## **Creating an Event**

1. Go to		
2. Click Login in the upper right-hand corner.	D Login	
3. Enter in your login information and then click 'Login'	Email address Password	
	Remember me	
	+) Login	
	Forgot Password?	
<ol> <li>If you are creating an event for your organization, make sure you select your organization from the drop down in the upper right hand by your name.</li> </ol>		
5. Select 'Training Entry' in the left-hand menu.	<ul> <li>Organization Profile</li> <li>Training Entry</li> <li>Invoices</li> <li>Registry Reports</li> <li>Training Calendar</li> <li>Saved Events</li> <li>Contact Us</li> <li>Contact Us</li> <li>PA Keys Home</li> <li>Logout</li> </ul>	



6. Click 'New Event'	Events       Courses         V Filter Events       Event Status         Event D       Course Trise         Trainer Status       Exercision Status         Filter by Trainer Status       Exercision Status         Crex Knowledge Ares       Outsification         Filter by Core Knowledge Ares       Outsification         Sponsor Name       Location Name         Location Name       Cory         Uses Frees       Bates Te         Courry       Filter by Country         1/30/2018       Exercise ready to publish	
<ul> <li>7. Select the appropriate choice.</li> <li>-Duplicate an Event</li> <li>-Choose from the Catalog</li> </ul>	Second Expertised         Image: Second Expertised Expertised Expertised         Image: Second Expertised Expert Expertised Expert Expertised Expertised Expertised Expertised Ex	
<ol> <li>Search for the course you wish to schedule, then select the course.</li> </ol>		
<ol> <li>You will be able to review the course information this page. Click 'Next' to continue.</li> </ol>	Next >>	
10. Choose the correct Event Funder from the drop-down menu	Event Funder Training Funded By Select Funder	
11. Click '+Trainer', and select the correct trainer for the event.	Instructor Details Gastimed	
12. Choose the Training Language from the drop-down menu.	Select Language Select Training Language	



13. Click 'Next'	Next >>			
14. Complete the	Assessment of Learning:			
Assessment of Learning	Demonstration of Skills			
sections on this page	Interview			
sections on this page.	Observation			
	Portfolio			
	Pre/Post Test			
	Project			
	Q&A			
	Reflection Paper			
	Research Paper			
	Self Report			
	Other Description:			
	Delivery Methods:			
	CD/DVD/Video			
	Classroom/Face to Face			
	Coach			
	Group			
	Hybrid (combination face to face and web format)			
	Panel Discussion			
	Web Based			
	Webinar			
	Other Delivery Method			
15. Click 'Next'	Next >>			
16. Select the type of event location your event is. If you select	Event Location			
web-based, enter in	Classroom			
the website or URL to				
access the event.		<b>\</b>		
Check the Confirmed	Event Location	)		
box in the right corner.	Web Based			

17. Enter in the location of	Location Name*		
the event.	Begin typing the address or location name to search your saved locations		
	+Location I Manage Locations Q Map saved locations		
18. Enter in the Event Date and Time.	Event Date/Time   onfirmed     Self Paced   No   Self Paced   O     O     Multiple Sessions   No   Yes   O     Start Date*   End Date*     Start Time:   End Time:     Addl. Date/Time Info		
19. Click 'Next'	Next >>		



	20. Complete the Event Registration and Fees	Event Registration and Fees		
section.	Show this event in public search results	🔿 No 💽 Yes		
	21. Complete the Contact Information section.	Registration Required	No Yes	
		Registration Fee	O No 🔿 Yes	
		Contact Information		
	Contact Name			
	Address			
		Zip*: City	State	
			· · · · · · · · · · · · · · · · · · ·	
	Country	•		
	Phone			
	Fax -			
	Email			
	1			
	Website			
	Additional Contact Info			
	22. Click 'Submit Event'	Submit E	vent	

