

EVENT ENROLMENT GUIDE

STEP 1: FIND THE EVENT YOU WISH TO ENROL ON IN THE CALENDAR

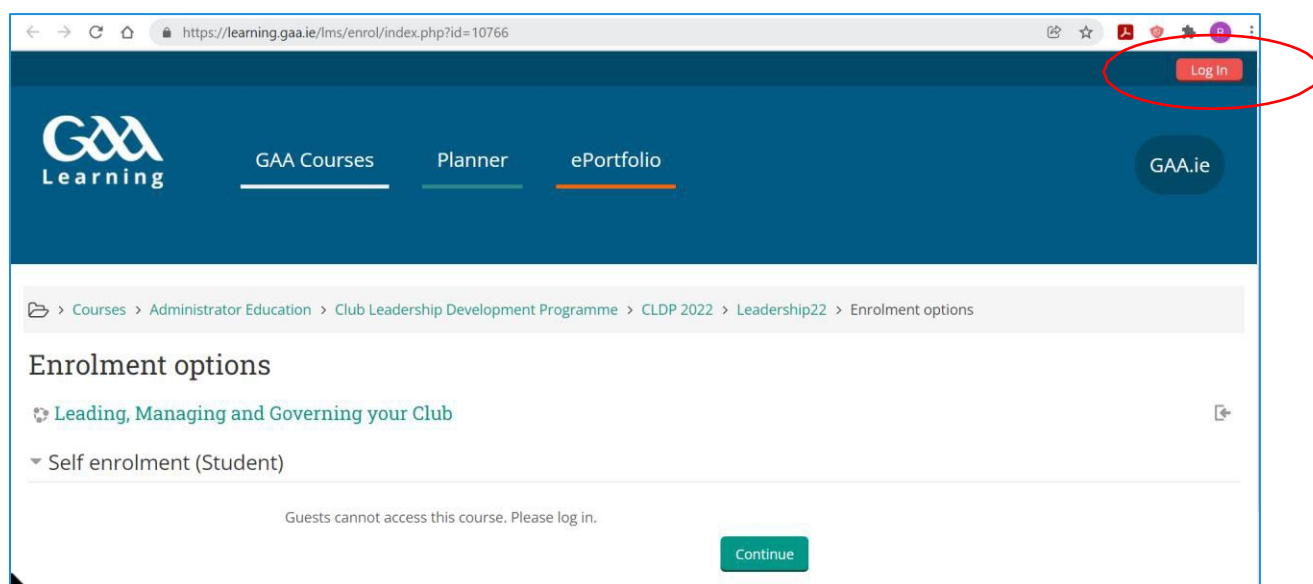
The event calendar is available at: <https://learning.gaa.ie/officertrainingcalendar>

STEP 2: CLICK ON THE ENROLMENT LINK

Click on the enrolment link.

STEP 3: LOGIN TO THE LEARNING PORTAL

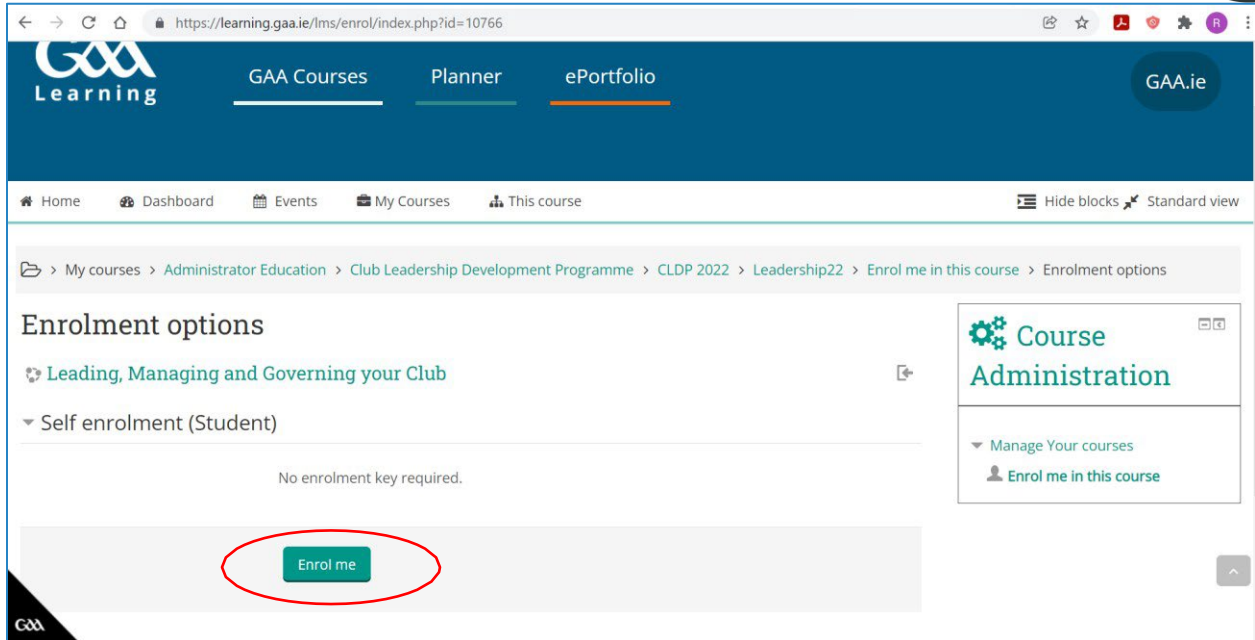
Log in to the Learning Portal if you already have an account using the red 'Log in' button in the top right-hand corner:



If you need to create an account on the Learning Portal, follow the Tobar Registration Guidelines document.

STEP 4: ONCE LOGGED IN, CLICK ON THE GREEN 'ENROL ME' BUTTON

Click on the 'Enrol me' button.



STEP 5: COMPLETE THE PRE-EVENT TASKS

You are now enrolled. However, you must also update your profile and select your County to allow us to track the number of Officers and Clubs taking part in each event. Some events will require you to complete pre-event tasks.

Pre-event tasks

Please complete the following two items:

- 1. User Profile Update
- 2. Please Select your County

STEP 6: ACCESS THE WEBINAR

The link to join the webinar will only become available from one hour before the start time. Click on this link anytime before the start time to access the webinar via Microsoft Teams.

Webinar Link

Restricted Not available unless:

- The activity **1. User Profile Update** is marked complete
- The activity **2. Please Select your County** is marked complete