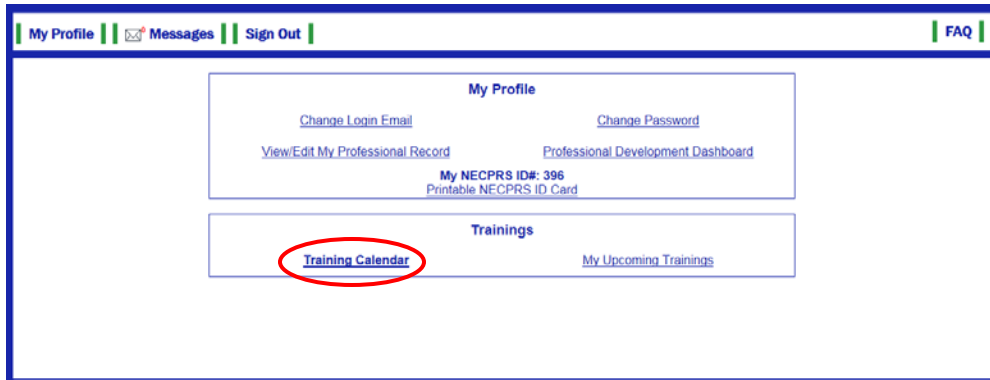


## SEARCH FOR A TRAINING

- Click the *Training Calendar* link on the *My Profile* page.



- From this screen you can do a basic search for a training on the Early Childhood Training Calendar. You can also page through the calendar to search for a training.
- To do a more advance search of the training calendar, click the *Advanced Search* button.

Search for Training

May 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1 <a href="#">Introduction to Everyone Reads Stuff (ERS)</a>  <a href="#">Favourite Colors-Blue</a>	2 <a href="#">Favourite Colors-Red</a>  <a href="#">Welcome to Pyramid Webinar 2</a>  <a href="#">Safe With You: Power to Protect</a>	3 <a href="#">Favourite Colors-Green</a>	4	5	6
7	8 <a href="#">Getting Down to Business: Child Development and Learning</a>  <a href="#">Getting Down to Business: Child Development and Learning</a>	9	10	11 <a href="#">Safe With You: Power to Protect</a>	12	13 <a href="#">Getting Down to Business: Child Development and Learning</a>
14	15 <a href="#">Introduction to the Environment Rating Scales take 3 fix</a>  <a href="#">Introduction to the Environment Rating Scales take 3</a>	16 <a href="#">Introduction to the Environment Rating Scales take 3</a>  <a href="#">Day 1: Practice Using the Environment Rating Scales</a>  <a href="#">Day 1: Practice Using the Environment Rating Scales</a>	17 <a href="#">Day 1: Practice Using the ERS use this one</a>	18 <a href="#">Day 2: Practice Using the ERS use this one</a>	19	20

- You can use any of the search filters to search for the training you are looking for.

The screenshot shows a search interface for training. It includes a search bar labeled 'Search for Training' (1), a 'Search' button, and a 'Reset' button. Below the search bar are two date fields: 'From Date' (2) with the value '5/4/2017' and 'To Date' (3). There are three dropdown menus: 'Language of the Session' (4), 'Early Learning Connection Region' (6) with a link to 'ELC Map', and 'Audience' (7). A 'Trainer' text field (5) is also present.

1. **Search for Training** – Enter all or part of a training name you are searching for.
  - Acronyms are not used (Exception examples: CPR and ECERS-3)
2. **From Date** – Enter the date you want your search to begin.
3. **To Date** – Enter the date you want your search to end.
4. **Language of the Session** – Search for a training being offered in a certain language.
5. **Trainer** – Enter the name of the person that is listed as the trainer.
6. **Early Learning Connection Region** – Enter the ELC region(s) that the training took place, or is taking place in.
7. **Audience** – Select the audience type that the training was targeted for.