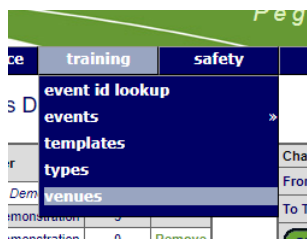# User Guide

Training | Creating Training Venues

STEP ONE | Create Training Venues

Under the training tab, click venues

Click Add

Name the complete the training venue information and click save