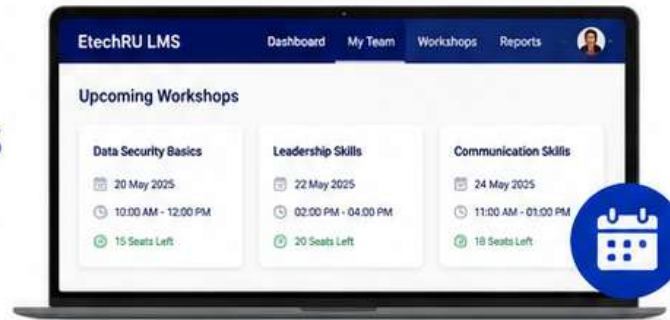


Workshop Registration in EtechRU LMS

Workshop registration allows administrators to create workshop time slots and enables leaders to register their team members for available workshops using predefined categories and dates.



PREREQUISITES

- ✓ You have **Administrator** or **Manager** access in EtechRU LMS.
- ✓ Workshop categories are defined or planned.
- ✓ Leaders have access to the workshop registration feature.



BEST PRACTICES

- Plan workshop categories and time slots in advance.
- Ensure time slots are active and visible.
- Communicate workshop details to leaders clearly.
- Review registrations and participant lists regularly.

STEP-BY-STEP PROCESS

- ### 1 Access Site Administration

 - Log in to EtechRU LMS with **administrative credentials**.
 - Navigate to **Site administration**.

Site administration

 - Notifications
 - Users
 - Courses
 - Grades
 - Plugins
 - Appearance

Administration

Search settings

Course Time Slot settings
- ### 2 Create Workshop Time Slots

 - Go to **Site administration** → **Course Time Slot settings**.
 - Select the required **Workshop Category**.
 - Add a new **Time Slot**, including:
 - ✓ Workshop name
 - ✓ Start date
 - ✓ End date
 - ✓ **Save the time slot details**.

Add Time Slot

Workshop Category: Leadership & Development

Workshop Name: Leadership Skills

Start Date: 22/05/2025

End Date: 22/05/2025

Status: Active

Save Time Slot

Time Slots List

Workshop	Start Date	End Date	Status
Data Security Basics	20/05/2025	20/05/2025	Active
Leadership Skills	22/05/2025	22/05/2025	Active
Communication Skills	24/05/2025	24/05/2025	Active
- ### 3 Verify Workshop Availability

 - Ensure the workshop and time slots are marked as **Active**.
 - Confirm they are visible for leader registration.

Workshop Availability

All selected workshops and time slots are Active and available for registration.

Status: **Active**
- ### 4 Access Workshop Registration (Leader View)

 - Leaders log in to EtechRU LMS.
 - Navigate to **Workshop Registration** from the dashboard or menu.

EtechRU LMS Dashboard My Team Workshops Reports

Welcome, Team Leader!

My Team Workshop Registration My Registrations Calendar

Workshop Registration

Register your team for available workshops.

Add Team / Register Team
- ### 5 Register Team Members

 - ✓ Click **Add Team / Register Team**.
 - ✓ Select the **Workshop Name** from the drop-down list.
 - ✓ Select the available **Time Slot** for registration.

Register Team

Workshop Name: Leadership Skills

Time Slot: 22/05/2025 (02:00 PM - 04:00 PM)

Team Members

John Smith x Mary Johnson x Robert Brown x

Add Team
- ### 6 Submit Registration

 - Review workshop and team details.
 - ✓ Click **Submit / Register** to confirm the workshop booking.

Review & Submit

Workshop: Leadership Skills

Time Slot: 22/05/2025 (02:00 PM - 04:00 PM)

Team Members

John Smith, Mary Johnson, Robert Brown

Submit / Register Cancel
- ### 7 Confirmation & Tracking

 - Registration is saved successfully.
 - Leaders and administrators can **view registered workshops** and participants.

Registration Confirmation

✓ Your team has been successfully registered for the workshop.

✓ You will receive a confirmation email shortly.

My Registrations

Workshop	Date & Time	Members	Status
Leadership Skills	22/05/2025 02:00 PM - 04:00 PM	3 Members	Registered

[View Details](#)



COMMON MISTAKES

Not adding time slots before enabling workshop registration.



Incorrect date selection causing workshop to appear unavailable.



Failing to save time slot details after creation.



Leaders selecting the wrong workshop or time slot from the drop-down.



NEED A TIP?

Regularly review time slots and registrations to avoid conflicts and ensure smooth workshop management.



Well-planned workshops lead to better learning outcomes and engaged teams!



WE'RE HERE TO HELP
Our support team is available 24/7 to assist you.



Email
support@etechterras.com



Support Time
24/7