



These straightforward instructions guide trainers on how to add courses.

Access to this section is limited to verified trainers or supervisors.

When logged in.

A screenshot of the 'Add Training Course' page. The top navigation bar is blue with white text for 'Home', 'Practitioners', 'Training Courses', 'Articles', 'FAQs', 'Resources', 'Contact Support', 'Get in Touch', 'Logout', and 'Member's Area'. Below this, a secondary blue bar contains 'Edit Profile', 'Add Training Course' (highlighted with a red circle), and 'Support Documents'. The main content area is white and titled 'Add New Course'. It includes a 'VIEW YOUR SUBMITTED COURSES' button in the top right. Below the title is a 'COURSE TITLE: (required)' text input field. Underneath is a 'COURSE DESCRIPTION: (required)' section with a rich text editor toolbar (containing options like Paragraph, Bold, Italic, Bulleted List, Numbered List, Quote, Indent, Outdent, Link, Unlink, and Image) and a 'Visual'/'Code' toggle. The description input area is large and empty.

Add the details of your course.

If you're using a venue for the first time and it's not listed, you can create it here. Similarly, if this is your first time listing a course, you can add your name here.

Once added, both the venue and your name will be saved in the system for future use, so you won't need to enter them again.

A screenshot of the 'VENUE DETAILS' and 'TRAINER DETAILS' sections of the course creation form. The 'VENUE DETAILS' section has a 'Venue:' label, a dropdown menu showing 'Leonardo Royal Brighton Waterfront Ho..', and an 'Edit Venue' link. Below this is an 'ADD ANOTHER VENUE' button. The 'TRAINER DETAILS' section has a 'Trainer:' label, a dropdown menu showing 'Karl Dawson\*', and an 'Edit Trainer' link. Below the dropdown is a 'Create or Find Trainer' button, which is currently open, showing a list with 'Karl Dawson' selected. The form is white with a light gray border.

Be sure to include an event image no larger than 1000 pixels.

Fill in the rest of the fields like the price etc... and start your website address with https://

Finally, SUBMIT EVENT.

That's it. 👍