

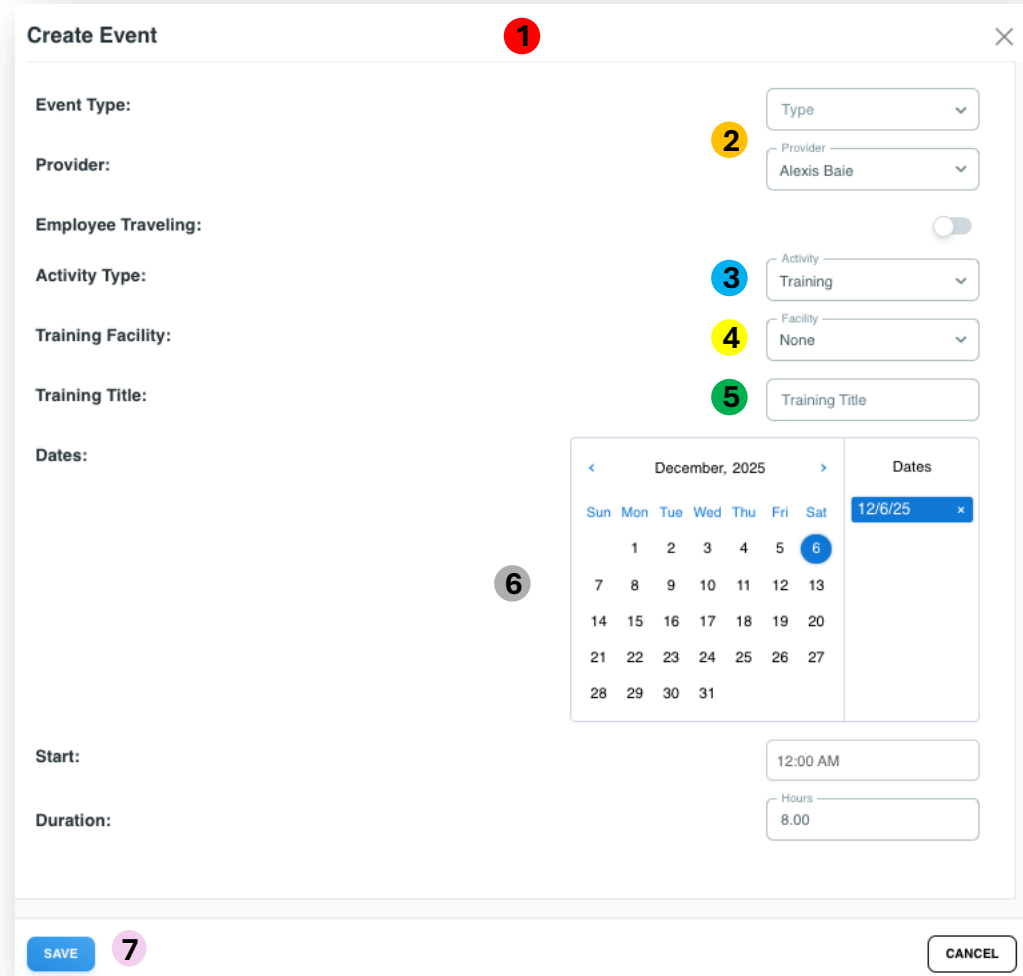
Create Training Event

Date:4/7/26

Create Provider Training

1. Create Provider Training

- 1 • Within the **Scheduling** menu select the user that you are creating training for and a **Create Event popup** will appear
- 2 • Add the **Event Type** and make sure **Provider** is correct
- 3 • Under **Activity Type** select training
 - A few new items will appear:
 - 4 • Add **Training Facility** for the location
 - 5 • **Add Training Title** for what they are being trained on
- 6 • Fill out the rest of the information: **Dates, Start Time** and **Duration**
- 7 • Hit **Save**
 - Once saved the provider will see this event be added to their **Calendar** on the provider app



The screenshot shows the 'Create Event' form with the following fields and callouts:

- 1**: Title of the form.
- 2**: Event Type dropdown menu.
- 3**: Activity Type dropdown menu (set to Training).
- 4**: Training Facility dropdown menu (set to None).
- 5**: Training Title text input field.
- 6**: Dates section, including a calendar for December 2025 with the 6th selected, and a 'Dates' sidebar showing '12/6/25'.
- 7**: Start time (12:00 AM) and Duration (8.00) input fields.

At the bottom, there is a **SAVE** button (7) and a **CANCEL** button.



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