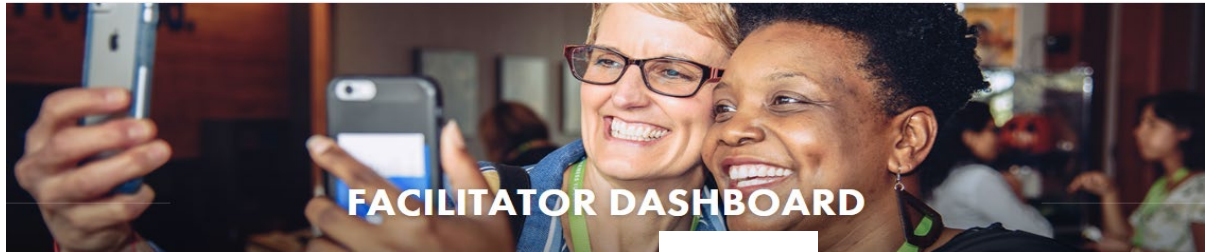


MANAGE YOUR TRAINING



Navigate back to your Facilitator Dashboard to **View & Manage Trainings**, your upcoming and completed trainings



Total Trained: 13

Updated nightly at 12:00am EST.

Welcome, Natalia! | [Log Out](#)

In the Facilitator Dashboard, you can view and manage your upcoming trainings, add new trainings, order materials, update your account information and much more.

Training Information and Resources

[ADD A TRAINING](#)

[VIEW & MANAGE TRAININGS](#)

[ORDER MATERIALS & PRODUCT](#)

[NETWORK WITH FACILITATORS](#)

[SUBMIT CEUS](#)

Resource Center

[NEW SOC TRAINING MATERIALS](#)

[LOGOS AND BRAND GUIDELINES](#)

Select **Manage** for one of your trainings.

[Back to Facilitator Homepage](#)

View & Manage Your Trainings

[ADD A TRAINING](#)

Upcoming Trainings

Training	Date	Location	City	State	Zip	Manage?
Healthy Touch for Children and Youth	02/27/2019	1064 Gardner Road, Suite 210	Charleston	SC	29407	Manage
Recognizing and Reporting Child Abuse and Neglect	03/22/2019	1064 Gardner Road, Suite 210	Charleston	SC	29407	Manage
Stewards of Children	05/04/2019	1064 Gardner Road, Suite 210	Charleston	SC	29407	Manage

Showing 1 to 3 of 3 entries

Previous Trainings

Training	Date	Location	City	State	Zip	Manage?
Bystanders Protecting Children from Boundary Violations and Sexual Abuse	08/01/2018	1064 Gardner Road, Suite 210	Charleston	SC	29407	Manage
Commercial Sexual Exploitation of Children	02/20/2019	1064 Gardner Road, Suite 210	Charleston	SC	29407	Manage

Showing 1 to 2 of 2 entries

MANAGE YOUR TRAINING



On this page, you can Update Training Information, Manage Registrations, Reschedule, or Cancel Training. Please select the **Manage Registrants**.

[← Back to View & Manage Trainings](#)

Stewards of Children Friday, March 22, 2019

[UPDATE TRAINING INFORMATION](#) [MANAGE REGISTRATIONS](#) [RESCHEDULE](#) [CANCEL TRAINING](#)

Trainings: Recognizing and Reporting Child Abuse and Neglect ▼

Training Description: Mandated Reporting Training for Educators

Language: English ▼

Co-Facilitator: Natalie Batten

Training Date: 03/22/2019

Training Time: 3:00 PM - 4:00 PM

Training Cost: \$0

Training Location: Darkness to Light

Street Address: 1064 Gardner Road, Suite 210

City: Charleston

State: SC South Carolina ▼

Zip/Postal Code: 29407

Country: United States ▼

Contact Name: Jennifer Hessmiller

Contact Phone: (843) 513-1619

Contact Email: jenniferh@d2l.org

[BACK TO VIEW & MANAGE YOUR TRAININGS](#)

[UPDATE TRAINING INFORMATION](#)

MANAGE YOUR TRAINING: adding participants

This is where you can view participants that have registered for your upcoming training, as well as mark participants as attended after your training is complete. Additionally, you can **add registrants** if they did not register prior to attending your training.

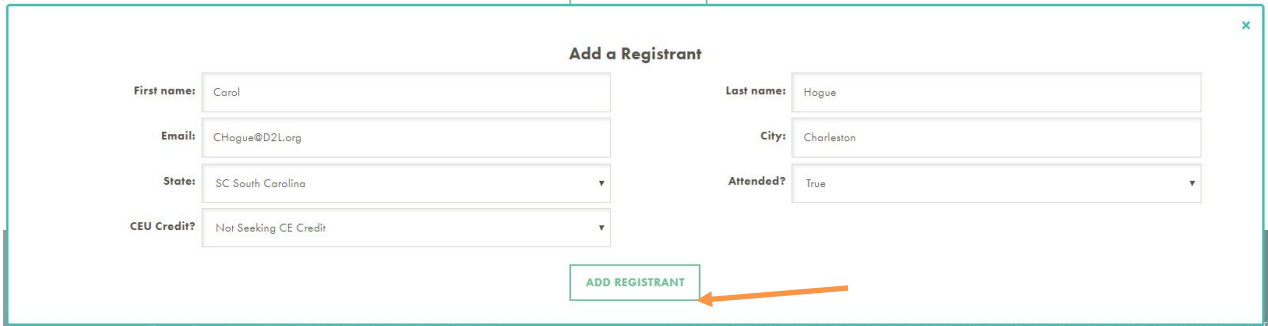
[← Back to this Training Event Information](#)

[ADD REGISTRANTS](#)

Registrant	Email	Phone	City	State	Attended?	CEU Credit?
Sue Smith	smith21@gmail.com		Charleston	SC	✓ Yes	Social Worker
Jane Long	jlong@yahoo.com		North Charleston	SC	✗ No	Not Seeking CE Credit
Lance Jones	ljones@hotmail.com		Mt. Pleasant	SC	✓ Yes	Dentist/Dental Hygienist

MANAGE YOUR TRAINING: adding participants

Once you have added in the registrant's information, please select Add Registrant



The page might need to be **REFRESHED** to have the participant appear. You may also upload a CSV file. Please keep it simple and only have the participant's name and email address on the CSV.

View & Manage Your Trainings

[ADD A TRAINING](#)

Upcoming Trainings

Training	Date	Location	City	State	Zip	Manage?
Healthy Touch for Children and Youth	02/27/2019	1064 Gardner Road, Suite 210	Charleston	SC	29407	Manage
Recognizing and Reporting Child Abuse and Neglect	03/22/2019	1064 Gardner Road, Suite 210	Charleston	SC	29407	Manage
Stewards of Children	05/04/2019	1064 Gardner Road, Suite 210	Charleston	SC	29407	Manage

Showing 1 to 3 of 3 entries

Previous Trainings

Training	Date	Location	City	State	Zip	Manage?
Bystanders Protecting Children from Boundary Violations and Sexual Abuse	08/01/2018	1064 Gardner Road, Suite 210	Charleston	SC	29407	Manage

COMPLETING YOUR EVENT

Navigate back to **View & Manage Trainings**. Select Manage for one of your previous trainings. Next, please select on **COMPLETE EVENT REPORT**. This will take you to the web page to input the "**Number of People Trained**". This is a very important step.

[Back to View & Manage Trainings](#)

Stewards of Children Monday, September 16th 2019

[UPDATE TRAINING INFORMATION](#)

[MANAGE REGISTRATIONS](#)

[CANCEL TRAINING](#)

[COMPLETE EVENT REPORT](#)

Training: Stewards of Children

Training Description: Stewards of Children Training for Educators

Public or Private: Public

Language: English

COMPLETING YOUR EVENT



Please add in the number of participants trained. This is the section that updates your "Total Trained", located on your dashboard's homepage.

You do not need to upload the CSV here. Please select No in the "Do you want to upload a sign in sheet?" field.

To add participants to your training, for our record purposes, please view page 7. For any additional questions or concerns, you may email FacilitatorSupport@D2L.org.

[← Back to View & Manage Trainings](#)

Submit event report for NEW Virtual Stewards of Children

Training:	NEW Virtual Stewards of Children
Training Description:	TEST
Number of people trained:	10
Co-Facilitator:	
Training Date:	01/01/2024
Do you want to upload a sign in sheet?	No

[SUBMIT EVENT REPORT](#)

A

If you have urgent issues when utilizing this functionality, please email FacilitatorSupport@D2L.org.