



Training Partner Events Registration User Notes

While we are confident you will find the event registration form easy to use, the following notes may be of use the first few times you register events with Dairy Pro. If you need any help with this process do not hesitate to contact us on 02476 478681.

Boxes that have a red outline are mandatory, if you do not currently have the information for these boxes add 'n/a', you will then be able to continue through the form to submission. Events can be edited after submission as long as they have not been pointed.

Dairy Pro Login

If you have any queries or require assistance please contact Dairy Pro on:
dairyproenquiries@ahdb.co.uk

Dairy Pro

Account

Surname

LOGIN

Training Organiser

Username (email)

Password

LOGIN

The first time you visit the site you will need to use the username and password provided to you. Once logged in you will be given the opportunity to change the password to something more memorable.

ADD NEW EVENT

Code	Title	Dates
BM/50630/16/d	Kite -SDDG Business Improvement Groups-Cheshire/Macclesfield	28/04/16 - 28/04/16
TBC	Calf to calving - 12 months, Pembrokeshire	28/04/16 - 28/04/16
BM/50629/16/d	Kite - SDDG Business Improvement Groups-Cheshire/Macclesfield	27/04/16 - 27/04/16
BM/50628/16/d	Kite - SDDG Business Improvement Groups-Cheshire/Macclesfield	26/04/16 - 26/04/16
TBC	Calf to calving - 12 months, Pembrokeshire	26/04/16 - 26/04/16
BM/50627/16/d	Kite - SDDG Business Improvement Groups-Cheshire/Macclesfield	21/04/16 - 21/04/16
BM/50626/16/d	Kite - SDDG Business Improvement Groups-Cheshire/Macclesfield	20/04/16 - 20/04/16
TBC	Calf to calving - 12 months, Pembrokeshire	20/04/16 - 20/04/16
BM/50625/16/d	Kite - SDDG Business Improvement Groups-Cheshire/Macclesfield	14/04/16 - 14/04/16
TBC	Calf to calving - 12 months, Pembrokeshire	14/04/16 - 14/04/16

All events that you have registered will be visible on this page. To add a new event, copy an event already submitted or edit an event partially submitted click 'Add New Event'

At this point you can choose to start to add the details of a new event, copy an existing submitted event (it does not matter whether the event has been pointed or not) or edit the details of a submitted event that has not yet been pointed.

Copy details of an existing event. ▼

2. Further Event Information 3. Trainer / Speaker Info 4. Evaluation

Event Details

Event title

Start Date

End Date

Start Time

End Time

Venue

This drop down allows you to copy an event that has been submitted. Useful for when a series of identical content meeting are being held on different dates

A Calendar will show when 'Start Date' and 'End Date' boxes are clicked into

Time format must have a : (colon) between the hour and minutes, the 'Next' button will not show if another format is used.

Further Event Information

Is this an open event?

Learning hours

Event description

Upload agenda / programme

UPLOAD FILE

Event weblink (url)

Expected number of attendees

Event activity type

[this handy guide](#) will help you categorise your training activity according to the type.

Open events can be attended by anyone wishing to attend.

Closed events are training activities only accessible by group members, subscribers etc.

The number of learning hours is the total hours the event takes place over minus the break periods (lunch, coffee etc.)

The information you input here will be visible on the website event advert (if the meeting is open). Please provide as much detail as possible

Event agendas, syllabuses and other supporting documents can be uploaded as additional information. This information will not be accessible via the event advert.

This is an estimate, if numbers vary vastly at the event you can let us know

Please use the handy guide link, underlined, to discover which activity event type your event fits into

1. Basic Details 2. Further Event Information **3. Trainer / Speaker Info** 4. Evaluation

Trainer Speaker Information

Please provide name and company (where possible) of the trainer/speakers for your event

Multiple speakers can be included

Speaker details

Please allocate a percentage to each of the relevant topic titles below to ensure that we can point this event as accurately as possible. The percentage must equal 100.

To ensure that the division of points across our pillars of learning are as accurate as possible for members please allocate a percentage to each relevant topic to equal 100%

	Percentage %
Livestock production Systems	<input type="text"/>
Business Management	<input type="text" value="0"/>
Environment	<input type="text" value="0"/>
Grassland Management	<input type="text" value="0"/>
Health & Welfare	<input type="text" value="0"/>
Nutrition	<input type="text" value="0"/>
Legislation	<input type="text" value="0"/>
Personal Development	<input type="text" value="0"/>

Please use the handy guide link, underlined, to discover which activity level your event fits into

Activity Level

This [handy guide](#) will help you categorise your training activity according to the level.

An additional information free text box is also available for you to include any further information you would like us to know. This information will not be included on the event advert on the website but may help with the pointing of the event.

Information could include the structure of the event, i.e. whether break out groups form part of the event, if two venues are being used for practical and presentation purposes. Any social media # you would like incorporated into the advert. This information can also be used for tweets Dairy Pro send to highlight the event. Reference to a similar event that have taken place if relevant.

What Happens Next?

Once your event has been submitted it will be added to the events calendar.

Within 5 working days from receiving the submission you will receive from us an email stating the points allocation of the event (including the division of points by learning pillar, Livestock Production System, Business management, Environment etc...), the reference number for the event and a Dairy Pro sign in sheet (see below) which will contain the points and reference number information as well. If we are not able to point your event within this time you will be contacted, this may be to collect further information from you about the event.

You **DO NOT** have to use the Dairy Pro sign in sheet if you do not want to.

We will accept your usual/company sign in form providing we can identify which individuals are Dairy Pro members and that the event reference is included on the form . While we would like the members account number to be on the form we can register the event to the members training profile providing we have their name and either their date of birth and/or postcode.

For a paper free way to register Dairy Pro members please see the separate Dairy Pro Mobile App Instructions for Training Partners guide.

We require notification of Dairy Pro members who attended an event within 28 days of the event taking place.



Dairy Pro Event

Event Organiser								
Event Title								
Date								
Venue								
Event Reference								
Total	LP	BM	E	GM	HW	N	L	PD
0	0	0	0	0	0	0	0	0
Key	Livestock Production Systems	Business Management	Environment	Grassland Management	Health & welfare	Nutrition	Legislation	Personal Development

Please return this Record of Attendance within 28 days of the event and may we advise you to keep a copy on file

Remember - If we cannot read your details, we CANNOT give you points!!

Full name (please print)	Account number 200....	Date of Birth	Postcode	Signature