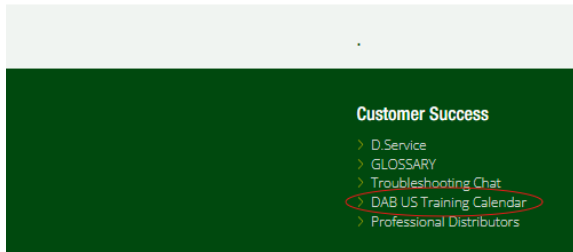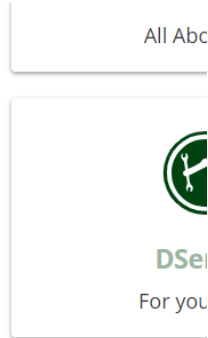# DAB TRAINING EVENT CALENDAR: OVERVIEW

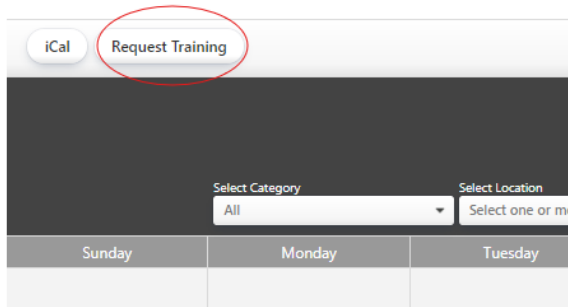**1: WHERE TO FIND THE CALENDAR:** Homepage -> Scroll to bottom -> Bottom Menu

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

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

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)

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"

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!