

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

Clifford Lane

Sports Training Quick Start:

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Table of Contents Sports Training Quick Start

1. Understanding the eBook Sports Training Quick Start
 - The Rise of Digital Reading Sports Training Quick Start
 - Advantages of eBooks Over Traditional Books
2. Identifying Sports Training Quick Start
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Sports Training Quick Start
 - User-Friendly Interface
4. Exploring eBook Recommendations from Sports Training Quick Start
 - Personalized Recommendations
 - Sports Training Quick Start User Reviews and Ratings
 - Sports Training Quick Start and Bestseller Lists
5. Accessing Sports Training Quick Start Free and Paid eBooks

- Sports Training Quick Start Public Domain eBooks
- Sports Training Quick Start eBook Subscription Services
- Sports Training Quick Start Budget-Friendly Options

6. Navigating Sports Training Quick Start eBook Formats

- ePUB, PDF, MOBI, and More
- Sports Training Quick Start Compatibility with Devices
- Sports Training Quick Start Enhanced eBook Features

7. Enhancing Your Reading Experience

- Adjustable Fonts and Text Sizes of Sports Training Quick Start
- Highlighting and Note-Taking Sports Training Quick Start
- Interactive Elements Sports Training Quick Start

8. Staying Engaged with Sports Training Quick Start

- Joining Online Reading Communities
- Participating in Virtual Book Clubs
- Following Authors and Publishers Sports Training Quick Start

9. Balancing eBooks and Physical Books Sports Training Quick Start

- Benefits of a Digital Library
- Creating a Diverse Reading Collection Sports Training Quick Start

10. Overcoming Reading Challenges

- Dealing with Digital Eye Strain
- Minimizing Distractions
- Managing Screen Time

11. Cultivating a Reading Routine Sports Training Quick Start

- Setting Reading Goals Sports Training Quick Start
- Carving Out Dedicated Reading Time

12. Sourcing Reliable Information of Sports Training Quick Start

- Fact-Checking eBook Content of Sports Training Quick Start
- Distinguishing Credible Sources

13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development

- Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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