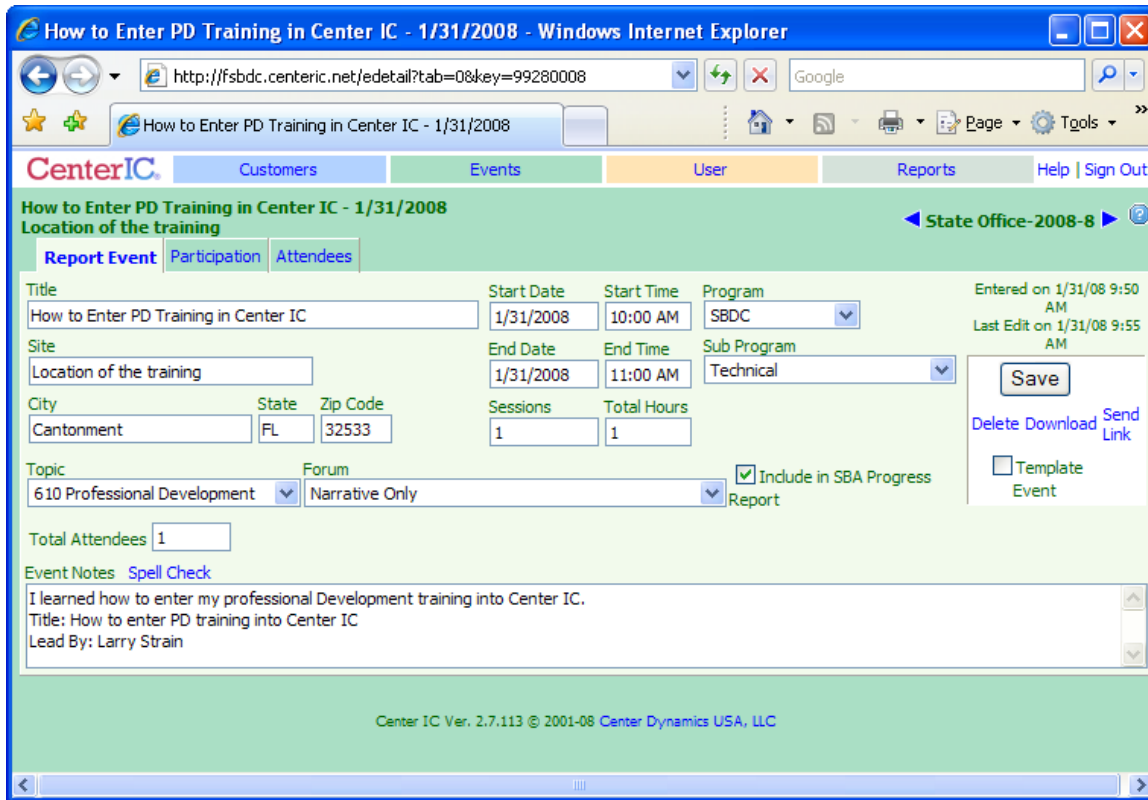


Entering PD Training in Center IC

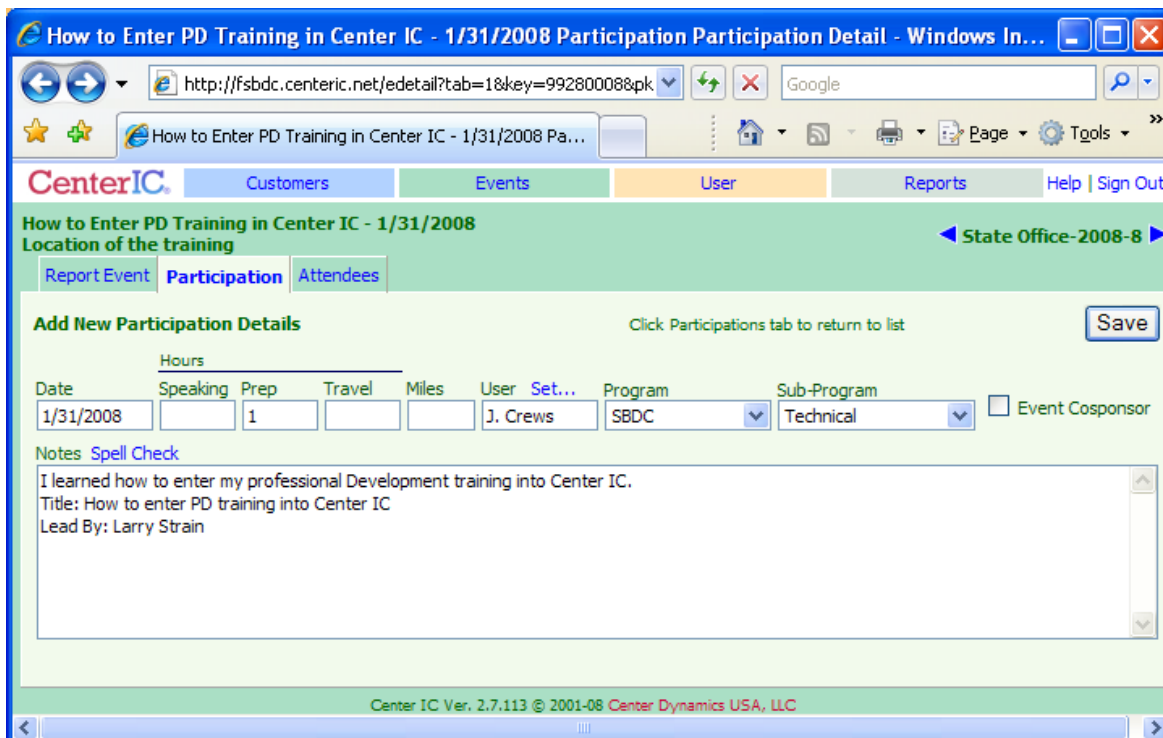
1. Log into Center IC
2. At the "Events" tab select "Add Report Event" (Left click)
3. Enter your center (If not default)
4. Enter the date the training began in the "Start Date" box
5. Under "New Event Title" enter the name of the conference (for multiple sessions/classes or class)
6. Enter your zip code or the zip code of the conference
7. Click on "Add New"
—The "Report Event" main page should appear—
8. Fill in site if desired
9. Complete "Topic" by selecting "610 Professional Development"
10. Forum is "Narrative Only"
11. Total Attendees is 1
12. Complete "Start Date" and "Start Time"
13. Complete "End Date" and "End Time"
14. Sessions = 1
15. Total Hours = Duration of Training/Training Time
16. Program=SBDC
17. Sub Program = Behavioral or Technical (Depending on the training topic. Consult your PD Coordinator if you have questions determining which the training should be.)
18. Complete the narrative describing the sessions attended, then title and instructor
19. Save
20. Select text in the narrative box, right click and copy
21. Left click "Participation" tab
22. Click +Add Participant
23. Enter correct date
24. Speaking= 0
25. Prep= duration of training
26. Travel= (optional)
27. User= You
28. Program= SBDC
29. Sub Program = Behavioral or Technical (Must Match Front Page!)
30. Notes = Right click and paste narrative from the front page
31. Save

For an example see the following 2 pages.

Example: I attended a training session entitled “How to Enter PD Training in Center IC” on 1/31/08 from 10:00AM-11:00AM at the State Director’s Office. The training was lead by Larry Strain. Due to the nature of the training, it will be classified as Technical Training. Therefore, I would enter it into Center IC “Report Event” as I have done below and click “Save”:



Then I would click the participation tab and enter the information as follows:



When I click "Save", I should get the following page:

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Now, I am done! 😊