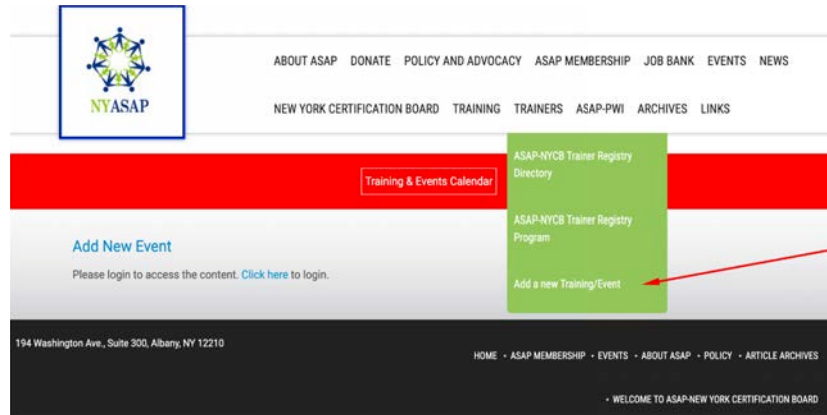


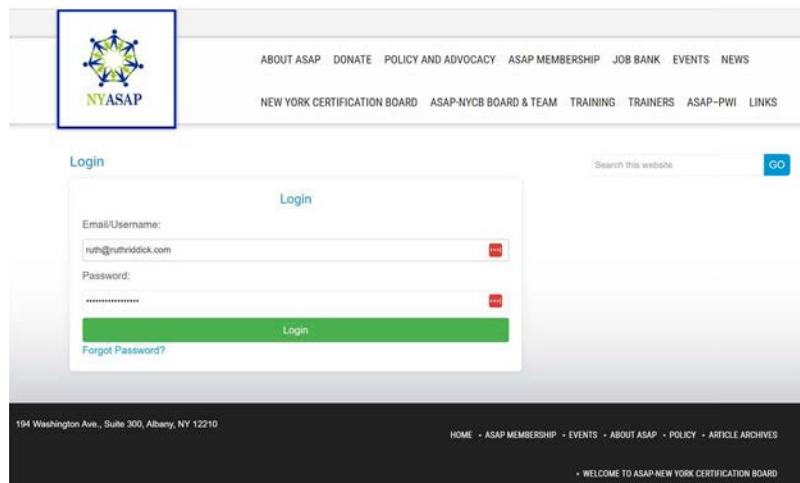


How to Add a New Training/Event

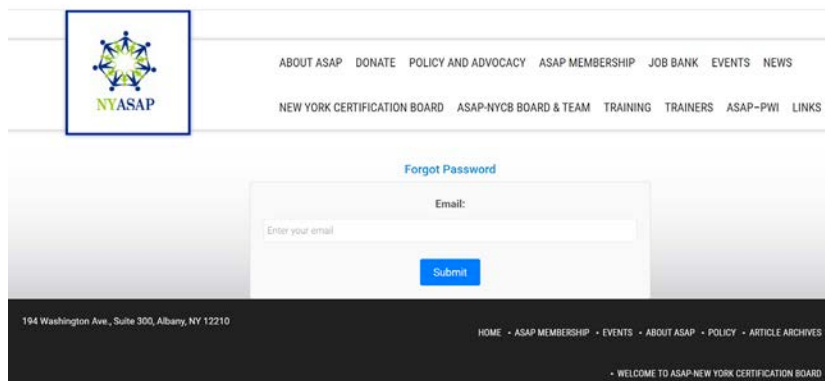
1. Click the “Trainers” tab on the ASAP navigation bar. On the drop-down menu, click on “Add a new Training/Event” link. The link will bring you to your personal Login page.



2. Enter your email and original password [prefix+personal registry number], see announcement email of October 3, 2023. We recommend that you change your password immediately (it's not mandatory, just good practice).



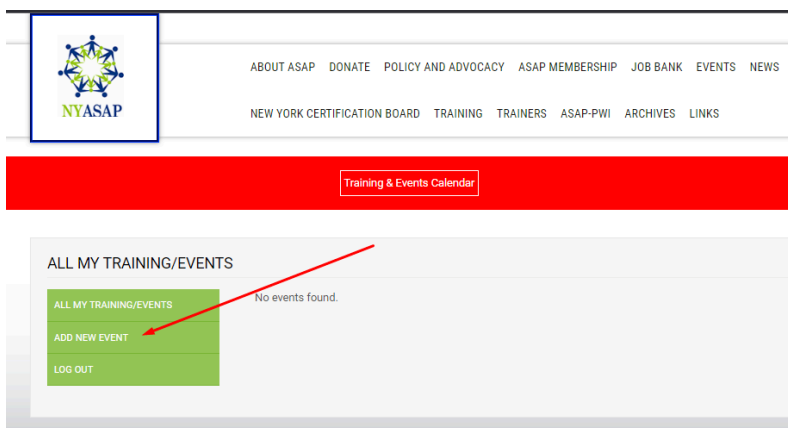
3. Click on “Forgot Password?” and follow the instructions sent by email. Your password is reset moving forward.





How to Add a New Training/Event

4. On your personal dashboard, click on “Add New Event.”



5. Complete the event creation form and hit “Submit.”

Trainer Name *

Ruth Riddick

Training/Trainer Website

Training Contact email *

Submit

6. Once the event is created, it will show in Draft status on your dashboard. Once approved, it will show as Approved. When approved, it will be automatically posted to the Training Calendar, where your event will be accessible to the public and participants can contact you <https://www.asapnys.org/event/>

SR. NO	EVENT TITLE	EVENT START DATE	EVENT END DATE	EVENT STATUS	ACTION
1	ASAP Parking Event Training 1	August 30, 2023	September 08, 2023	Draft	View / Delete

SR. NO	EVENT TITLE	EVENT START DATE	EVENT END DATE	EVENT STATUS	ACTION
1	ASAP Parking Event Training 1	August 30, 2023	September 08, 2023	Approved	View / Delete

7. You can delete the event if it's cancelled before being approved, but, once the event is approved, it can only be edited by the admin.