

Instructions for Organisers to Request a Workshop

Step 1 : To request for a Workshop

- Type <http://spoken-tutorial.org> in the browser this is the link which you should enter to login. Enter your **Username** and **Password**.
- You will see “**Manage Workshops**” below your name and on the right hand side of the page. Place your cursor on that you will see a drop down with different options .One of that will be “**Request For Workshops**”. Locate “**Request For Workshops**”.
- Click on “**Request For Workshops**”. You will see a form.
- Fill in the details namely **Academic Center Code, Workshop Participants Department, Preferred Workshop Date,Preferred Workshop Time, FOSS Category,Preferred language** and **Skype Support**.
- Click on **Submit**.

For the **Skype Support** Click **Yes** if it is the first workshop of the college or click **No** if it is not the first workshop.

You will get a notification mail in your Inbox/Spam regarding the approval of the workshop which will give you the information about the **Workshop Code**. **Workshop Code** is very important. Please preserve it as you will need it while filling the feedback. In case you do not get the notification mail please login in your account and check **Approved workshop** under **Manage workshop** in spoken-tutorial website.