

Quickstart Guide

Roster Upload

First and foremost, you need to add your employees. There are two methods to enter users in the system:

1. **Manual Input** – You can add new users individually. [Learn how here.](#)
2. **File Upload (for 10 or more users)** – You can send us an Excel or CSV file with your employees' information [using this template.](#)

Tip: If you have a large enough pool of employees, make sure to utilize the Groups function! You can separate your employees by their training needs and assign courses to the whole group at once.

[Learn more about creating groups here.](#)

Determine Training Topics

The second step to a successful training program is establishing the topics you want to train on. When selecting topics, be sure to consider:

1. Your state's regulations and requirements

We have recommended courses that are tailored to each state's training requirements. You can download your state's requirements and our [recommended courses here.](#)

While we do work with each state, it is still a good idea to meet with your state's licensing body to ensure that you are meeting their requirements.

2. Whether you provide Medicare/Medicaid services

If so, make sure you meet the Federal requirements. Our 13 recommended courses can be found in your [State Regulations document.](#)

Create Learning Paths

Once you know what courses you want to utilize, Learning Paths are a great way to organize your training curriculums. There are two basic uses for Learning Paths:

1. Onboarding/Initial Trainings

Make onboarding easier by setting up Automatic Assignments for new users. [Learn how here.](#)

2. Annual Trainings

These typically consist of 12 hours of training. Please refer to your State Regulations document to check for any state specific requirements.

Medicare/Medicaid waivers have specific requirements that are also listed in your [State Regulations document.](#)

Tip: If you have made any changes to the courses included in an annual Learning Path, be sure to un-assign the Learning Path from your users, then re-assign it. This helps keep your reporting clean and easy to understand.

Assign Courses

Ready to assign courses and learning paths to your staff? Refer to [these instructions](#) for next steps to create assignments.

Send out Welcome Email to all Caregivers

Once you've made your assignments, your employees are ready to begin training! Send your employees an email to notify them of their login information.

Reporting

Now that your employees have begun their training, you need to keep tabs on who has done what. The best way to do this is via the Reports tab. [Learn more about Reports and Transcripts here.](#)

Sports Training Quick Start

**Michael Vincent O'Shea, Ellsworth D.
Foster, George Herbert Locke**

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