



## Creating a Training Event

See our guide on how to [create an Event](#).

The way to make this a training event and have this appear in the user's training records is shown below.

There is also the option to add a qualification code to the Event so it can be used as a step in a [Learning Path](#) but this is not required.

### 1. Create the Event


Add a new Event and look out for the fields below to ensure it is set up to be marked as a training event.

#### - Webinar/Online event

- Select this option to add Joining Details alongside the Event Details. This can be information needed to join the event, like a Teams meeting link or similar, as well as any further instructions attendees may need.

This is a Webinar/Online event


Event details \*

**B** *I* U ~~T~~ ~~X~~ ~~X~~ EMAIL  [SOURCE]

0 / 7500

Joining Details

Anyone signing up to this Event will be emailed with these joining instructions. They will also be able to access them from the Event details page.

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#### - Location

- If the Event is in person, add the location with Google Maps (If [the API](#) for this has been set up on your site) or manually type this in.

This is a Webinar/Online event

Location

city hall

- City Hall Mrt Singapore
- San Francisco City Hall Doctor Carlton B Goodlett Place, San ...
- City Hall New York, NY, USA
- City Hall Queen Street West, Toronto, ON, Canada
- City Hall MRT Saint Andrew's Road, Singapore

powered by Google

Event details

**B I U T X X EMAIL** [SOURCE]

### - Mark as a training event

Select this box to ensure that once users have been marked as attended, the system creates an entry in their training record to showcase this.

Training Event  This event will be marked as Training Event and recorded in user's training record

### - Set qualification code (Learning path only)

Allow the Event to be used in a [Learning path step](#).

Create a new code in the field to attribute to the Event for use in the Learning path.

Qualification Code

Qualification Code is a unique alphanumeric code to indicate standard of qualification across wide range of available trainings events or e-learning. This feature is used in conjunction with Learning Paths.

## 2. Mark users as attended

Once the Event has taken place, an administrator can mark those who attended in the 'attende registration' area and ensure this is added to their [Training Record](#).

Events > Event details

**Training Event**

**Sales Training - Florida - 2026 Season**

🕒 Thursday, 10 December, 11:00 - 13:00

This event is invite only. If you wish to attend please request to join.

This event is organised by [Nigel Davies](#)

Taking place at [Florida, USA](#)

👤 49 available · 👤 You can bring up to 0 friends/family

[Request to Join](#)

[Manage registrations](#)

Who's Going

[Playground Admin](#)

1 Registered

0 Waiting list

49 available

3 Viewed

61 Invited

50 Max capacity

Map Satellite

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Google Map data ©2026 Terms

Add to my calendar

Select all users who attended, scroll down and click 'Save attendance' to apply this.

Events > Event details > Manage registrations

### Sales Training - Florida - 2026 Season

1 registered attendee, including 0 friends/family

Select a User, Group, Role or Extranet

User	Job title	Email	Approve / Decline	Notes	Date / Time	Attended
Playground Admin		support@claromentis.com	Approved		11-01-2025 10:58	<input checked="" type="checkbox"/>

A pop-up will appear to confirm that all users selected will have an entry created in their Training record for the Event upon saving.

Following this check the user's training record from their profile in [People](#) has been updated with the Event.

People > Profile

**Playground Admin**  
admin.user@claromentis.com

Address  
Landline

Badges

Manager  
No manager

Direct Reports  
No Direct Reports

Learning > Training Records

View training records for

**Sales Training - Florida - 2026 Season**  
Event  
10 December 2026

**Onboarding Training (OBC)**  
E-Learning  
11 January 2025

**Agile workshop (CLABEG)**

Filter by...

- Training Records 3
- Certificates 3
- Learning Paths 0

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Tags: [events](#), [learning](#), [lms](#), [user guide](#), [training](#)