

## Training Event Entry for Trainers

Trainers are individuals who deliver high quality professional development experiences to people working in the field of early care and education. A current Trainer membership is required to own Courses, be listed on a Course's Authorized Trainer List, and schedule approved training Events in Develop.

Only approved Trainers can own Courses and offer approved training Events in Develop. Trainers can only schedule and train Events in Knowledge and Competency Framework (KCF) Areas they are approved to train on.

### HOW TO ENTER AN EVENT

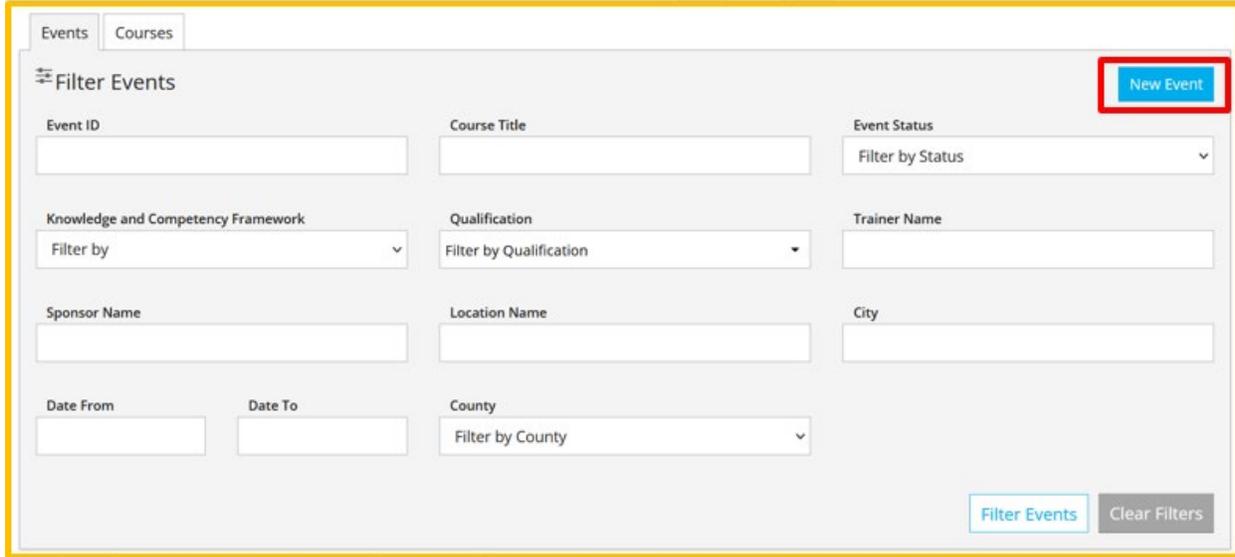
For approved Trainers, follow the instruction in this guide to enter a new training event.

1. Log into the Develop Individual Profile. To create an Individual Profile reference the document, [Creating an Individual Profile \(PDF\)](#).
2. In the left-hand navigation menu, select **Training Entry**.



# Training Event Entry for Trainers

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

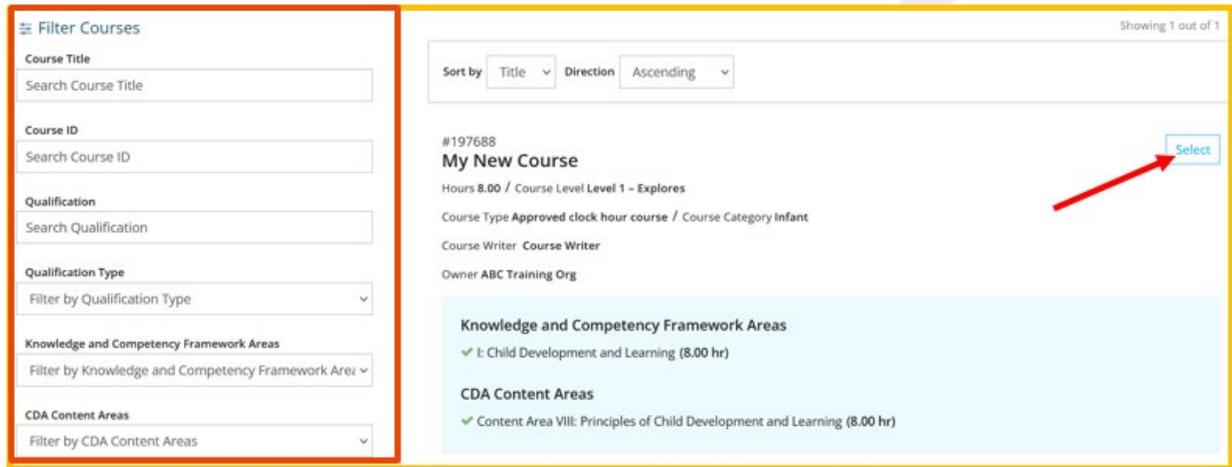


The screenshot shows a 'Filter Events' form with the following fields:

- Event ID:
- Course Title:
- Event Status:
- Knowledge and Competency Framework:
- Qualification:
- Trainer Name:
- Sponsor Name:
- Location Name:
- City:
- Date From:
- Date To:
- County:

Buttons: [Filter Events](#), [Clear Filters](#), and a highlighted [New Event](#) button.

- Use the filters or search fields to find the course to schedule an event. Click **Search**, once the course shows up on the list, and 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 shows the 'Filter Courses' form on the left and a course detail view on the right.

**Filter Courses:**

- Course Title:
- Course ID:
- Qualification:
- Qualification Type:
- Knowledge and Competency Framework Areas:
- CDA Content Areas:

**Course Detail View:**

- Showing 1 out of 1
- Sort by:  Direction:
- #197688
- My New Course**
- Hours 8.00 / Course Level Level 1 - Explores
- Course Type Approved clock hour course / Course Category Infant
- Course Writer Course Writer
- Owner ABC Training Org
- 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)
- [Select](#)



[Search](#) [Reset](#)

# Training Event Entry for Trainers

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.

**COURSE**    TRAINER & SPONSOR    ASSESSMENTS & DELIVERY    EVENT    REGISTRATION

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### Course Selection

#197688  
**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

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)

Select a Course

Save as Draft    **Continue >**

# Training Event Entry for Trainers

7. On the **Trainer and Sponsor** tab, the individual (you) will be listed as the Trainer and the Administrative Access checkbox will be checked. To add another Trainer, click **+Trainer**.

A Training Sponsor Organization can be selected to be listed with the event. This is optional. To select a Training Sponsor Organization, click **Select Training Sponsor**, then search by name or Org. ID to find the appropriate Organization.

Click **Continue** to move on to the next screen.

Note: If only one Trainer is listed on the Event, the Administrative Access checkbox will be checked by default and cannot be unchecked. If there are more than one Trainer, the box can be checked or unchecked for either Trainer.

COURSE **TRAINER & SPONSOR** ASSESSMENTS & DELIVERY EVENT REGISTRATION

**Trainer Entry**

#121878  
**Example Trainer** (Authorized Trainer)  Administrative Access

[+Trainer](#)

**Training Language**

Select Language  
-- Select Training Language --

**Administrative Training Sponsor Organization**

[Select Training Sponsor](#)

[← Previous](#) [Save as Draft](#) [Continue >](#)

# Training Event Entry for Trainers

8. 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**.

COURSE      TRAINER & SPONSOR      **ASSESSMENTS & DELIVERY**      EVENT      REGISTRATION

### 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

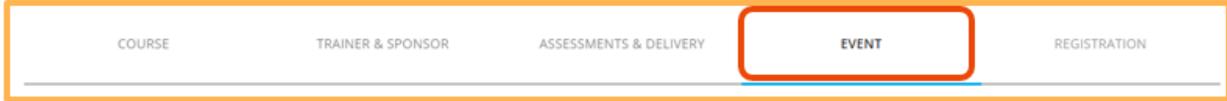
Please select all that apply.

- 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

← Previous      Save as Draft      **Continue >**

# Training Event Entry for Trainers

9. Displayed is the **Event** tab.
  - a. In order for an event to appear in the public training search results, select the **Yes** button. To not have the event appear to the public 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



# Training Event Entry for Trainers

- 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

# Training Event Entry for Trainers

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

### Contact Info

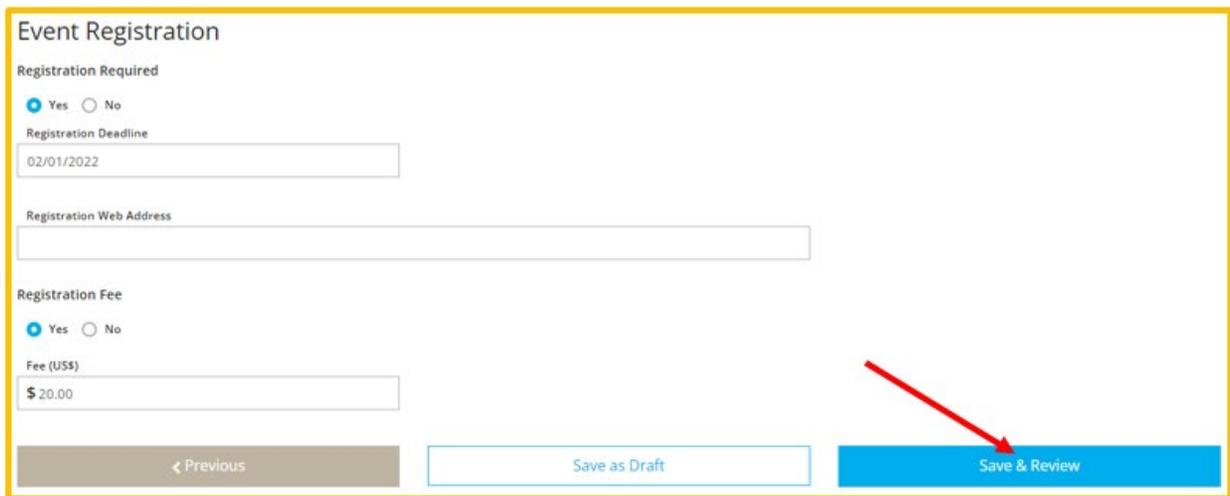
Contact Name	ABC Training Org		Email Address	developoptoolmnuat-training@gmail.com	
Country	United States				
Address	123 Main Street				
Zip Code	55155	City	Saint Paul	State	MN
Phone	(612) 555-1234	Fax	e.g. (201) 555-0123	Website	Enter Web Address
Additional Contact Info	Enter Additional Contact Info				
<small>Maximum of 500 characters</small>					
<a href="#">← Previous</a>		<a href="#">Save as Draft</a>		<a href="#">Continue →</a>	

# Training Event Entry for Trainers

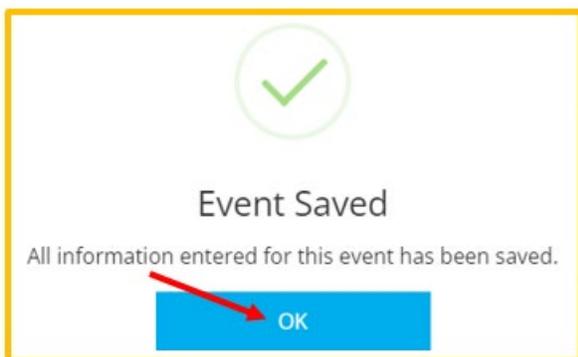
10. Displayed is the **Registration** tab.



- a. In the Event Registration section, 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**.



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

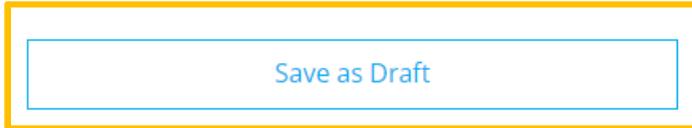


## Training Event Entry for Trainers

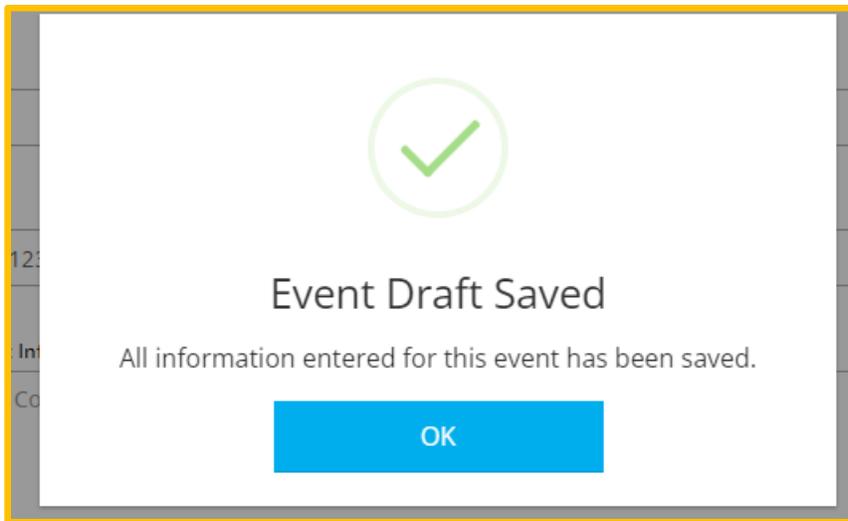
12. If the event is saved in **Draft** status the information can be reviewed as needed. The **Save as Draft** button is available at the bottom of each screen and information can be saved at any point in the process.

a. To save as a draft at any point during the process.

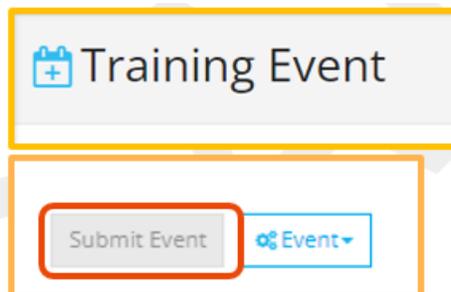
i. Click on **Save as draft** on the bottom of the page.



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

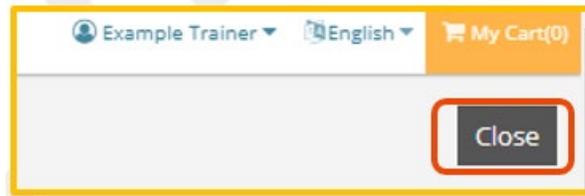


iii. Displayed is the **Training Event** page. The status of the event shows as a **Draft**. It will also state the **Event Not Submitted** and the **Submit Event** button is grayed out.



# Training Event Entry for Trainers

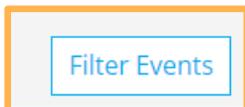
At this point, the information is saved as a draft. To completely close out and come back to make edits later, select the **Close** button in top right corner of the page.



## 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.

A screenshot of the 'Filter Events' search form. It has two tabs: 'Events' and 'Courses'. The 'Filter Events' section contains two input fields: 'Event ID' with the value '348966' and 'Course Title' with the value 'My New Course'. A 'New Event' button is located in the top right corner of the form.

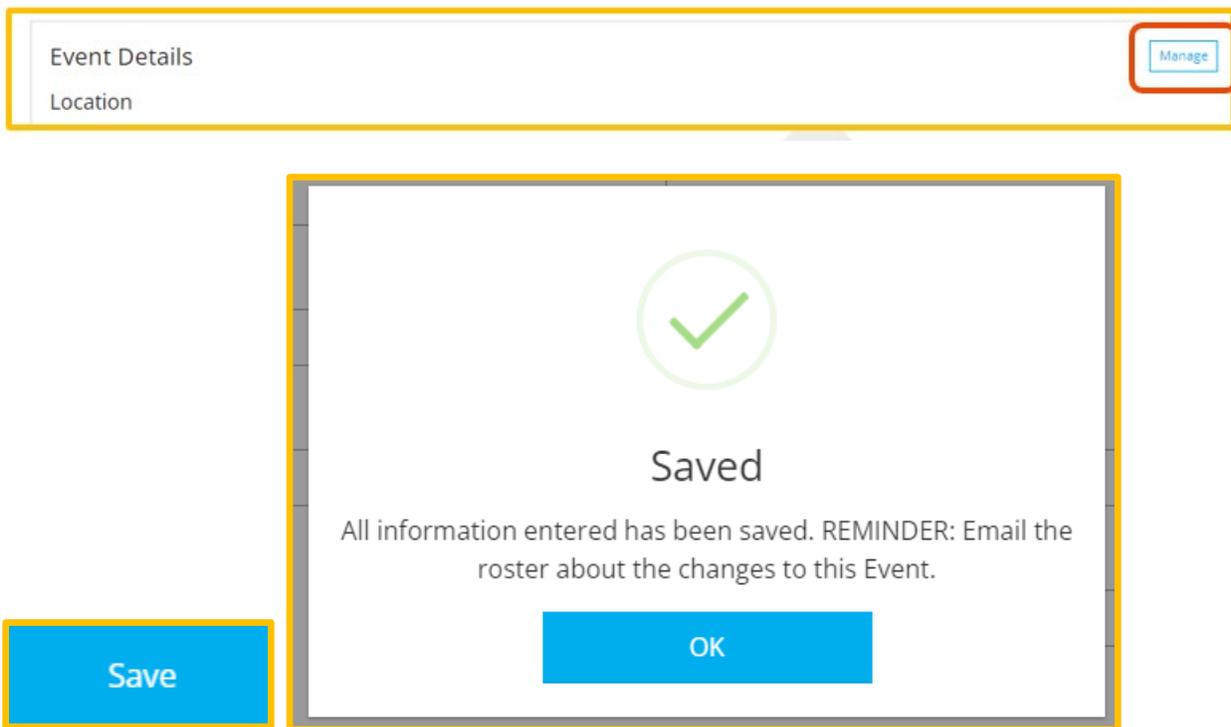
Below is a list of the training events that you have scheduled. Click on an event to view details, enter a roster or schedule the event again. Click on 'New' above to schedule other events for courses you own or are authorized to schedule.

⚠ Expired   ⚠ Not set   ⚠ Expired Trainer

ID	Date	Title	Location/URL	Trainer	Status
<a href="#">348966</a>	⚠ Undecided	<a href="#">My New Course</a>	⚠ Undecided	Example Trainer	Draft

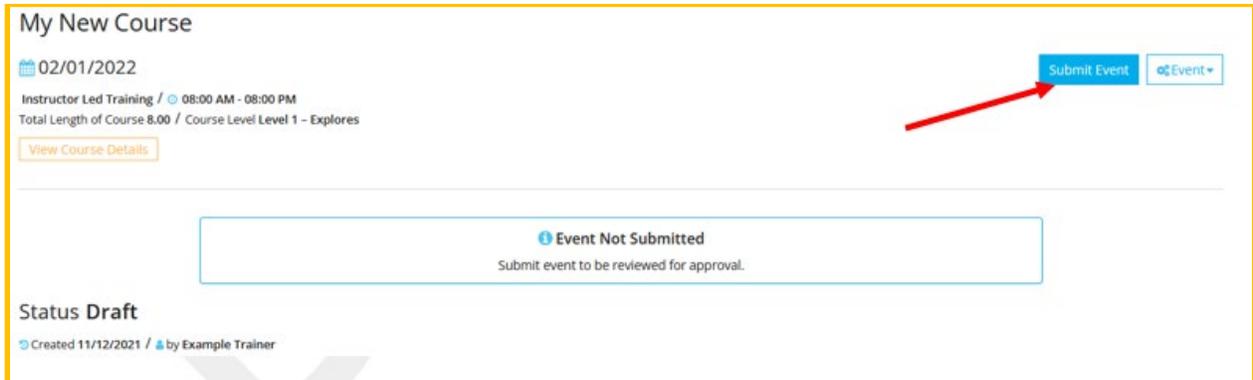
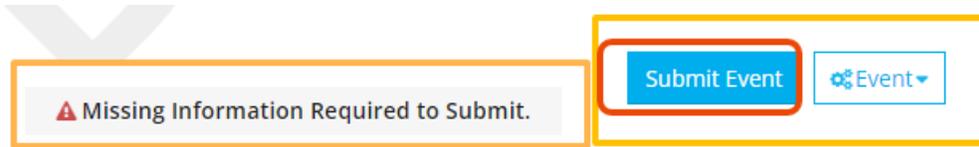
# Training Event Entry for Trainers

- 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.
  - 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.

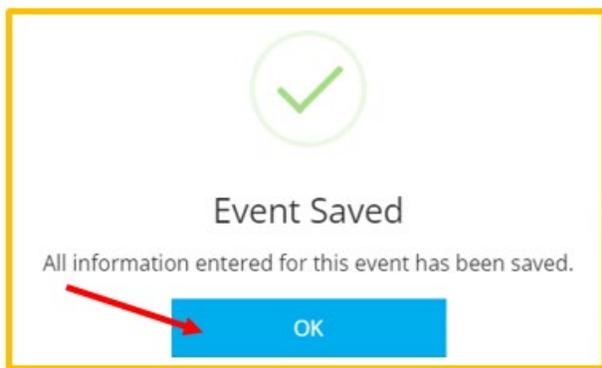


## Training Event Entry for Trainers

- 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.



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

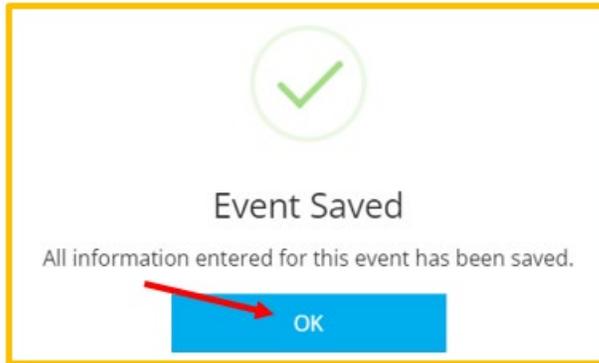


- e. The status on the Training Event page should now state **Accepted**.



## Training Event Entry for Trainers

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



14. Depending on certain course and event details, the event will either be reviewed by Achieve MNCPD before being changed to Accepted status, 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.