# User Guide

# Training | Creating Training Events

## **STEP ONE |** Create Training Events

Under the training tab, click events then list

training	safety	report	setup
event id lookup			
events »		list	
a templates		waiting for verified docs	
types			
venues			

#### Click Add

Training Ever	ts for Site: Pegasus Demonstration in Pegasus Demonstration location	printer friendly
Search For: Training Provider:	Site: Pegasus Demonstration ▼	add
Training Types: Between:	All ▼ Status: All ▼   16 ▼ January ▼ 2018 ▼ and 23 ▼ February ▼ 2018 ▼ search	

Chose the template you are wanting to set the training up with. Click continue

#### New Training Event for Site: Pegasus Demonstration

Provider: Location: Delivery: Basis:	Site: Pegasus Demonstration Pegasus Demonstration Classroom One-off Repeatable	
Template:	Demonstration Induction V	Only 'complete' templates fro
cancel	continue	



Complete the event information, e.g venue and time. Click Save

### New Training Event for Site: Pegasus Demonstration

Provider:	Site: Pegasus Demonstration		
Location: Delivery:	Pegasus Demonstration Classroom		
Basis:	One-off		
	Repeatable		
Name:	Demonstration Induction		
Type:	Inductions [Site: Pegasus Demonstration]		
Description:			
List In Portal:	Requires training provider to have a portal		
Bill To Site:			
Contractor Sales Code:			
Contractor Item Code:			
Contractor Currency:	AUD Y		
Contractor Attendee Cost: \$	0.00		
Contractor Attendee GST: \$	0.00		
Employee Sales Code:			
Employee Item Code:			
Employee Currency:	AUD V		
Employee Attendee Cost: \$	0.00		
Employee Attendee GST: \$	0.00		
File Upload Count:	0 Are file uploads required when booking through C		
Requirements:			
Extra Conditions:			
Req Co Approval:			
Req Site Contact:			
Venue:	Demonstration Venue		
Status:	Open V		
Admin Contact:	Site Admin		
Date: Time:	30 ▼ January ▼ 2018 ▼		
Duration:			
	8 Minutes		
	Hours		
Instruction	Days (8 hrs)		
Instructor:			
cancel	ave		

