How to Create a Training Event

In Claromentis, you can easily create an event as part of the Learning curriculum. You can do so by using the Events application and defining it as a 'Training Event'. Some example training events may include a Leadership Workshop, Group Seminar, or Standard First Aid Training.

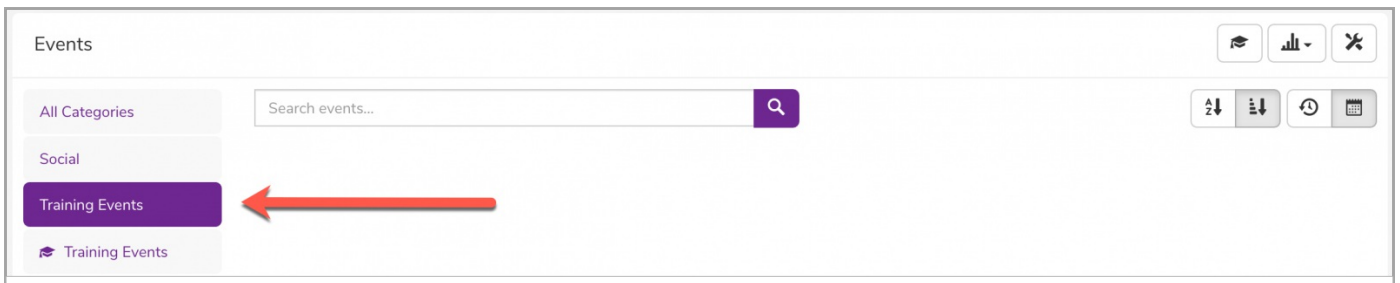This guide shows you how to integrate the Events application in Learning.

Please note: Admin permissions will need to set from both applications as permissions are not shared.
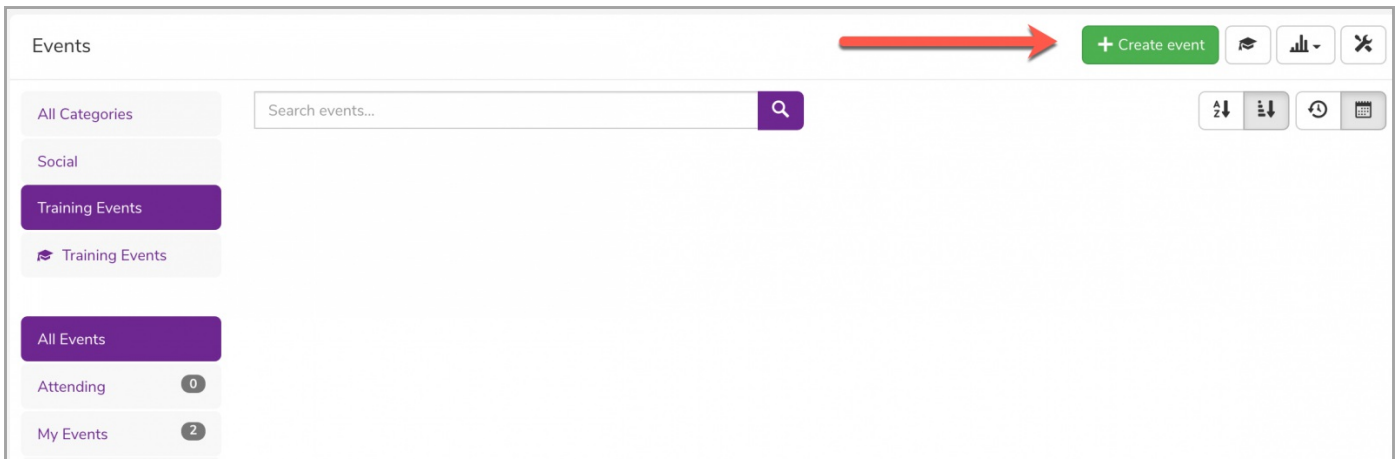
Creating a training event

1. Head to **Application > Learning > Events.**

You will be taken directly to the Training Events category found within the Event application.
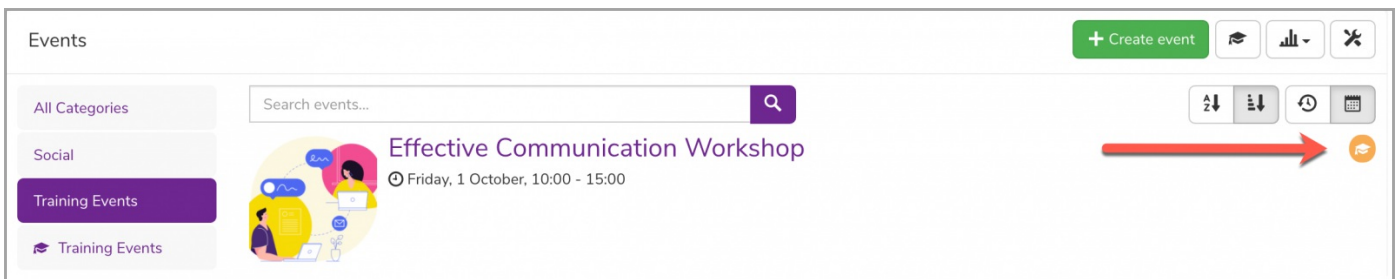
2. Use the **+ Create event** option to add an event.

Reminder: If you do not see the option to create a new event, please check with your administrator that you have the permission needed to do so.

Once created, training events will appear in the Event applications with the attached Training Icon.

Setting up a training event

Follow the 8 steps below to set up a training event.

1. Name the event and choose its category.

To start, you will be required to give the training event (1) Name, (2) Set the organiser of the event, and (3) Define the category where the event will be placed.

2. Set the Date & Time of the training event (and timezone if needed).

You will be required to specify when and for how long the training event will take place.

If the event will be for the whole day and/or a repeated event, you can tick the appropriate checkbox and fill out the corresponding information.

3. Provide the training event details.

You should first specify whether the event is a Webinar/Online event or an in-person training event by checking the box. You will notice that different information will be required depending on the option you choose.

- If the training event is a Webinar/Online event, you will have the option to add in some Joining Details alongside the Event Details. This can be either the URL link for the training event or any supporting information users will need to join the online event.

- If the training event is an in-person event, you can add the Location of the event generated from Google Maps.

For more information on how to set up Google Maps API, please click here.

4. Define the event as a Training Event.

This step is key as it will link the event to the Learning application. Make sure you check the Training Event option and this will prompt you to select the Qualification code.

Reminder: The Qualification code is the most important factor that will link the training event to the appropriate Learning Path. For more information on Learning Paths and Qualification Codes, head to our article here.

5. Decide the event approval and acceptance.

By checking the box(es), you can choose whether users can join the event with or without Approval (of the organiser) and whether approval can also be confirmed by users who have 'Manage Booking' permissions.

6. Manage the number of participants allowed at the event.

You can choose whether the training event will allow for a limited number of participants or an unlimited number of participants:

- If the training event will only be hosted for a limited number of participants, you can specify the total number of users allowed. You also have the option to allow extra participants (i.e. family or friends) to join and/or set up a waiting list.
- If you specify the event to be Private, this means the 'Who's Going' list not be visible for users to see.

Please note: The friends and family count will not be included in the total capacity of participants allowed to join.

7. Define the training event permissions.

You will see the following permission options that can be set for individual users and/or Roles and Groups.

- **View only:** User(s) can view the event details from the front-end of the application, but will not be allowed to interact with it.
- **Can join:** User(s) can join the event (or request to join).
- **Can Manage Booking And Attendees:** User(s) will be able to accept/decline approval required to attend. Users can also view the full list of attendees as well as confirm their attendance on their behalf via Event > Attendee Registration.
- **Edit this event:** User(s) will be able to edit permissions and details of the event.
- **Delete:** User(s) will be able to delete the event.

Reminder: Deleted events cannot be restored.

8. Make the event live.

When you're happy with the details of the training event, you can change the status from Draft > Live.

You also have the option to display the training event at the top of the list when viewed from the front-end and/or send an email notification to users who can join for any updates.

Reminder: A notification will only be sent if the following option is checked: ☑ Send an email invitation/cancellation/updates to users who can sign-up

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