

Working with Trainings – VSys One Webinar

Fall 2011

VSys One allows you to track two types of training records for your volunteers:

- Training/courses you offer or organize
- Training without enrolling in a course - may include - Web training, Quizzes, Outside agencies (basically a situation where you are given evidence of the training)

1. Courses you offer

- a. Set up Subjects (subjects = topics)
 - i. **Setup Panel -> Training subjects -> Add a new subject** or right-click **Add**
 - ii. Enter the name of the course and how long the training is valid.
- b. Set up Courses (courses =class sessions)
 - i. **Setup Panel ->Training courses -> Add a new course** or right-click **Add**
 - ii. Define the course
- c. Managing your Courses
 - i. Enrolling people in courses
 1. Link
 2. Right-click
 3. Person editor
 - ii. Communicating about courses
 1. Letters
 2. Reminders
 - iii. Over-enrollment/Waitlists
 1. Class limits
 2. "Pack" a waitlist
- d. Course reports

- e. Roster reports

2. Training without enrolling in a course

- a. Setup subject
- b. Enroll via person editor

3. Managing trainings

- a. By Subject
- b. Location
- c. Instructor
- d. Date
- e. Expiration of training

4. Trainings vs. Certifications