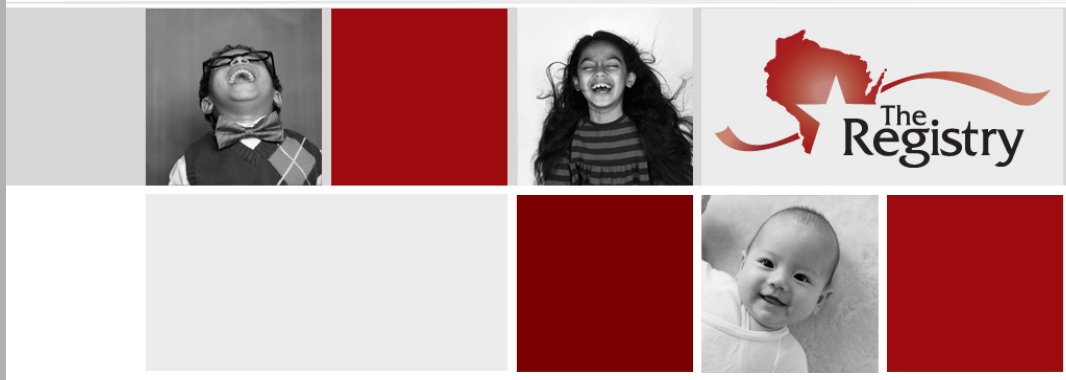
Email not displaying correctly? View it in your browser.



REGISTRY STATEWIDE TRAINING CALENDAR UPDATE

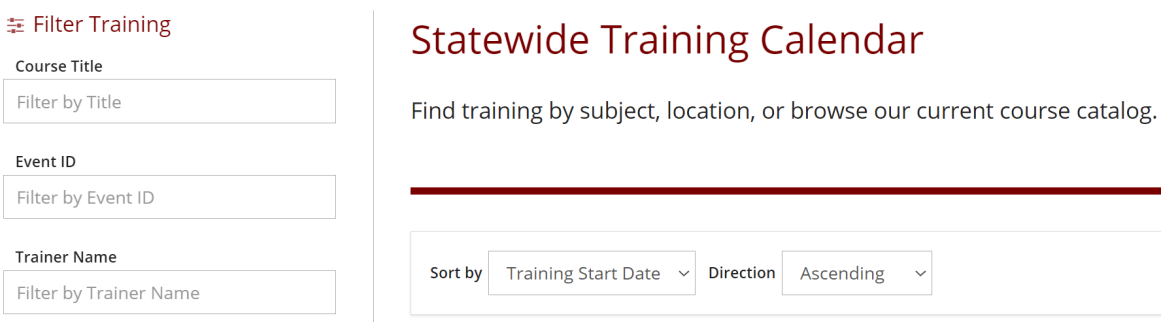
Good Morning!

We are pleased to announce an update to the **Registry Statewide Training Calendar**! This update will make it easier for you to find training across the state. To learn more about how to maximize your search to find the training you want, be sure to continue reading and download our Training Calendar support guide.

Best Regards,

Christine Moldenhauer
Director of Operations

NEW LOOK



The Registry Statewide Training Calendar has a new look that will make for a better experience finding training. Now, the Filter Training menu located on the

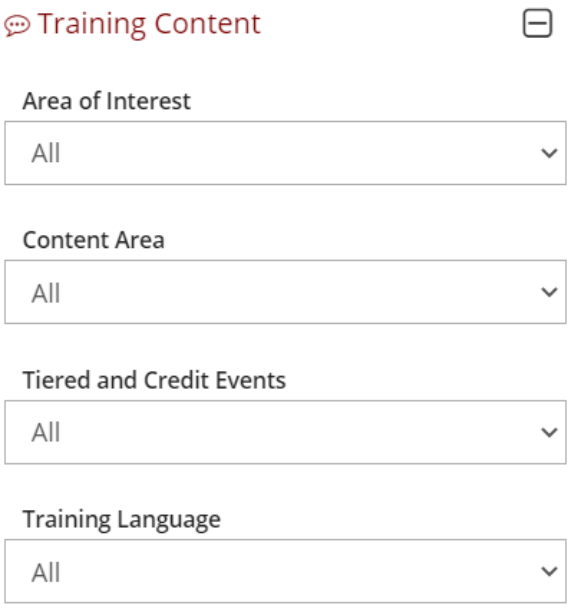
left will never leave your screen, allowing you to easily adjust your search as needed.

Each training event that appears in your search will clearly show the details you need including registration information, length of training, and the trainer and/or training sponsor organization. Find the event description with just a click of the button.

QUICK TIPS TO FIND TRAINING

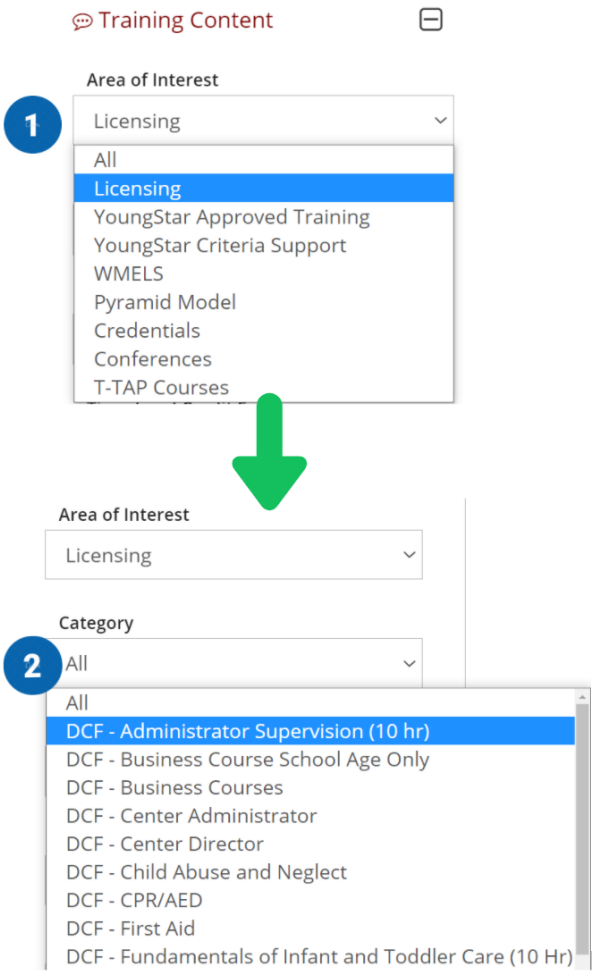
1. The Registry Statewide Training Calendar has many ways to find training. You can search by event information (title, event ID number, etc.), Training Location, Training Content, Training Type, and Training Fee. You do not need to use every field. For best search results, try using only one or two of these fields.
2. If you have the event ID number for a specific training, it is easiest to find that specific training by typing the number into the **EVENT ID** field.
3. Be sure to click on the **SEARCH** button on the bottom of the Filter Training menu when you are ready to search.

SEARCH BY TRAINING CONTENT



Under **TRAINING CONTENT**, you can find a number of useful search options including Area of Interest, Content Area, Tiered and Credit Events, and Training Language. Please keep in mind, you do not need to use all of these options. Continue reading for a closer look at how you can search by Areas of Interest.

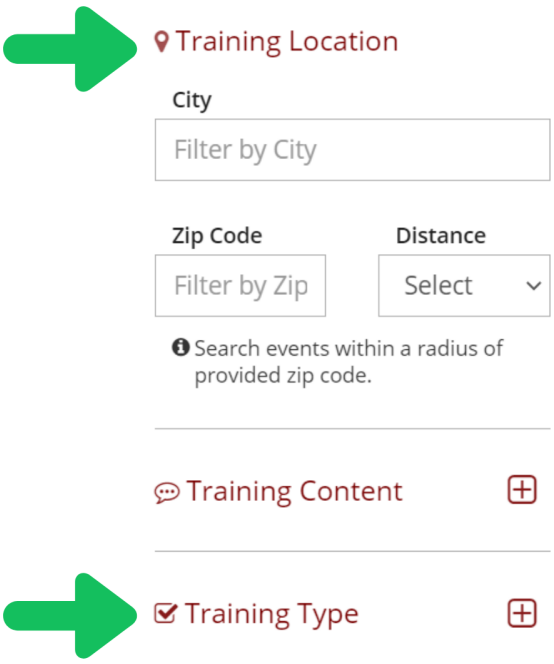
AREAS OF INTEREST



The **AREA OF INTEREST** drop down menu includes popular training related to Licensing, YoungStar, WMELS, Pyramid Model, Credentials, Conferences, and T-TAP courses. Here's how it works:

1. Choose your area of interest from the drop down menu.
2. Once you select an area of interest, the **CATEGORY** drop down menu will appear. This will give you specific choices to help you narrow your search. Once you choose a category, find your training by clicking the **SEARCH** button at the bottom left of your screen.

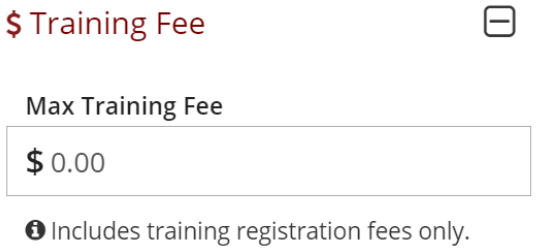
SEARCH BY LOCATION



Finding the training you want near your home can sometimes be a challenge. One new feature is being able to find training in your zip code. Simply enter your zip code and click the **SEARCH** button at the bottom left of your screen. You can also select the distance from your zip code to expand your search and find more events.

Want to find online training options? Leave the **TRAINING LOCATION** field blank and click on **TRAINING TYPE** to select options to find web-based training.

SEARCH BY FEE



The cost of a training usually plays a part when considering attending an event. Now you can search by the registration fee amount. Want to find free training? Simply put $0 and click the **SEARCH** button at the bottom left of your screen to find all of the free training available!

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