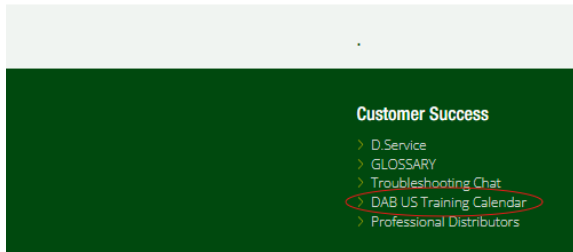
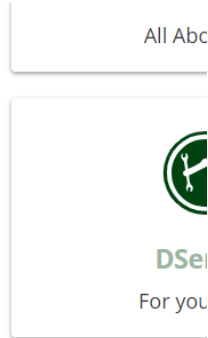




## DAB TRAINING EVENT CALENDAR: OVERVIEW

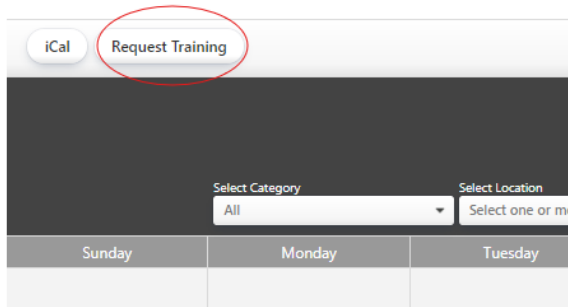
1: WHERE TO FIND THE CALENDAR: Homepage -> Scroll to bottom -> Bottom Menu



2: At the Top Left of the Calendar, click the button “Request Training”



HOME > DAB US EVENTS CALENDAR



3: This is where the end-user can request their time slot/date by filling in their Information and the Event information.

The screenshot shows a web form for requesting a training session. It is divided into three main sections: a calendar on the left, a central form, and another calendar on the right.

- Left Calendar:** A grid showing dates from Sunday to Monday. Dates 4, 5, 11, 12, 18, 19, 25, and 26 are visible.
- Central Form:**
  - Instructions:** "Use this form to request a training session. DAB will confirm your selection once approved and set up. If you are requesting a training onsite at your facility, please make sure the physical address of the location is provided in the notes."
  - Your Contact Information:** A section with a red asterisk indicating it is required. It includes fields for Full Name, Email Address, Phone Number, Organization, and a Note to Calendar Administrator.
  - Event Information:** A section with a red asterisk indicating it is required. It includes fields for Event Title, Category (a dropdown menu), Start Date (month, day, year), Start Time, End Time, Repeat Type, and a Description text area.
- Right Calendar:** A vertical list of dates for Friday and Saturday, with dates 3, 10, 17, 24, and 31 visible.

4: For Category type, please be sure to use the correct one for your Event Request:

- Online Training
- Your Facility (Outside Training)
- At DUS (Inside Training)

This is a close-up of the 'Category' dropdown menu from the event information section. The dropdown is currently set to 'Select a Category' and is circled in red. Below it, the 'Start Date' is shown as 'August 14, 2024'.

5: For Event Location, please select same as Category above chosen. Agree to the Privacy Policy and then click on the green button that states “Send Suggestion”

The screenshot shows a form titled "Event Location" with a red asterisk and the word "required" to its right. Below the title is a "Location" label followed by a dropdown menu containing the text "Select a Location" and a downward arrow. Below the dropdown is the text "- OR -" and a button with a pencil icon and the text "Enter a new location". Below this is a checkbox with the text "I accept the Privacy Policy regarding information being submitted." Below the checkbox is the text "Click on the Schedule Training button to send your request to the calendar administrator for review and approval. Thank you!". At the bottom of the form is a green button with the text "Send Suggestion".

6: DAB US will review the suggested Event Request and will respond to the email provided in the Request. If/When confirmed, the Event will then show blocked along with the Event Type on the Calendar.

Thank you!