

Who Can I Register for Training Classes

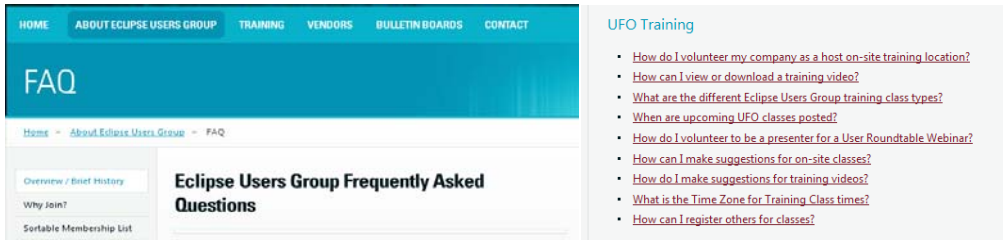
by Mary E. Barlow

Who Can I Register For Classes?

- 1) If you have a login for the Eclipse Users Group website, you may register for or drop yourself on classes. Just click the “Register” button on the class description page.
- 2) If your status is delegate, alternate or admin for your company on the Eclipse Users Group website, you may register for or drop others on classes.

How do I register others if I have one of those statuses?

You can find the answer to that on the FAQ s – Click the About Eclipse Users Group main menu button and click FAQ. Scroll down that page to find UFO Training.



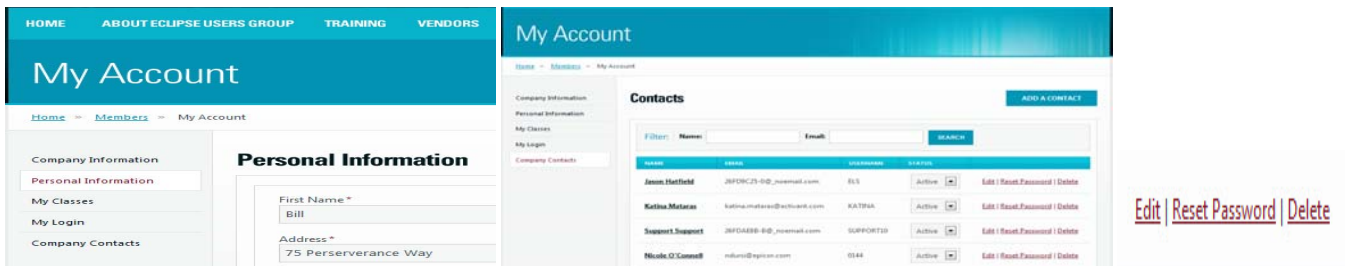
Eclipse Users Group Frequently Asked Questions

How can I register others for classes?

If you are a delegate/alternate/admin for a company, go to company contacts, on the Personal Information page. Edit the person you want to register, scroll down the page to see the open classes. Click the box next to the class they are to attend. Then click update.

Can you show me?

- 1) Login and go to My Profile;
- 2) Click Company Contacts;
- 3) Click Edit next to the person you want to register or drop.



- 4) You are now editing that person’s information. Scroll down that page until you see the class listing. If a class is open for registration it will say “Open” and have a box to check;
- 5) To register this person just click the box;
- 6) Click “Update”. An email will be sent to the person telling them that they are registered for the class.

