



## Improvements and Updates to the Missouri Workshop Calendar

The Missouri Workshop Calendar has undergone substantial changes. Modifications were made to make the calendar easier to use. Please note some of the major changes:

- **Training participants** will no longer have accounts within the Missouri Workshop Calendar. This change has been made to make using the calendar easier and to streamline the registration process through the calendar.
- All the training you have taken for clock hour credit will be accessible through the **MOPD Registry**. To set up your Registry account or to view the trainings you have taken and received clock hour credit for, go to the [www.openinitiative.org](http://www.openinitiative.org)
- **Permissions** related to approved sessions have changed. The roles of registrar and scheduler has been eliminated. The only permissions assigned within the training application are now owner and editor. *NOTE:* All registrars and schedulers will be given the permission of editor in the new Missouri Workshop Calendar.
- The following are the permissions/roles in the new calendar.

*Applicant* – The person who enters the application for an organization/company or themselves. This person will have access to the application template in their library for future use. The applicant can be the owner but may be an individual assigned to enter the application on behalf of someone else. They must have an account in the MO Workshop Calendar.

*Owner* – The person who, with the applicant, has access to the application template and content. An approved training (template) can have up to three owners. This is to ensure an organization/company has access to the training template if the original applicant is no longer with the organization/company. An application for training approval can have up to three owners, two with contact information, and one owner must have a MO Workshop Calendar account and a MOPD ID.

*Editor* – This person has the ability to change non-content information within an approved training when scheduling a session (private or public). This person can manage attendance, close training and personalize approved templates. They must have an account in the MO Workshop Calendar.

- Training applicants and owners can now **change the permissions/roles** of those associate with an approved session and within a template.
- Training applicants and owners can now **add and delete associated trainers** without assistance from the site administrator.
- **Sessions attendance** for trainings and conferences can be uploaded in an Excel spreadsheet with the fields specified in the MO Workshop Calendar. *NOTE:* Sign-in sheets are still required to verify attendance and must be uploaded for each training session.
- An **enhanced search** function with the Missouri Workshop Calendar has been added.
- For approved **online on demand** sessions from organizations that do not automatically transfer clock hour credit to OPEN for completed sessions, participants will be able to upload their completed training certificate directly through the MO Workshop Calendar.
- Trainers of **First Aid and CPR** sessions that certify participants will now enter the certification and expiration dates directly into the attendance area eliminating the need for individuals to send a copy of their certification to OPEN.

You will find many improved functions with the Missouri Workshop Calendar. If you have any questions or concerns, please let us know using **Contact Us** on the calendar.