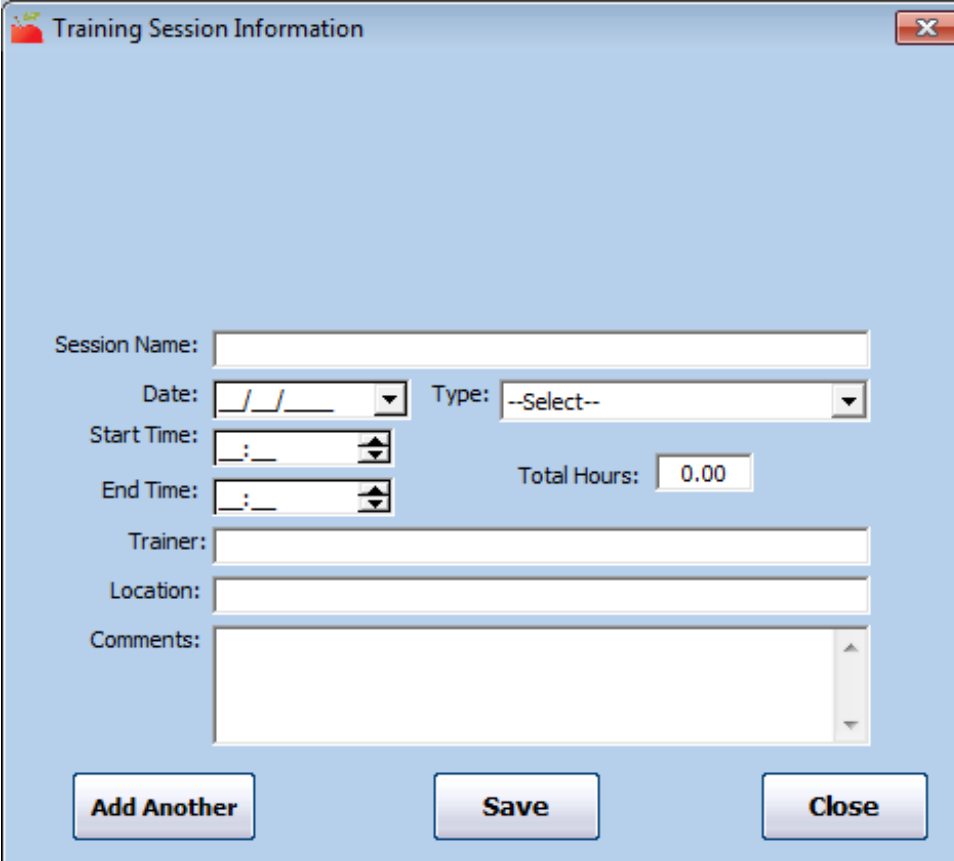


# Add a New Training Session

Last Modified on 03/21/2019 3:21 pm CDT

When you record training sessions that are not offered/conducted during a home review, you must typically set up the training session first. You can create training sessions independently, or you can create a training session as you record an individual provider's training sessions.

1. Click the **Tools** menu and select **Training Sessions**. The Training Sessions window opens.
2. Click **Add New Session**. The Training Session Information window opens.



Training Session Information

Session Name:

Date:  Type: --Select--

Start Time:  End Time:  Total Hours: 0.00

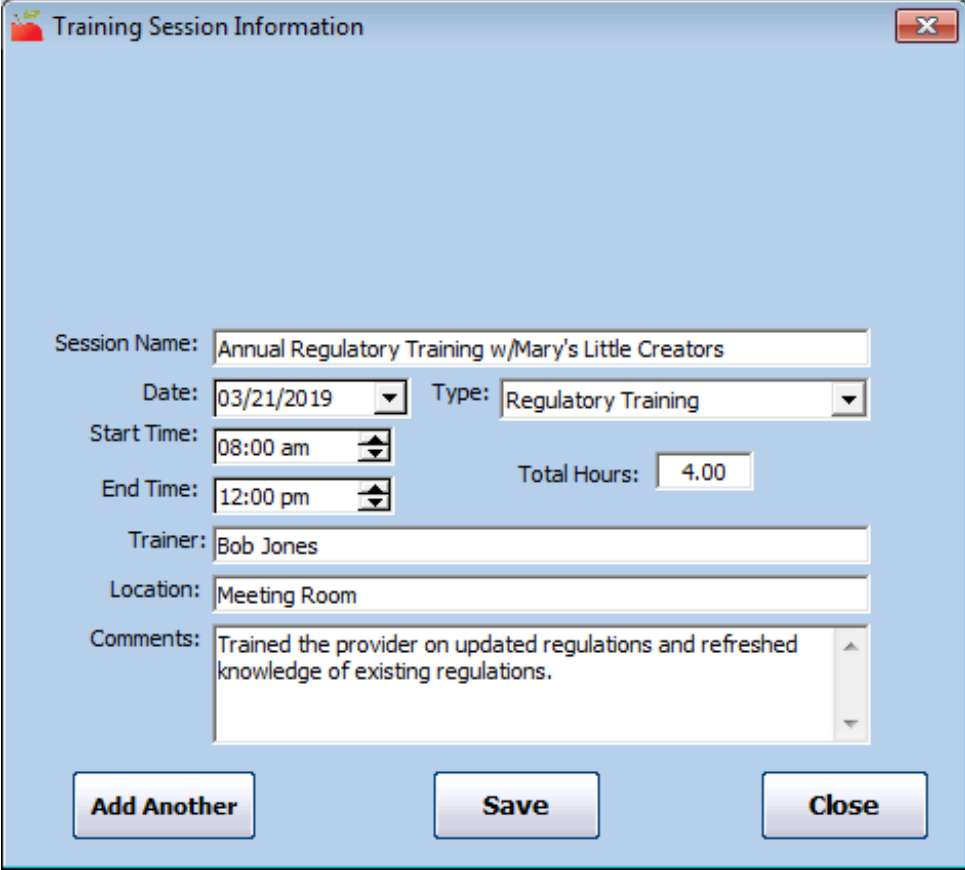
Trainer:

Location:

Comments:

3. Click the **Session Name** box and enter a name for this training session. You should give each training session a name so you can identify it later. It should indicate the general topic/theme of the training, and maybe a location.
4. Click the **Date** box and enter the date on which the training was performed.

5. Click the **Type** drop-down menu and select the training type. You must set up training types to populate this menu. For more information, see [Set Up Training Types](#) .
6. Click the **Start Time** and **End Time** boxes and enter the start and end times for this training. The **Total Hours** box automatically calculates the total training time.
7. Click the **Trainer** box and enter the name of the person who conducted the training.
8. Click the **Location** box and enter the location where the session was held.
9. Click the **Comments** box and record any general comments about the training.



The screenshot shows a dialog box titled "Training Session Information" with a close button in the top right corner. The form contains the following fields and values:

- Session Name: Annual Regulatory Training w/Mary's Little Creators
- Date: 03/21/2019 (dropdown)
- Type: Regulatory Training (dropdown)
- Start Time: 08:00 am (time picker)
- End Time: 12:00 pm (time picker)
- Total Hours: 4.00 (text box)
- Trainer: Bob Jones (text box)
- Location: Meeting Room (text box)
- Comments: Trained the provider on updated regulations and refreshed knowledge of existing regulations. (text area)

At the bottom of the dialog box, there are three buttons: "Add Another", "Save", and "Close".

10. Click **Save**.
11. Click **OK** at the confirmation prompt.
12. Click **Close** to close the Training Session Information dialog box. You can also click **Add Another** to immediately add another training

session.

Once you have created a training session, you can assign multiple providers to it. See [Assign Multiple Providers to a Training](#) for more information.

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