

Trainings

The Trainings section allows County Managers to search for members and the status of their trainings.

Training Search

1. Click on the Trainings tab in the navigation pane.
2. Enter your keyword, club, training status, and/or training start and end date selections.
3. Click the Search button.
4. The results of the search will appear below the search criteria. Click the Download Excel button to export the results to an Excel file.

The screenshot shows a 'Training Search' form with the following fields: a large text input for 'Keyword(s) (Programs, Address, Birthdate, Email, Training, Preferred Name, Phone/Phone)', a 'Clubs' input, 'Training Status' with a dropdown, 'Training Start Date' with a calendar icon, and 'Training End Date' with a calendar icon. There are 'Search' and 'Clear Filters' buttons. Below the form is a 'Download Excel' button and a 'No results found' message with navigation arrows. A table header is visible at the bottom with columns: Last Name, First Name, County, Role, Training Name, Training Status, Date Started, Date Completed, and Certificate.

Training Certificates

Coming soon!