



## TRAINING REQUEST SHEET Procedure for requesting a 'New Training' (FOR ORGANIZERS)



While requesting for a Training it is necessary upload the **Participant List** for the Training Manager to approve.

To know know more, click here [http://process.spoken-tutorial.org/images/c/c2/Participant\\_data.pdf](http://process.spoken-tutorial.org/images/c/c2/Participant_data.pdf)

- Type <http://spoken-tutorial.org> in the browser, this is the link which you should enter to login. Enter your Username and Password.
- Click on '**Software Training**' link present in the header part of the screen, and select “**Training / Workshop Dashboard**”, then locate “**New Training / Workshop Request and Participant List**” under Training.

or

### Direct Link for requesting Training / Workshop:

<http://spoken-tutorial.org/software-training/training/organiser/request/>

- Upload “**Participant List**”
- Select the '**Course / Stream**'
- Type the '**Course / Paper name**'
- Select '**Department**'
- Select '**Timing**'
- Select the total '**Number of Sessions**'
- Select '**Software**'
- Select '**Preferred Language**'
- Click on **Submit**.

You will get a notification mail in your Inbox/Spam regarding the approval of the Training / Workshop which will give you the information about the (In case you if you have not got the notification mail then please login in your (spoken-tutorial.org) Organizer account and check by using the following link

<http://spoken-tutorial.org/software-training/training/organiser/approved/>