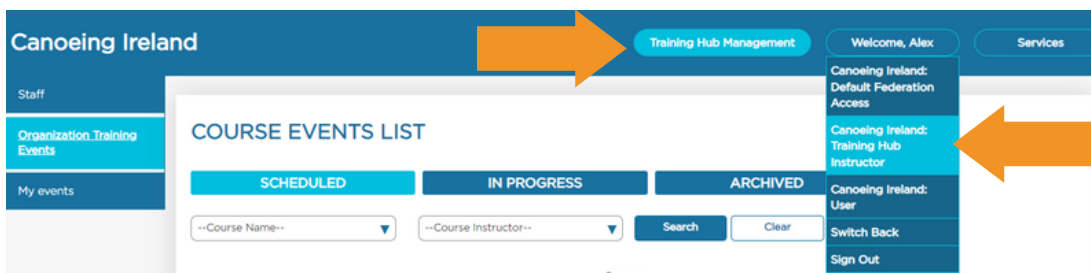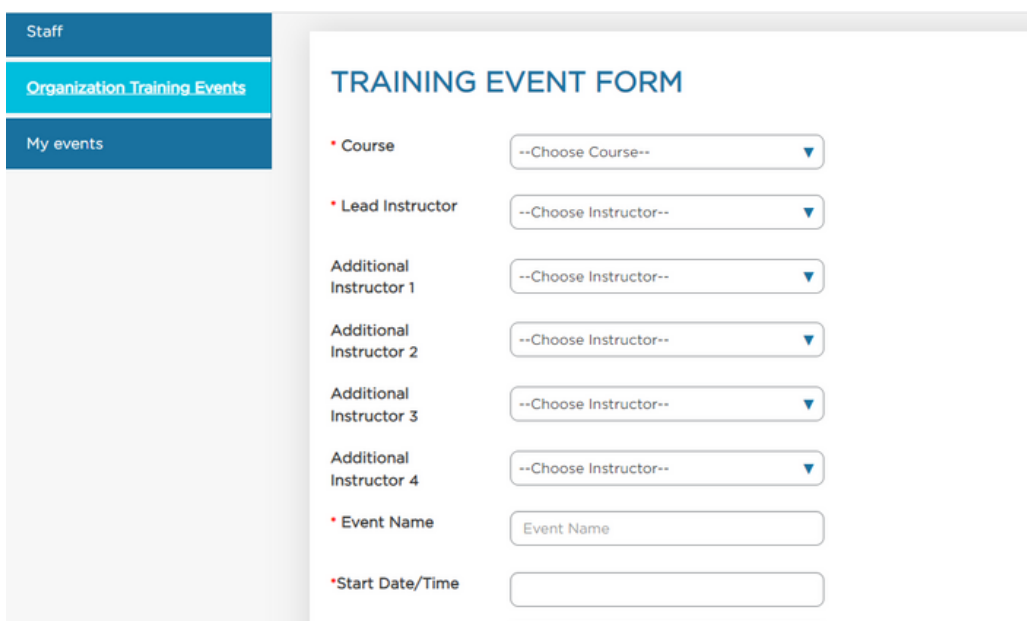# Creating Training HUB Events

1 Log into your Canoe Ireland account <u>HERE</u>

2 Go to the **Training Hub Management** menu. This will appear in the Welcome dropdown menu and right beside it.

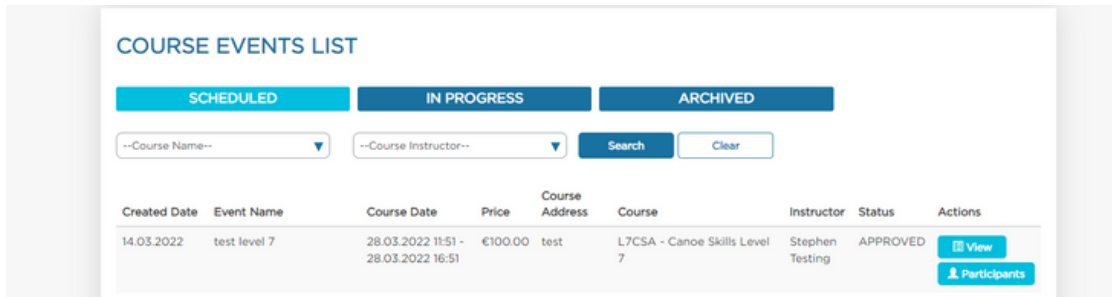**3** Press "Create Training Event", fill all required fields and press "Save":

Important note:
If you are a manager, you can assign any other manager or instructor as one of the course instructors. If you are an instructor, you'll be assigned as Lead Instructor for this course automatically.

Creating Training HUB Events

4 When you saved the training event, it became visible in the Scheduled tab in the Organization Training Events list.

Please note that the Status of this training event can be either APPROVED, or SUBMITTED (for approval). If the event is submitted for approval, it means that the selected course requires Canoe Ireland approval before it can be created.

There are three different statuses:
- **Scheduled:** Events which not started yet (their Start Date/Time is in the future)
- **In Progress:** Events that are started, but not all participants are processed (marked as successfully completed training or certification or failed)
- **Archived:** Finished Events, where ALL participants are processed (marked as successfully completed the event or failed)

Actions available:
- **View** – you can check the details of newly created training event. Please note that Event URL link will work ONLY after your event is published in the Eventmaster ticketing system.
- **Participants** – list of all registered participants for this event. This list will be updated automatically as soon as people register for the event using ticketing system.
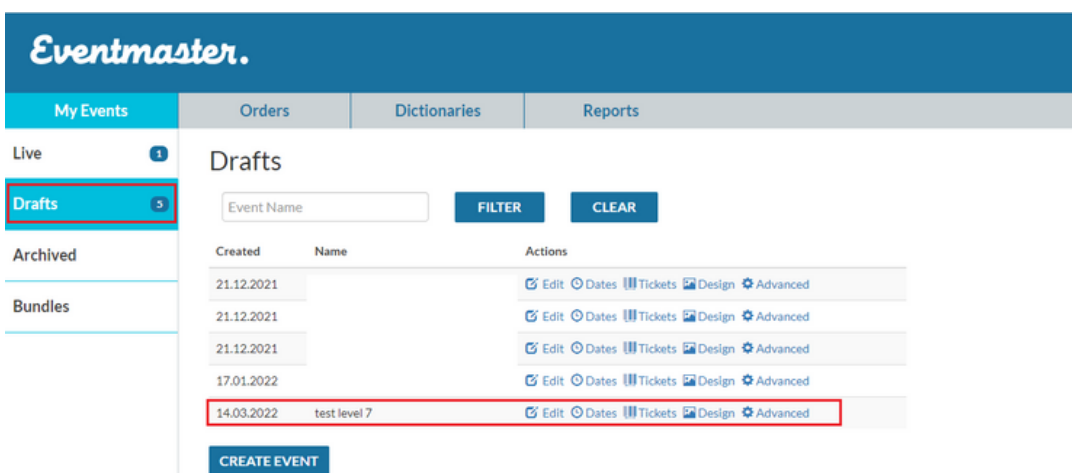
Creating Training HUB Events

5 As a result of the creation of a training event in the Membership System, the ticketing Event will be created automatically in DRAFT status in your Eventmaster ticketing account. To view, update and publish the ticketing event, you will need to go to the Eventmaster Ticketing system.

Initially, only the club secretary has access to the ticketing system (if your organization is a club) or primary contact of a provider (if your organization is a provider). Please consult Canoe Ireland before creating any training event that your ticketing account is created and configured. Additional users can be given access to Ticketing events by your manager later on.

6 To access the Ticketing system and edit/manage the event. Select Ticketing from the Services Dropdown Menu.
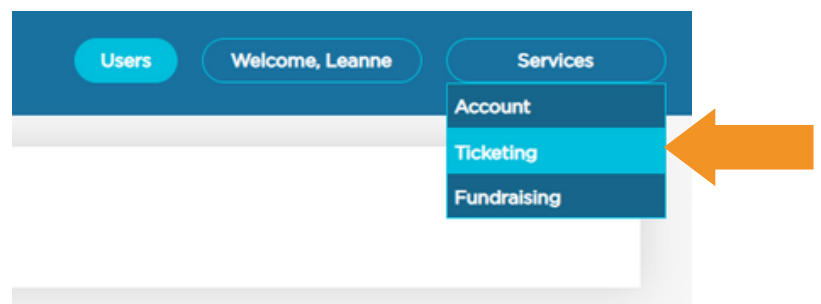
7 Select **Manage Events** from the Welcome Dropdown Menu. Open the **Drafts** menu and press "Edit" for your newly created event: