

# 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, e.g., https://learning.gaa.ie/lms/enrol/index.php?id=10766

#### STEP 3: LOGIN TO THE LEARNING PORTAL

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

← → C △ ● https://learning.gaa.ie/lms/enrol/index.php?id=10766		🖻 🏠 📙 💌 😫 😫
GM		
GAA Courses Planner	ePortfolio	GAA.ie
Courses > Administrator Education > Club Leadership Development	Programme > CLDP 2022 > Leadership22 > Enrolment o	options
Enrolment options		
😍 Leading, Managing and Governing your Club		[ <del>4</del> -
▼ Self enrolment (Student)		
Guests cannot access this course. Plea	se log in.	
	Continue	

If you need to create an account on the Learning Portal, follow this guide: <u>Learning Portal</u> <u>Registration Guide</u>

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

Click on the 'Enrol me' button.

## Advice for Clubs and Counties

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Learning	GAA Courses	Planner	ePortfolio		GAA.ie
🕷 Home 🛛 🚯 Dashboard	🛗 Events 🛛 🚔 My	Courses 🎄 Thi	s course		🔚 Hide blocks ⊀ Standard view
My courses > Adminis	trator Education > Club Le	adership Developm	ent Programme > CLDP 20	022 > Leadership22 > Enrol me	in this course > Enrolment options
Enrolment opti	ons				Course
🗇 Leading, Managing and Governing your Club			Administration		
- Self enrolment (Stu	udent)				
	No enrolment key	required.			<ul> <li>Manage Your courses</li> <li>Enrol me in this course</li> </ul>
	Enrol me	>			
GM					

### 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.

Pre-event tasks	
Please complete the following two items:	
? 1. User Profile Update	D
2. Please Select your County	C

### 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.

P	Webinar Li	nk
	Restricted	Not available unless:
	• The activ	ity 1. User Profile Update is marked complete
	• The activ	ity 2. Please Select your County is marked complete