

LMS FEATURE**EVENT
MANAGEMENT**

The easiest and fastest way to
Manage Instructor-led Training Events

The Event Management tool is a must-have for any organization that uses instructor-led events in their training program. The intuitive design and rich functionality make this tool one of our most appealing features. This powerful tool allows organizations to track, manage, and report on instructor-led training (ILT) events.

The Event Management feature saves both money and time by automating the registration, approval, wait listing, and withdrawal processes. It gives administrators maximum flexibility when scheduling and organizing events, and provides them with advanced reporting capabilities. Administrators have the ability to attach existing electronic surveys, set event reminder e-mails, upload and share event files, and award credit hours and certificates of completion.

Allows you to...

- Automate your event's waiting list
- Require supervisor approval
- Allow self-registration and withdrawal
- Attach files and surveys
- Integrate event schedules with a desktop calendar
- Manage each event's roster

EVENT MANAGEMENT...

provides the tools needed to create, track, and manage all aspects of instructor-led training events.

See for yourself... contact us for a **FREE** demonstration!

To learn more, call **800.393.4636** or visit www.InfoSourceLearning.com