



THE *johnpraed*
FOUNDATION

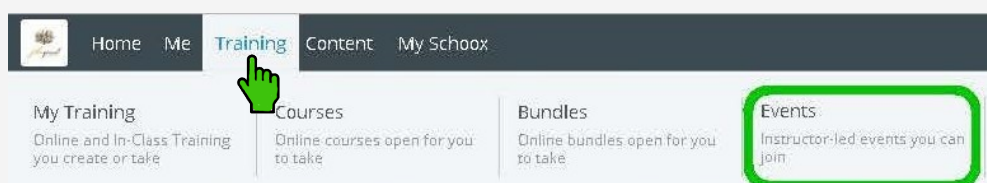
Online Academy



REGISTERING FOR AN EVENT

Once you have an account on TCOM Training, there are a variety of events you can register for!

1. To access events, navigate to the training tab and click "Events" as shown below.

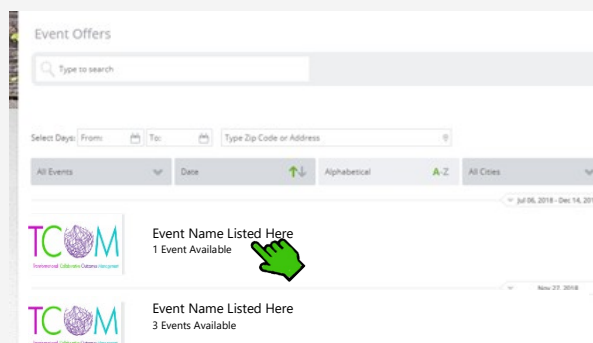


2. Select the event you would like to attend.

Notice, you can search for an event and sort by date, alphabetical order, and city.

There are 2 types of events:

- Single offer (eg. 1 Event Available)
- Multiple offer (eg. 3 Events Available)



Single Offer Event

Once selected, all event information is available for viewing.

- Click "register," if you would like to attend.
- Allow 1 business day to review the request and accept/deny your registration.

If the training is full, you can add yourself to the waitlist.

Multiple Offer Event

Once selected, all event information is available for viewing along with all the available dates.

- Click "register," for the date you would like to attend.
- Allow 1 business day to review the request and accept/deny your registration.

If the training is full, you can add yourself to the waitlist.



www.TCOMTraining.com

e: support@TCOMTraining.com