



Creating 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.

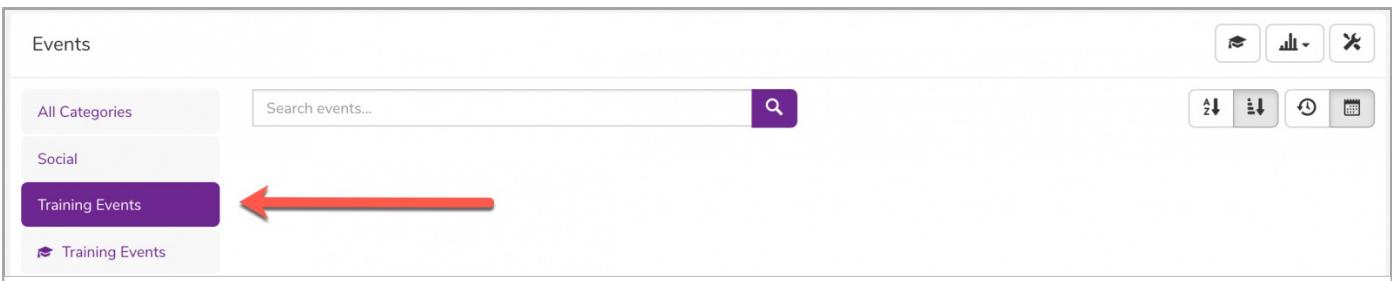
Please note: Admin permissions will need to set from both applications as permissions are not shared.

Creating a training event

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

A screenshot of the Claromentis Learning application. The interface is divided into several sections: 'Training Records' (orange icon), 'Learning Paths' (red icon), 'Quizzes' (blue icon), 'Courses' (teal icon), and 'Events' (teal icon with a red border). The 'Events' section is highlighted with a red box. On the right side, there is a sidebar for 'Claromentis Administrator System Administrator' with buttons for '+ Add New Record' and '+ Add Certificate'. Below the sidebar is a 'Latest progress' section with a message: 'You have no active Learning Paths'. The overall layout is clean and modern, with a white background and a light grey header bar.

You will be taken directly to the Training Events category found within the Event application.



Events

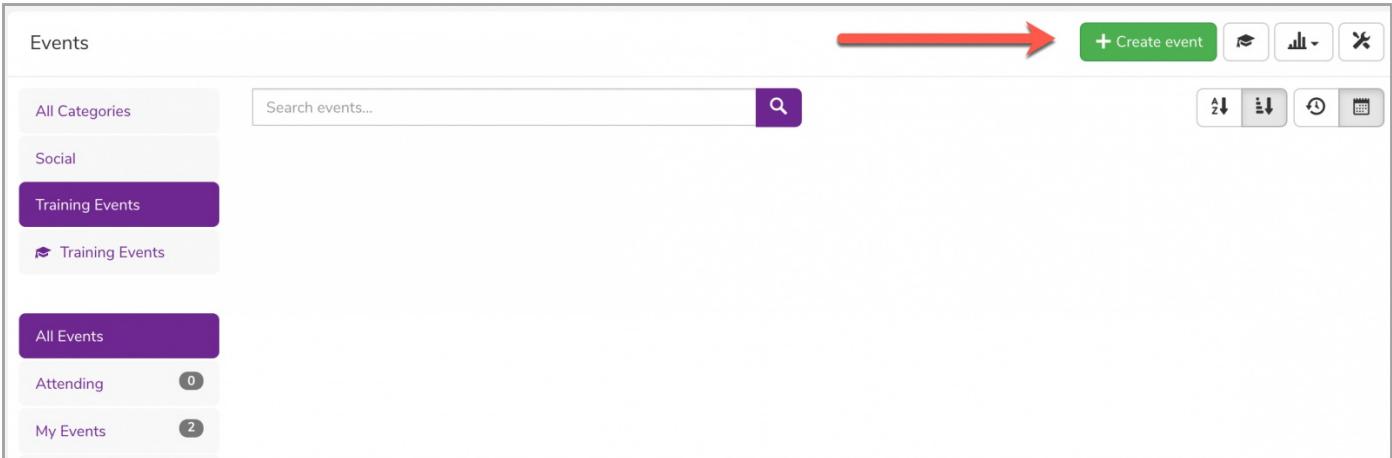
All Categories 

Social

Training Events 

 Training Events

2. Use the **+ Create event** option to add an event.



Events

All Categories 

Social

Training Events

 Training Events

All Events 

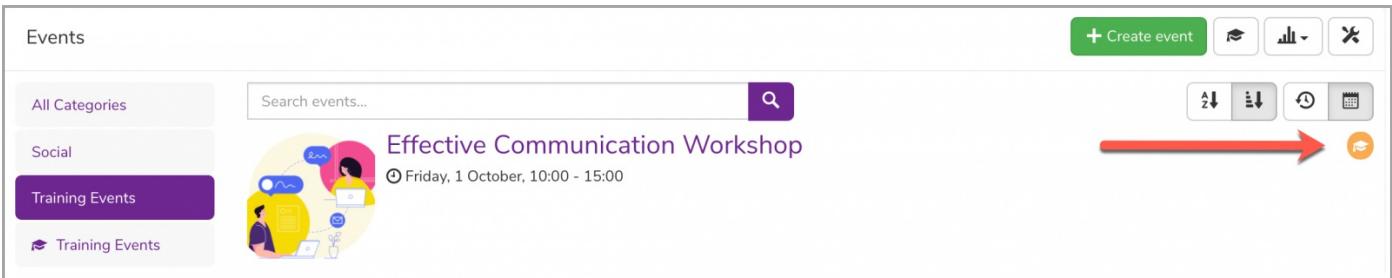
Attending 0

My Events 2

+ Create 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.



Events

All Categories 

Social

Training Events

 Training Events

 **Effective Communication Workshop**
Friday, 1 October, 10:00 - 15:00 

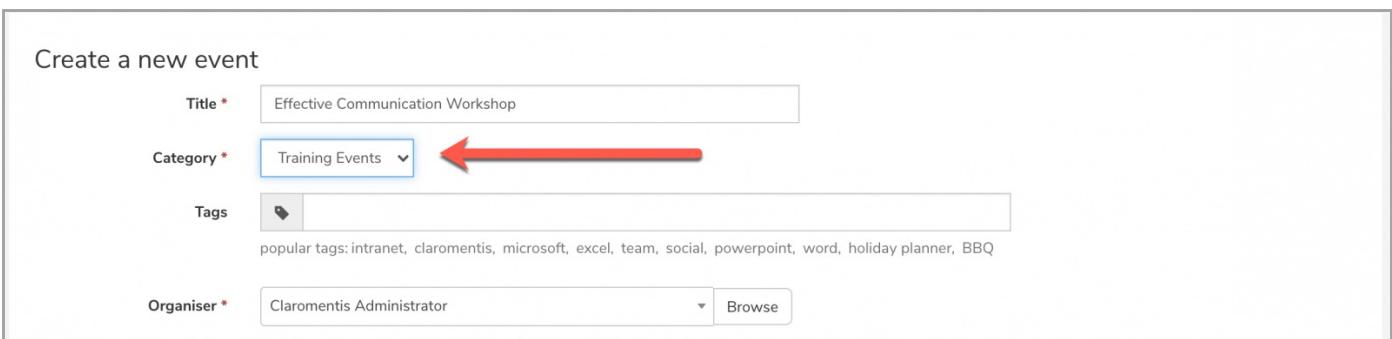
+ Create event 

Setting up a training event

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

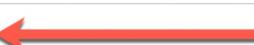
1. Name the event and choose its category.

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.



Create a new event

Title *

Category * **Training Events** 

Tags 

popular tags: intranet, claromentis, microsoft, excel, team, social, powerpoint, word, holiday planner, BBQ

Organiser * 

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.

Date & Time *	<input type="text" value="08-07-2021"/> 08-07-2021	<input type="text" value="22:00"/> 22:00	-	<input type="text" value="22:30"/> 22:30	<input type="text" value="08-07-2021"/> 08-07-2021
	<input type="checkbox"/> Full day				
	<input type="checkbox"/> Repeat				
Timezone	<input type="text" value=""/>				

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.

	<input type="checkbox"/> This is a Webinar/Online event
Location	<input type="text" value="Enter location of event"/>
Event details *	<input type="text" value=""/> B I U T X₁ X₂ EMAIL GO [SOURCE]
Training Event	<input type="checkbox"/> This event will be marked as Training Event and recorded in user's training record
Approval	<input type="checkbox"/> Approval required to attend <input type="checkbox"/> Attendee's line manager/supervisor can also approve

- 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.

	<input checked="" type="checkbox"/> This is a Webinar/Online event
Event details *	<input type="text" value=""/> B I U T X₁ X₂ EMAIL GO [SOURCE]
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. <input type="text" value=""/> B I U T X₁ X₂ EMAIL GO [SOURCE]

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

This is a Webinar/Online event

Location	Vancouver	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <input type="checkbox"/> Vancouver BC, Canada </div> <div style="border: 1px solid #ccc; padding: 5px;"> <input type="checkbox"/> Vancouver WA, USA </div> <div style="border: 1px solid #ccc; padding: 5px;"> <input type="checkbox"/> Vancouver Convention Centre Canada Place, Vancouv... </div> <div style="border: 1px solid #ccc; padding: 5px;"> <input type="checkbox"/> Vancouver Mall Northeast Vancouver Mall Drive, Vancouv... </div> <div style="border: 1px solid #ccc; padding: 5px;"> <input type="checkbox"/> Vancouver Island British Columbia, Canada </div>
Event details *	<input type="text" value="Vancouver"/> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 5px; text-align: right;">[SOURCE]</div>	

powered by

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.

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

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.**

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.

Approval Approval required to attend
 Attendee's line manager/supervisor can also approve

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:

Participants Limited Unlimited

Total capacity people

Allow each user to bring up to friends or family

Allow waiting list up to people

Private (Participants will not be displayed)

- 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.

Permissions

Start typing to add...

All registered
Role: Administrators

View only
 Can join
 Can Manage Booking And Attendees
 Edit this event
 Delete

[View effective permissions...](#)

- **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.

Status

Display this Event at the top of the Upcoming Events list
 Send an email invitation/cancellation/updates to users who can sign-up

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

Mark users as attended

Once the event has taken place, an administrator can mark those who attended in the 'attendee registration' area and ensure this is added to their Training Record.

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

[Add to my calendar](#)

Manage registrations

Who's Going

Playground Admin

1 Registered **0 Waiting list** **49 available**

3 Viewed **61 Invited** **50 Max capacity**

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 [Browse](#) [Add Attendee](#) [Export to CSV](#)

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"/>

[Save Attendance](#)

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.

Last modified on 23 January 2026 by [Hannah Door](#)

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