

Registration System Chart

Complete this form and attach the "Training Sites and Training Schedule." Both of these forms contain the information needed to post a training course on the Learning Management System (LMS). Participants will not be able to register for the training course until this information is completed and returned to the logistics point of contact.

Factor	Definition	Answer
Course Name	What is the name of the training course?	
Project Lead	Who is the team lead(s) for the training course?	
Product Group	What kind of event is it?	
Available From	What are the start and end dates of the training course?	
Abstract	Please provide a brief description of the course.	
Maximum/Minimum Count	What is the maximum/minimum number of participants allowed per class?	
Subjects	What keywords could be used to search the course catalogue to find this course?	

FOR LOGISTICS CONTACT PERSON ONLY

Materials mailed to: _____ on _____

Tracking # _____

Need to order supplies (See Vicki): _____

Contacted FSAU Communication to post class to Intranet site on: _____

Sent request to Vicki for LCs on _____

Sent request to Terry for Paid Hotel/School, etc. on _____

Other: