

# User Guide

## Training | Adding people to training events

### STEP ONE | Adding by individual

In the event click 'add'

#### ATTENDEES & RESERVATIONS

Attendees:

None

add

add by company

add by crew

Search for the cardholder by name

#### Add Cardholder to Training Event

Felicity

search

Show Inactive

Show Unassociated

Click the person you want to add

#### Add Cardholder to Training Event

Felicity

search

Show Inactive

Show Unassociated

To  
tici

Found 1 match.

Payment Method: None ▼

Po Number:

Name	Unavailable Because	Bookings	Unassociated	Active	II
Stevenson, Felicity		0		✓	000 46

## STEP TWO | Adding by Company

In the event click 'add by company'

### ATTENDEES & RESERVATIONS

Attendees:  
None



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

### Select Company to Add Attendees

Contractor Company  
 Employer

Employer	Id	ABN
Pegasus Management Pty. Limited	138	91 080 018 800
Pegasus Safety And Training Pty Ltd	39255	77 128 372 583

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:  Po Number:

Employees  Show Unassociated

	Name	Unavailable Because	ID	Bookings
<input type="checkbox"/>	Dundas, Amy		001 437 968	0
<input checked="" type="checkbox"/>	Hallam, Nicole		001 462 604	0
<input checked="" type="checkbox"/>	Patel, Sarah		001 437 972	0
<input type="checkbox"/>	User, Test		001 437 971	0



To add a new employee to this company, you must first tick the *Show Unassociated* tickbox

## STEP THREE | Passing out an event

In the event click 'add by crew'

### ATTENDEES & RESERVATIONS

Attendees:  
None

Select which crew you want to add people from

### Crews

Search:    Include Inactive

Found 2 matches.

Name	Location	Minimum Members	Member Count	Complete
Marketing Crew	Pegasus Demonstration	0	4	Complete
Project Crew	Pegasus Demonstration	2	2	Complete

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:  Po Number:

	Name	Unavailable Because	ID	Company	Person Type	Bookings
<input checked="" type="checkbox"/>	Dundas, Amy		001 437 968	Pegasus Management Pty. Limited	Employee	0
<input checked="" type="checkbox"/>	User, Test		001 437 971	Pegasus Management Pty. Limited	Employee	0