

# Quickstart Guide

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## 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

**Rebecca Morris**

## **Sports Training Quick Start:**

This book delves into Sports Training Quick Start. Sports Training Quick Start is a vital topic that must be grasped by everyone, ranging from students and scholars to the general public. This book will furnish comprehensive and in-depth insights into Sports Training Quick Start, encompassing both the fundamentals and more intricate discussions.

1. The book is structured into several chapters, namely:

- Chapter 1: Introduction to Sports Training Quick Start
- Chapter 2: Essential Elements of Sports Training Quick Start
- Chapter 3: Sports Training Quick Start in Everyday Life
- Chapter 4: Sports Training Quick Start in Specific Contexts
- Chapter 5: Conclusion

2. In chapter 1, this book will provide an overview of Sports Training Quick Start. This chapter will explore what Sports Training Quick Start is, why Sports Training Quick Start is vital, and how to effectively learn about Sports Training Quick Start.
3. In chapter 2, this book will delve into the foundational concepts of Sports Training Quick Start. The second chapter will elucidate the essential principles that must be understood to grasp Sports Training Quick Start in its entirety.
4. In chapter 3, this book will examine the practical applications of Sports Training Quick Start in daily life. This chapter will showcase real-world examples of how Sports Training Quick Start can be effectively utilized in everyday scenarios.
5. In chapter 4, this book will scrutinize the relevance of Sports Training Quick Start in specific contexts. The fourth chapter will explore how Sports Training Quick Start is applied in specialized fields, such as education, business, and technology.
6. In chapter 5, the author will draw a conclusion about Sports Training Quick Start. This chapter will summarize the key points that have been discussed throughout the book.

The book is crafted in an easy-to-understand language and is complemented by engaging illustrations. This book is highly recommended for anyone seeking to gain a comprehensive understanding of Sports Training Quick Start.

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