

## Public Training Calendar Instruction Sheet

1. Go to the Nebraska Early Childhood Professional Record System website: <http://erecords.education.ne.gov/>
2. Click on the "Training Calendar" tab.
3. Click the "Add Training to Calendar" link.
4. Select the type of event you would like to add, a single session training event or a multi-day/multiple-session/training conference.



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Nebraska Step Up to Quality Program

Office of Early Childhood

Child Care Subsidy Information

Choose from the following options about the type of training event:

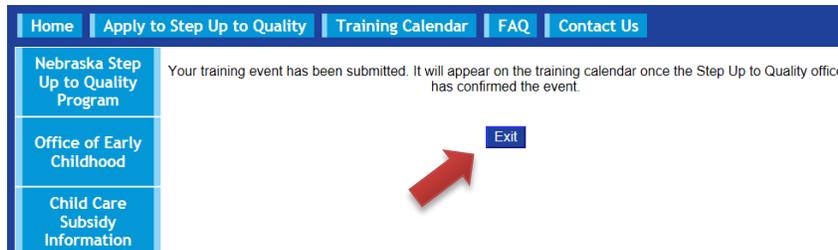
Single-Session Training Event

Multi-Day Training / Multiple-Session Training Series / Training Conference

Continue >

### Single Session Training Events

1. Once you have selected that you would like to enter a single session training event, enter as much info as you can to create a full, detailed event listing. Some of the fields are required, such as the event name, event date, contact person, contact phone, and contact email.
2. Click the "Save & Continue" button.
3. You will see a screen confirming that your event has been submitted for approval. Click the "Exit" button to return to the training calendar.



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Your training event has been submitted. It will appear on the training calendar once the Step Up to Quality office has confirmed the event.

Exit

### Multi-Day Training/ Multiple-Session Training Series/ Training Conference

1. Once you have selected that you would like to add a multi training event, enter as much info as you can to create a full, detailed event listing. Some of the fields are required, such as event name and start and end dates. When entering the end date for multi training events, make sure to enter the date of the last and final session of the event. Click the "Save & Continue" tab.
2. Enter the info for the first session. Click the "Save & Continue" tab.
3. To add another session, click the "Add Session" button. Add as many sessions as needed to complete your multi training event listing.



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Management Training Sessions

Session 1

Session 2

Exit | Add Session | Submit

4. Click the "Submit" button when you are finished entering multi training sessions.

5. You will see a screen confirming that your event has been submitted for approval. Click the "Exit" button to return to the training calendar.

