Overview:
The document outlines the basic features and components of the provider training page on emedny.org in order to aid users with interacting with the schedule and helping them easily find what they are looking for.

Features and Improvements:
- Quicker Load time for page load, data display and filter/search results
- Multiple Views of the training sessions
  - Calendar
  - Table
  - Print
- In-Person Seminars and Webinars are easily distinguishable
  - (webinars are blue and seminars are yellow)
- Course description displays when course is clicked on
- Address and Map is displayed when location (if in-person seminar) is clicked on
- Filter webinars and seminars with ease
  - filter results by location and/or category
  - filter applied in all views (calendar, table and print)
  - shows all sessions when nothing is selected (good for reset)
- Registering is cleanly displayed and registration page for sessions are stylized for easy viewing. Users will not be able to register for previous sessions from current date
- Overall look and layout have been improved aesthetically throughout all sections to make it easier to view and easier to use

The Page Overview:
When you go to www.emedny.org/training (or click on the training tab), ALL the sessions and webinars will be displayed in a calendar view for the current month. The screenshot on the following page outlines the various components on the page and a brief overview. For more details, please review the sections pertaining to each of them.
The CALENDAR View:
- displays easy to use month-by-month view
- previous and next buttons
- weekends have been removed
- current date is highlighted in green
- the previous and next month days have been greyed out for easy viewing

The TABLE View:
- lists sessions in chronological order
- table is formatted and styled for easy viewing

The PRINT View:
- formatted to print on 8.5x11 paper
- print window pops up on page load
- basic table view
Filtering / Searching:
The orange box in the center of the page is used to filter the sessions for easier viewing/planning. You can filter by type of service (or category), by location/region, or by both. Just select your choice from either or both drop down menus and click the “search” button. Whatever current view (calendar, table) you are viewing, will display the results. You can then switch views at anytime with the same filter applied. To reset it back to show all the sessions/webinars, select “All Services” from Type of Service drop down list AND “All Regions” from Region drop down box. Below shows screenshots of an example of how you can use the filter search box.

Filtering by “New Provider” for the drop down list for type of service, viewing it in the table view.

Filtering it more by selecting “webinar” in region drop down list, viewing it in the table view.

Clicked on “Print View” icon. Brings up print menu and table of filtered data.

Clicked on “Calendar View” to view same filter results in calendar.
Registering:
Registering for seminars and webinars is easy with just a click away.

WEBINARS
For webinar registration, when you click on the “register” button, you will be directed to an online registration form. After filling out the form, you will receive a confirmation email that also contains the link to access the webinar at the scheduled date and time. After you click on the link and sign in, WebEx will ask you to enter your telephone number and the system will instantly call you so that you may join the audio part of the meeting. Be advised if this is the first time you have ever joined a WebEx meeting, you may be prompted to download free software.

SEMINARS
For seminar registration, when you click on the “register” button, a registration page will open with the details of the session along with a form to fill out. After filling out that form you will receive a confirmation email and be registered for that session. Please make sure you arrive 5-10 min. prior to the start time.

Questions?
Please call us at: 1-800-343-9000