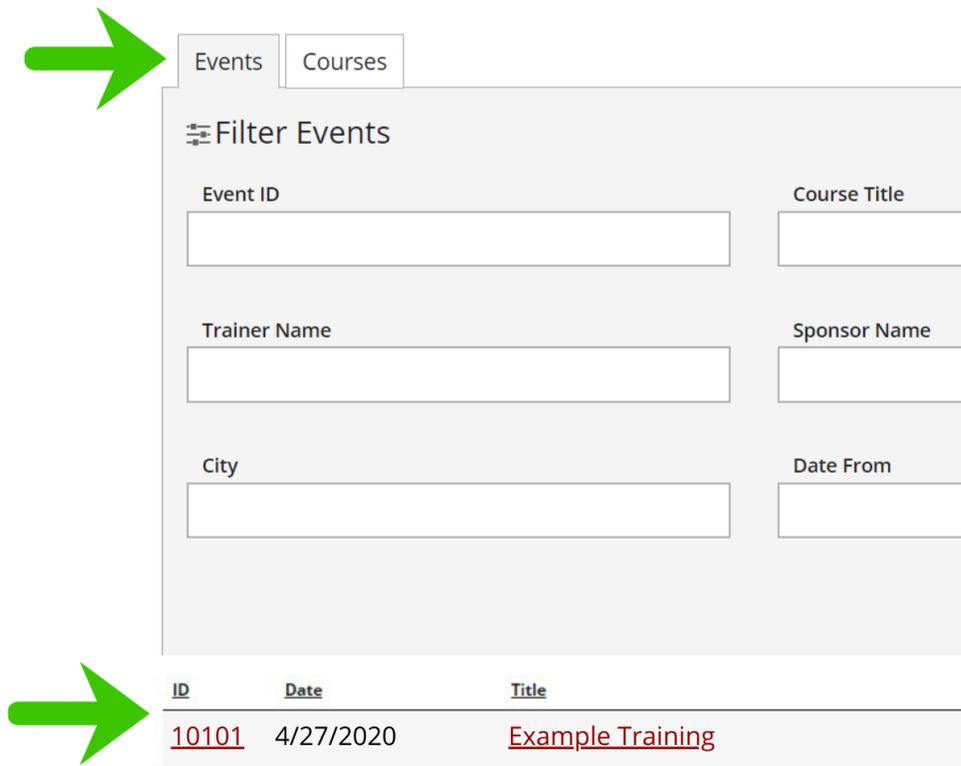**Consider Converting *Classroom* Training Events to *Web Based***

Due to the COVID-19 pandemic, The Registry is allowing face-to-face training events to be converted for online delivery without submitting a new course and event on a temporary basis. For essential training such as SBS and SIDS, consider converting a face-to-face training event to a webinar to meet the just-in-time training needs of the early care and education workforce. To convert an already approved training event from *Classroom* to *Web Based*, follow the steps below.

Please Note: If a trainer or training sponsor organization wishes to continue to offer training in an online/webinar format after the pandemic, a new course and event must be submitted to The Registry following online training approval guidelines.

STEP 1: OPEN YOUR EVENT

Training Entry

Events | Courses

Filter Events

Event ID	**Course Title**
Trainer Name	**Sponsor Name**
City	**Date From**

ID	Date	Title
10101	4/27/2020	Example Training

To get started, log in and make sure you are on the Training Entry page.

- On the Training Entry page, click on the **EVENTS**.
- Click on the event you wish to change.

STEP 2: MANAGE EVENT DETAILS

Event Details

Training Materials | Manage

Location

📍Example Training Center
   Address **101 Example Street** / City **Madison** / State **WI** / Zip Code **53719**

- Under the Event Details, click on the **MANAGE** button.

STEP 3: CHANGE LOCATION

Event Details

Location

Classroom ▾

Classroom
Web Based
Correspondence
Blended - Web Based
Blended - Correspondence

- Click **WEB BASED** from the drop-down menu.

STEP 4: ADDING WEB ADDRESS

🗓 Event Details Management

Location

Web Based

Web Address

https://the-registry.org

Event Date & Time

Self-Paced

⦿ No ○ Yes

ⓘ Select Yes only if this event has unique start and end dates for individual participants.

Multiple Sessions

⦿ No ○ Yes

Start Date

04/30/2020

End Date

04/30/2020

Save	Close

- Provide the web address of your training/webinar.
- Click the **SAVE** button on the bottom of the page.