabs: 'Trainer List' and 'Trainer Map'. Below the tabs, there is a card for a trainer named 'Abdulkadir Aakretest' with ID '#66359'. The card includes location information: 'City MINNEAPOLIS / State MN / County Todd', trainer type: 'Trainer Type State Agency Staff and Partner Trainer / Training Languages Cambodian', and 'Course Authorization Expires --'. A red arrow points to a 'Select' button on the right side of the card.

9. A confirmation message will display and ask to add another Trainer. To add another Trainer, click **Yes**. If finished adding Trainers, click **No**.

The screenshot shows a confirmation message with a green checkmark icon. The text reads: 'Trainer Added' and 'Trainer, Abdulkadir Aakretest, has been successfully added to the event. Would you like to add another?'. At the bottom, there are two buttons: 'No' and 'Yes'. A red arrow points to the 'No' button.

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- To give a Trainer administrative access to the Event, check the **Administrative Access** box. Use the drop-down menu to select the language that the event will be offered in. Click **Continue**.

Note: Administrative Access is access for the trainer to enter attendance and use the messaging roster to email attendees.

The screenshot displays the 'Trainer Entry' form within the 'TRAINER & SPONSOR' tab. The form includes the following elements:

- Navigation tabs: COURSE, **TRAINER & SPONSOR**, ASSESSMENTS & DELIVERY, EVENT, REGISTRATION.
- Section: **Trainer Entry**
- Trainer ID: #66359
- Trainer Name: **Abdulkadir Aakrest** (Authorized Trainer)
- Administrative Access: Administrative Access (highlighted with a red arrow)
- Change button: [Change](#)
- +Trainer button: [+Trainer](#)
- Section: **Training Language**
- Select Language dropdown: -- Select Training Language --
- Navigation buttons: [< Previous](#), [Save as Draft](#), [Continue >](#) (highlighted with a red arrow)

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11. On the **Assessment & Delivery** tab, check the boxes to indicate the type(s) of assessment of learning and delivery methods the Event will use. Click **Continue**.

The screenshot shows a web interface for entering training event information. At the top, a navigation bar contains five tabs: COURSE, TRAINER & SPONSOR, ASSESSMENTS & DELIVERY (highlighted with a red box), EVENT, and REGISTRATION. Below the navigation bar, the main content area is titled "Assessment of Learning" and "Delivery Methods".

Assessment of Learning
Please select all that apply.

- Demonstration of Skills
- Interview
- Observation
- Portfolio
- Pre/Post Test
- Project
- Q&A
- Reflection Paper
- Research Paper
- Self Report
- TTET
- Other

Delivery Methods
Please select all that apply.

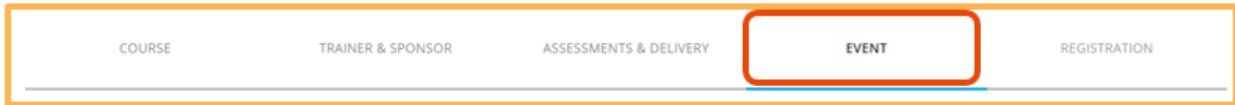
- In Person/Face to Face
- Virtual/E-Learning: Internet-based - Synchronous
- Virtual/E-Learning: Internet-based - Asynchronous
- Virtual/E-Learning: Internet-based - Webinars
- Blended Learning

At the bottom of the form, there are three buttons: "Previous" (disabled), "Save as Draft", and "Continue >" (highlighted with a red arrow).

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12. Displayed is the **Event** tab.

- a. To have an event appear in the public training search results, select the **Yes** button. To not have an event appear to the public and in training search results, select the **No** button.
- b. Enter the location information.



Event Details

Show this event in public search results

No Yes 

Select Yes if you would like this event to show up in public event searches.

Type
Classroom

Location Name
Sarmiento 4446

Country
Argentina

Address
4446 Sarmiento


Address 2
Enter Apt. Unit, Suite

Zip/Postal Code
C1197

City
AAP

State/Province
CABA

Capacity
25



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- c. Enter date and time information.
 - i. Self-Paced: No scheduled meeting times
 - ii. Multiple Sessions: More than one meeting time.

Event Date & Time

Self-Paced

No Yes

Select Yes only if this event has unique start and end dates for individual participants.

Multiple Sessions

No Yes

Start Date
02/01/2022

End Date
02/01/2022

Start Time
12:00 PM

End Time
04:00 PM

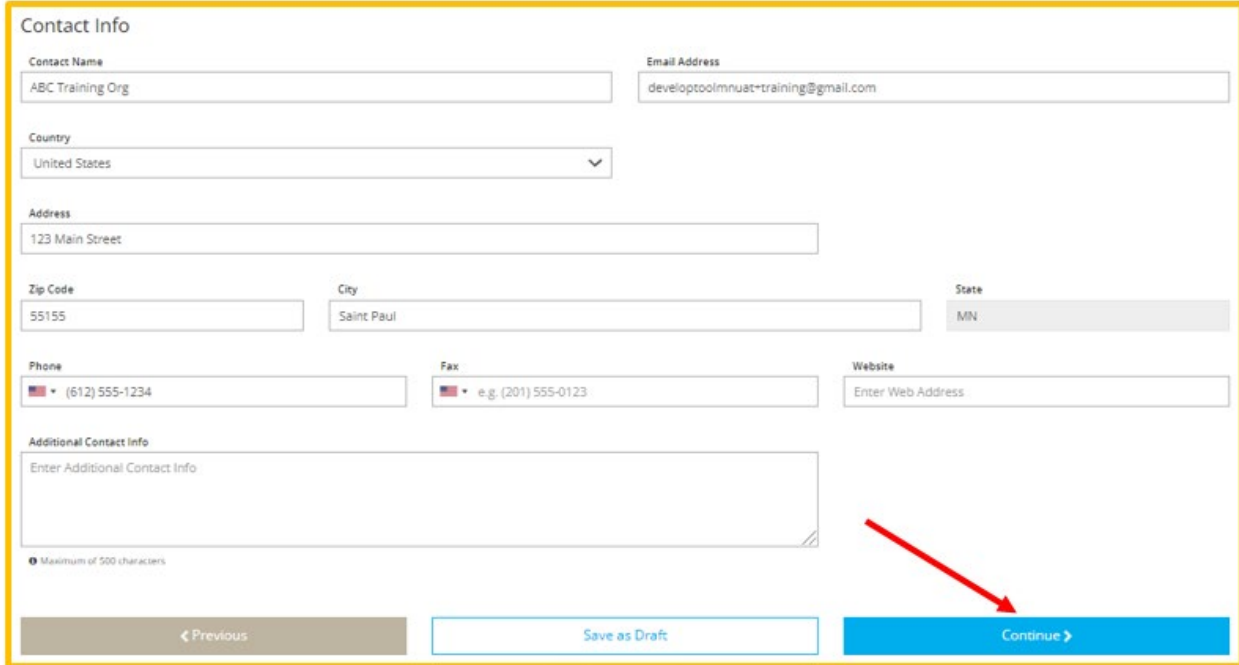
Addl. Date/Time Info

Enter Addl. Date/Time Info

Maximum of 500 characters

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- d. Review the contact information. Information from the organization will automatically populate, but the information that is shown can be changed for this event. Click **Continue**.

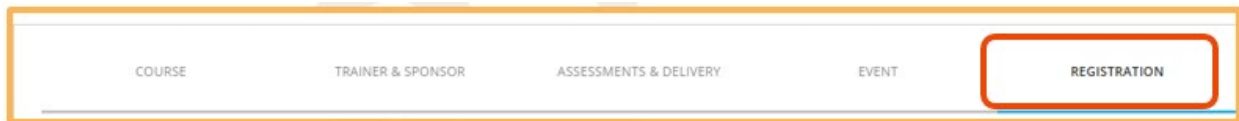


The screenshot shows a 'Contact Info' form with the following fields and values:

- Contact Name: ABC Training Org
- Email Address: developoolmnuat-training@gmail.com
- Country: United States
- Address: 123 Main Street
- Zip Code: 55155
- City: Saint Paul
- State: MN
- Phone: (612) 555-1234
- Fax: e.g. (201) 555-0123
- Website: Enter Web Address
- Additional Contact Info: Enter Additional Contact Info

At the bottom, there are three buttons: 'Previous', 'Save as Draft', and 'Continue'. A red arrow points to the 'Continue' button.

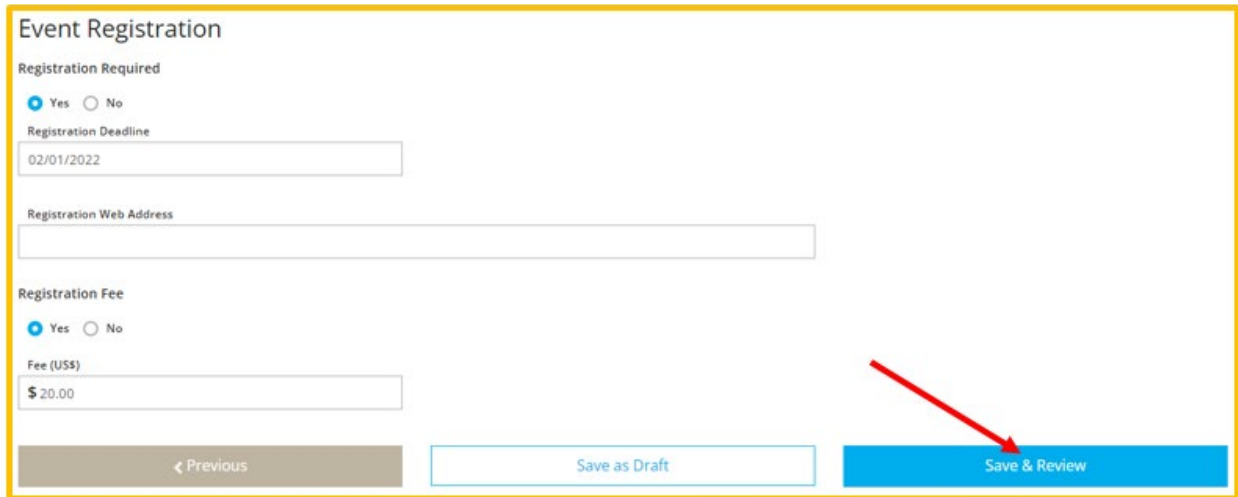
13. Displayed is the **Registration** tab.



The screenshot shows a navigation menu with five tabs: COURSE, TRAINER & SPONSOR, ASSESSMENTS & DELIVERY, EVENT, and REGISTRATION. The REGISTRATION tab is highlighted with a red border.

- a. On the Event Registration tab, select or fill in the following:
 - i. If registration is required
 - ii. The registration deadline and the registration web address location
 - iii. If there is a registration fee and the amount of the fee.
- b. Click **Save & Review**.

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Event Registration

Registration Required

Yes No

Registration Deadline

02/01/2022

Registration Web Address

Registration Fee

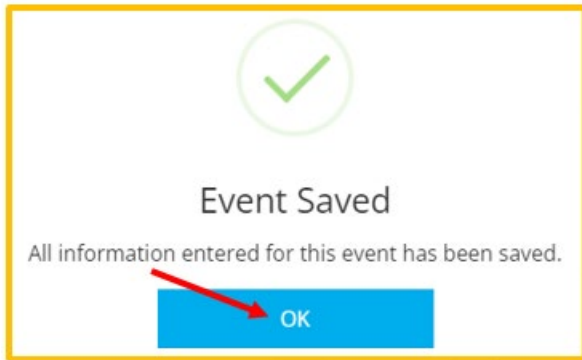
Yes No

Fee (US\$)

\$20.00

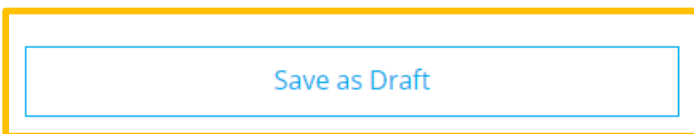
← Previous Save as Draft Save & Review

14. A confirmation message will display. Click **OK**.



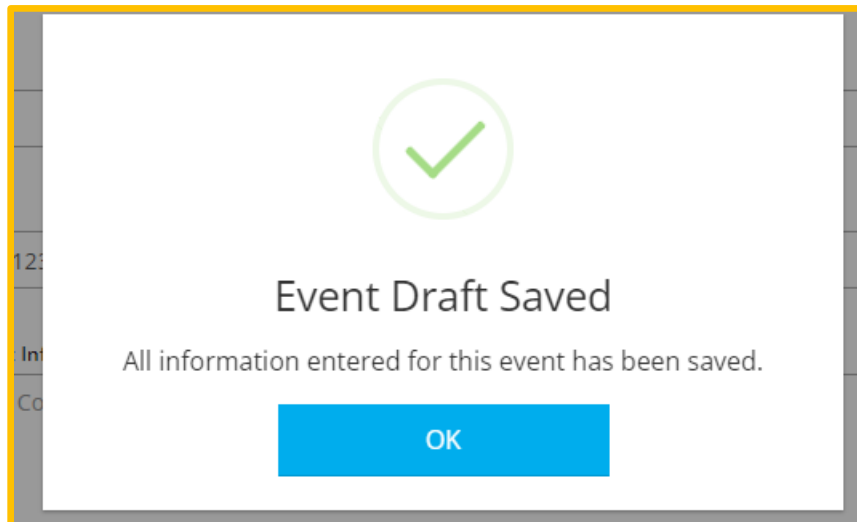
15. If the event is in **Draft** status the information can be reviewed as needed. The **Save as Draft** button is available at the bottom of each screen and information can be saved at any point in the process.

- a. To save as a draft at any point during the process.
 - i. Click on **Save as draft** on the bottom of the page.

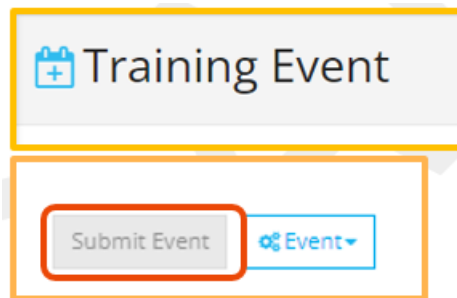


- ii. A display box will appear stating that the information enter has been saved. Click on **OK**.

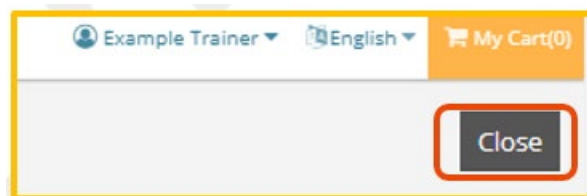
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- iii. Displayed is the **Training Event** page. The status of the event shows as a **Draft**. It will also state the **Event Not Submitted** and the **Submit Event** button is grayed out.



At this point, the information is saved as a draft. To completely close out and come back to make edits later, select the **Close** button in top right corner of the page.



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b. Review and edit information

- i. To review and edit a saved draft of a training entry after completely closing out of Develop, follow steps 1-2 in this document.

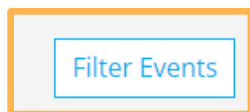
Enter on the Training Entry page, the course ID and/or the name of the course in the search fields. Click **Filter Events** button. Scroll down the page to see the search results and select the event to edit.

Events Courses

Filter Events New Event

Event ID

Course Title



Below is a list of the training events that you have scheduled. Click on an event to view details, enter a roster or schedule the event again. Click on 'New' above to schedule other events for courses you own or are authorized to schedule.

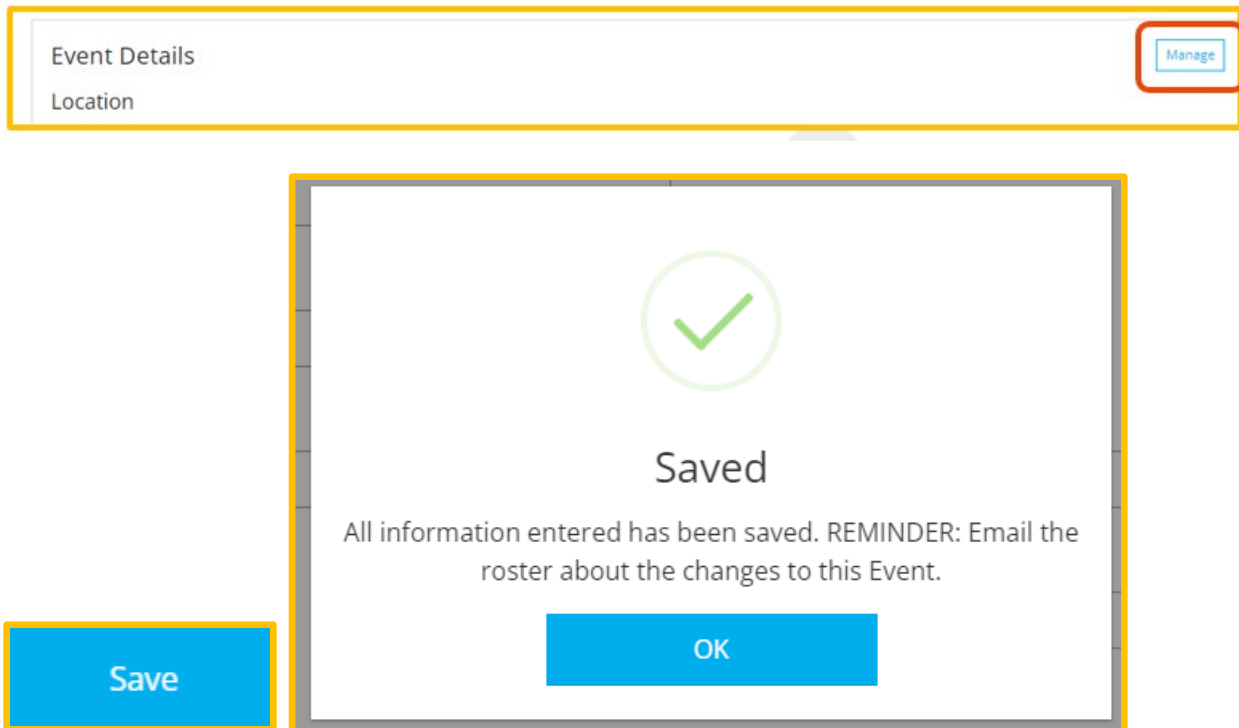
⚠ Expired ⌚ Not set 👤 Expired Trainer

| ID | Date | Title | Location/URL | Trainer | Status |
|------------------------|--------------------------|-------------------------------|--------------------------|-----------------|--------|
| 348966 | 🚫 Undecided | My New Course | 🚫 Undecided | Example Trainer | Draft |

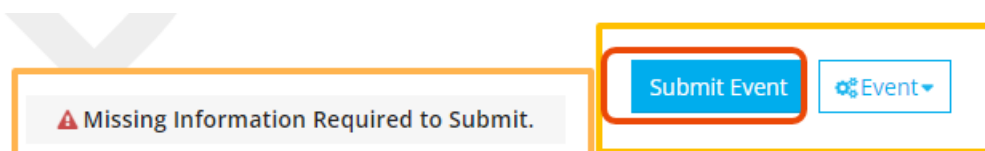
- ii. All the sections will now display on the **Training Event** page instead of tabs. Go to the desired section to review or edit.
 - Course – The number, name, and course information.
 - Status – The status will display as draft and display that the event has not been submitted. This status will change once all sections have been filled out and the Event has been submitted for approval.
 - This event will show in public search results – The choices in this section can be edited right on the page.
 - Event Details – Details of the event.

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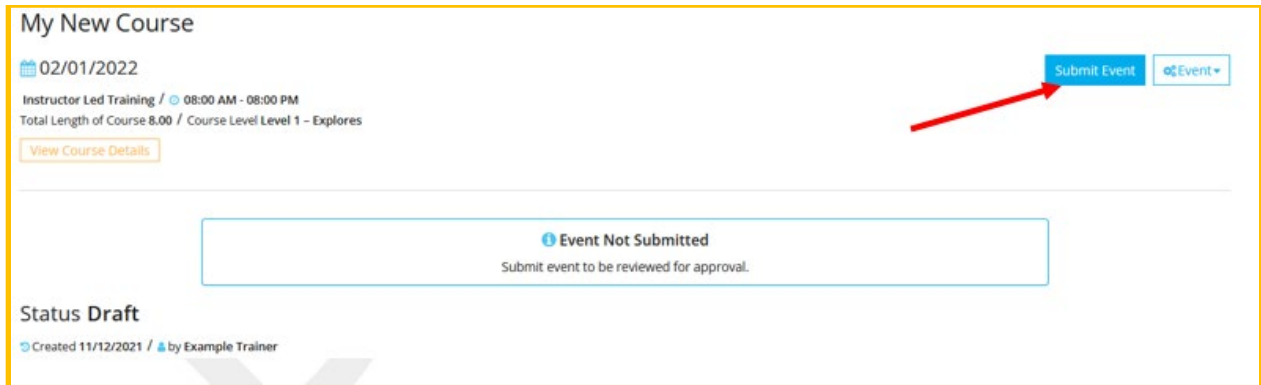
- Event Registration – Details if the event requires registration or a fee.
 - Trainers and Sponsor – Details of trainer entry.
 - Assessments and Delivery – Displays the type(s) of assessment of learning and delivery methods the event will use.
- iii. To edit the desired section, click on the **Manage** button. The specific section will display to edit. When finished, click on **Save**. A box will display that all the information entered has been saved.



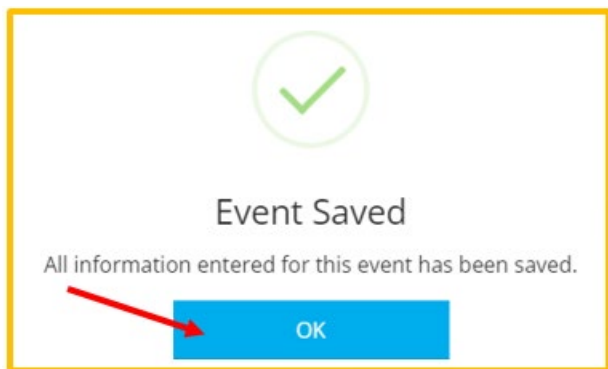
- c. If any section is, missing information a message with a red triangle will state **Missing Information Required to Submit**. When completed and all sections are filled out, click the **Submit Event** button. The button will now be blue instead of gray when all information is entered.



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- d. A confirmation message is displayed stating that the event was saved. Click **OK**.

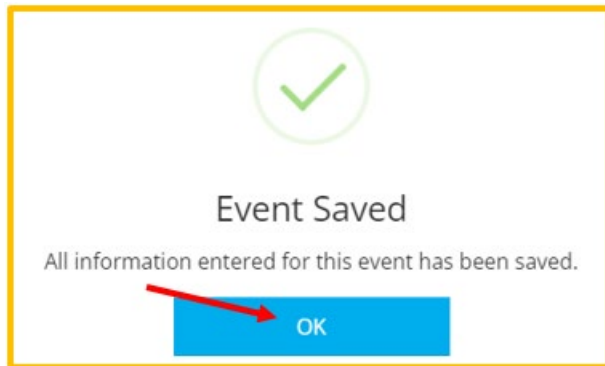


- e. The status on the Training Event page should now state **Accepted**.



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16. A confirmation message will display. Click **OK**.



17. Depending on certain course and event details, the event will either be reviewed by Achieve MNCPD before being changed to Accepted status (allow up to three days), or it will be moved to Accepted status immediately. Either way, an automated email will be sent when the event is approved and has moved into Accepted status.