

HOW TO BOOK TRAINING

YOU MUST FILL OUT AND SUBMIT A TRAINING REGISTRATION FORM (AVAILABLE ON THE WEBSITE) BEFORE BEING ABLE TO LOG IN AND BOOK TRAINING

1. Tiles are located on the homepage for all the courses we offer. Click on the course you are taking to view the online material as well as in-class training dates. If you need to be trained in a technique that is not listed on the website, please contact us at afmtrain@mcmaster.ca.
2. Click on a course tile, and then click on the “enrol me” button. **It will not automatically enrol you into a course**; you still have the option to pick a date.
3. Once you have selected a course, **read through all the content carefully**. There is important information about course requirements, quizzes, submission deadlines, and course offering dates.
4. Most courses have in-class training components which are displayed under the “Reservation Information” heading. Select a date to view the start time, duration, and location of each session. When you found one that you are able to attend, click the “Reserve” button.
 - **Please note:** All courses have a maximum number of participants. After this maximum is reached, you are still able to register for this course on the waitlist (your name will be highlighted in yellow). In the case that a participant cancels their reservation, you will move up the waitlist; please check on your status since if you are on the waitlist, you will **not** be eligible to take the course.
5. All of your course reservation dates will appear on the calendar located on the right side of the page. Keep track of the courses you reserve by adding them to your personal calendar, phone, etc. It is **YOUR** responsibility to keep track of the courses you register for and be on time to each session.
6. For a quick view of your courses, click on the ‘Events’ header. On the right side, you will see the heading “Events Key”. Click on “Hide Global Events”, and only your “user” events will appear. Unfortunately, you need to do this each time you go into Events.
 - a. All quizzes must be completed (achieve a grade of 100%) at least **48 hours prior to your in-class training session**.
 - b. Documents of training (DOT) must be submitted to us via email (afmtrain@mcmaster.ca) at least **48 hours prior to your in-class training session**.
7. You must attend all training sessions on time; the trainers will not let you in if the course has started. We ask all attendees to arrive 15 minutes prior to the start time of the course.

HOW TO CANCEL TRAINING

1. Login to the website and find the tile for the course you cannot attend.
2. Under the “Reservation Information” heading, select the course date you previously registered for.

3. Click "Cancel Reservation" to remove yourself from the course. Please note that deleting the course from your calendar will not remove you from the course.
4. You must cancel your training **at least 24 hours prior to your in-class training session. If you are ill, or have an emergency the morning of training, please email us at afmtrain@mcmaster.ca to be removed from the course. If you do not cancel a training session and do not show up, your PI will be contacted and you will need to meet with him or her to discuss the missed training. Your PI will then need to email the Training and Regulatory Coordinator. You will not be able to attend any further training until this has been completed.**
5. It is **YOUR** responsibility to reschedule your training and book a date/time which you can attend. If you cannot find a date/time that works with your schedule, please email us at afmtrain@mcmaster.ca.