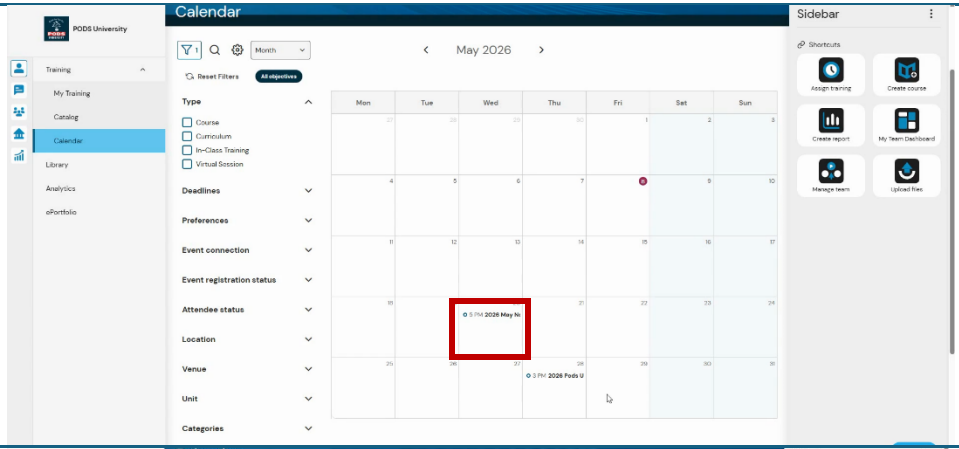
PODS University

How To Sign Up For A Training From The Calendar

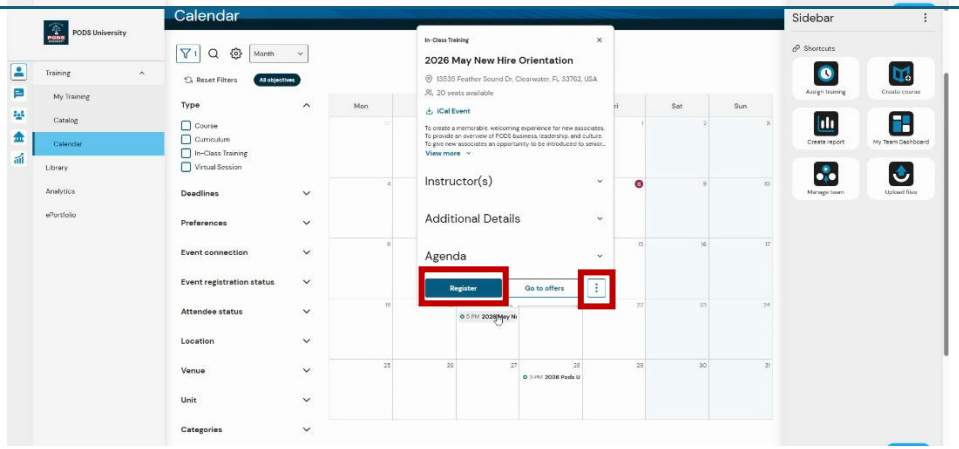
Grow As You Go

1. To sign up for a training that is on the Calendar, select the training on the calendar.



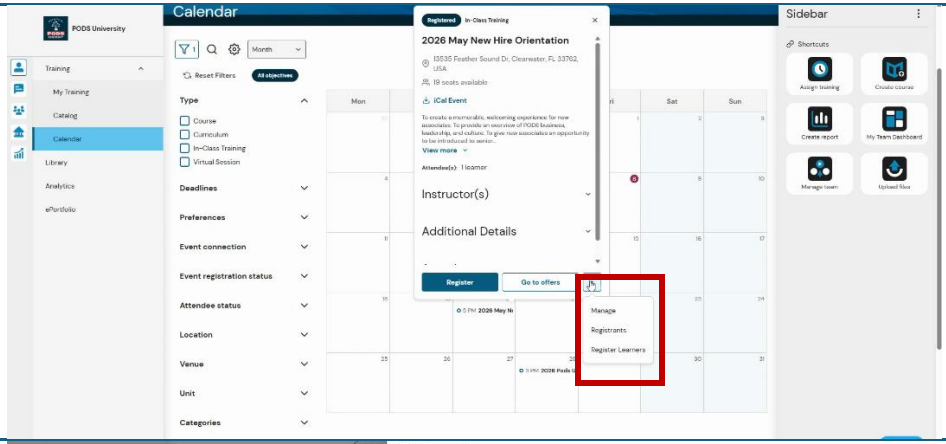
2. To sign up **yourself**, select **Register**.

2. To sign up a **team member**, select the **ellipsis** menu.

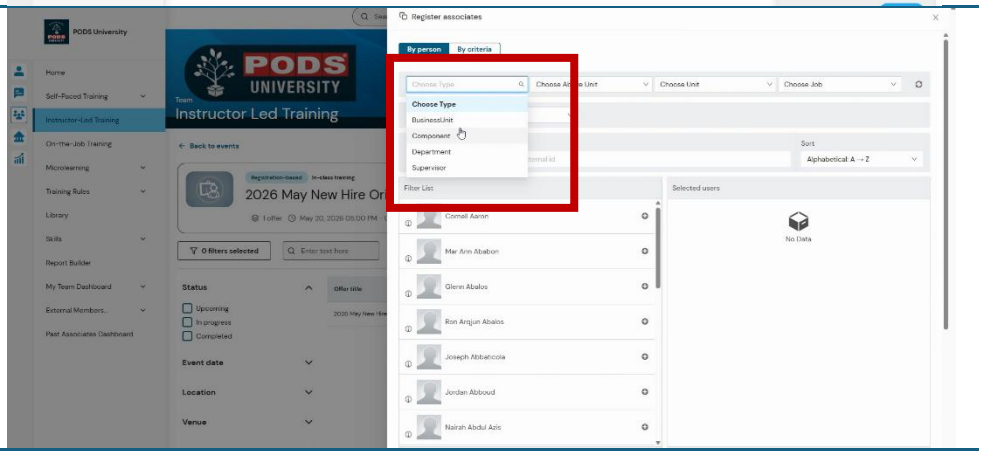


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2. Select the desired **Register Learners**.

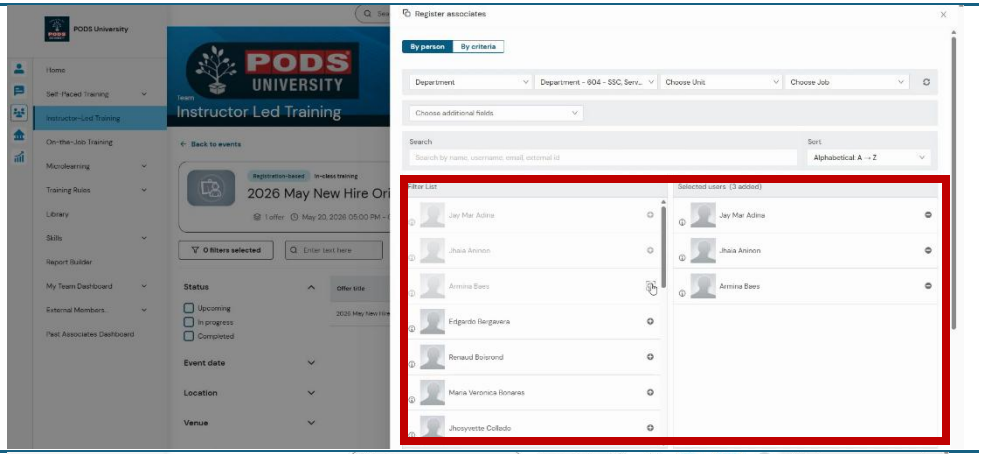


3. Select **the desired filter options (if needed)**.

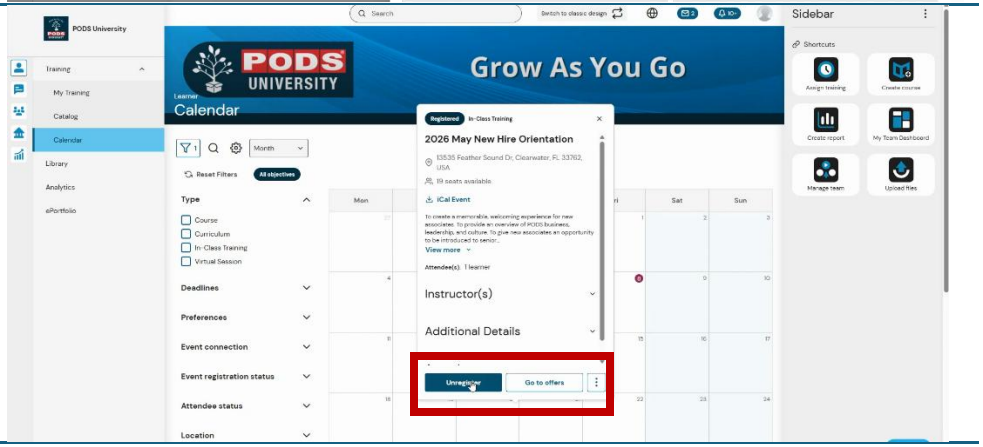


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4. Select the **Plus Sign** to add the learner to the registration.



5. To unregister, select the **Unregister** button.



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