

# Training Catalog

Information	
<b><u>An Overview of Domestic Violence</u></b>	
<i>This is a two-day training that provides an overview of the instance, causes and consequences of domestic violence.</i>	
<b>From</b> 1/13/2014 9:00 AM	<b>Trainer</b> Robin Hart
<b>To</b> 1/14/2014 4:00 PM	<b>Contact</b> Katie Hood (850) 486-1111
<b>Location</b> <a href="#">Get directions</a>	
FL	
<b>Comments</b> None	
<b>Capacity</b> 1/20	<b>Status</b> Registered
<input type="button" value="Cancel Registration"/>	

## Page Elements

### From

The starting date and time of the event.

### To

The ending date and time of the event.

### Trainer

The name of the trainer for the event.

### Contact

The name and phone number of the contact for the event.

### Location

The address for the location of the event, if applicable.

### Comments

Special comments concerning the event.

### Capacity

The total number of seats for the event (right value) and number of seats already occupied (left value).

## Status

The trainee's current registration status for the event.

## Actions

### Registering for an Event

To register for an event, click the "Register" button (Not displayed in diagram). If the button does not read "Register" or is not visible, one of the following may be the case: You are already registered; all of the seats for the event are taken, you can only join the waiting list at this point; the event has already taken place, check the "From" and "To" dates to confirm this.

### Joining the Waiting List for an Event

If an event is full, you can join the waiting list for the event and you will be registered in the event if seats become available. To do so, click the "Join Waiting List" button (if it is visible). If the button is not visible, the event may have already occurred.

### Cancelling Registration for an Event

If you are already registered in an event and wish to cancel your registration, click the "Cancel Registration" button. If the button is not visible, check your status to make sure you haven't already cancelled your registration.

### Leaving the Waiting List for an Event

To leave the waiting list, click the "Cancel Waiting List Request" button. If the button is not visible, check to make sure you haven't already cancelled your request.

### Viewing the Event's Training Catalog Page

To view the training for the event, click the underlined title of the event.

### Getting Directions to an Event

To view a map for the event (if applicable), click the underlined "get directions" link. This will display a Google maps view of the location.