User Guide

Training | Adding people to training events

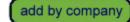
STEP ONE | Adding by individual

In the event click 'add'

ATTENDEES & RESERVATIONS

Attendees: None







Search for the cardholder by name

Add Cardholder to Training Event



Click the person you want to add

Add Cardholder to Training Event





STEP TWO | Adding by Company

In the event click 'add by company'

ATTENDEES & RESERVATIONS

Attendees: None add add by company add by crew

Search for either the contracting company or employer and click into the correct one

Select Company to Add Attendees



Tick the people you want to book into the event and click 'add to event'

Select Training Event Attendees from Pegasus Management Pty. Limited

Training Event Demonstration Induction, 23-Jan-18 14:00 at Demonstration Venue venue Available Seats: 29 Payment Method: None • Po Number: **Employees** Show Unassociated Unavailable Because Name ID Bookings 001 437 968 0 Dundas, Amy 4 Hallam, Nicole 001 462 604 0 Patel, Sarah 001 437 972 0 User, Test 001 437 971 To add a new employee to this company, you must cancel add to event first tick the Show Unassociated tickbox



STEP THREE | Passing out an event

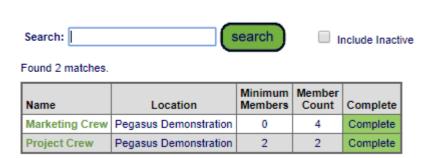
In the event click 'add by crew'

ATTENDEES & RESERVATIONS

Attendees: None add add by company add by crew

Select which crew you want to add people form

Crews



Tick the people you want to book into the event and click 'add to event'

Select Training Event Attendees from Crew Project Crew

Training Event Demonstration Induction, 23-Jan-18 14:00 at Demonstration Venue venue Available Seats: 27 Payment Method: None • Po Number: Name Unavailable Because Company Person Type | Bookings 001 437 968 Pegasus Management Pty. Limited Dundas, Amy Employee 0 User, Test 001 437 971 Pegasus Management Pty. Limited Employee 0 cancel add to event

