

# NEOPB Protocol for Scheduling and Posting LHD/LIA Trainings and Events

NEOPB has a new protocol for scheduling events intended for LHD and LIA participants. The purpose is to avoid scheduling conflicts and to streamline posting to the NEOPB website. While not noted below, the protocol includes a built in process for obtaining section chief approval. If you have any questions, please contact Maegan Jorgensen in the NEOPB Training Development and Support Section.

**Please follow these steps to schedule ALL LHD/LIA trainings and events.**

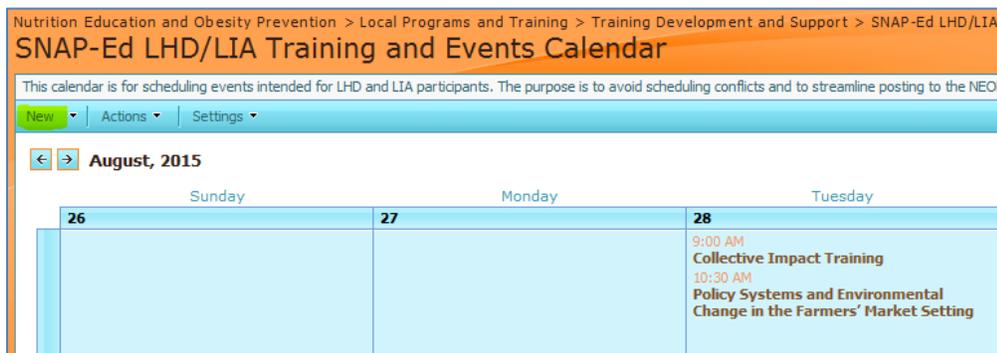
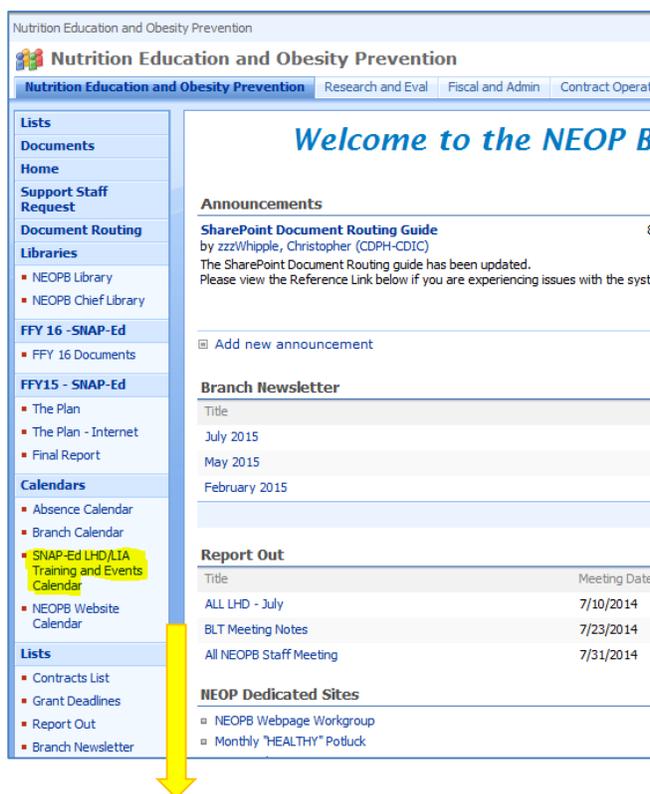
## 1.) SELECT YOUR DATE/TIMES

Identify potential dates and time for your event.

## 2.) CHECK FOR CONFLICTS – From the

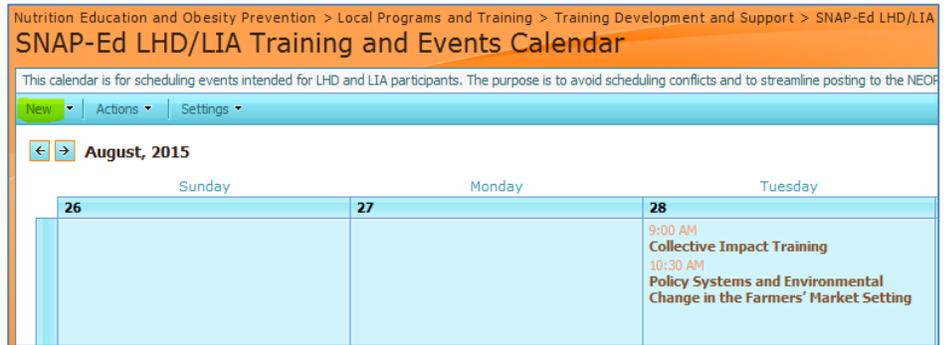
[NEOPB SharePoint Home page](#), click SNAP-Ed LHD/LIA Training and Events Calendar to check for scheduled events on your preferred date and time.

- a. If an unavoidable conflict exists, coordinate with the contact person associated with the conflicting training/event to resolve.
- b. Otherwise, go to Step 3 to hold your date.



### 3.) HOLD YOUR DATE -

Select an available date/time and click **New** at the top left of the [SNAP-Ed LHD/LIA Training and Events Calendar](#).



- a. On the SNAP-Ed LHD/LIA Training and Events Calendar [form](#) select **“Hold Date”** as the status and complete as much of the form as possible but no less than:
- Title
  - Start Time
  - End Time and
  - Requester

...to reserve the date/time for your LHD/LIA targeted training or event. When form has been completed click **OK**.

### 4.) SCHEDULE YOUR WEBINAR

If your training/event is a webinar, complete a [webinar request form](#) on the Support Staff Request SharePoint site to:

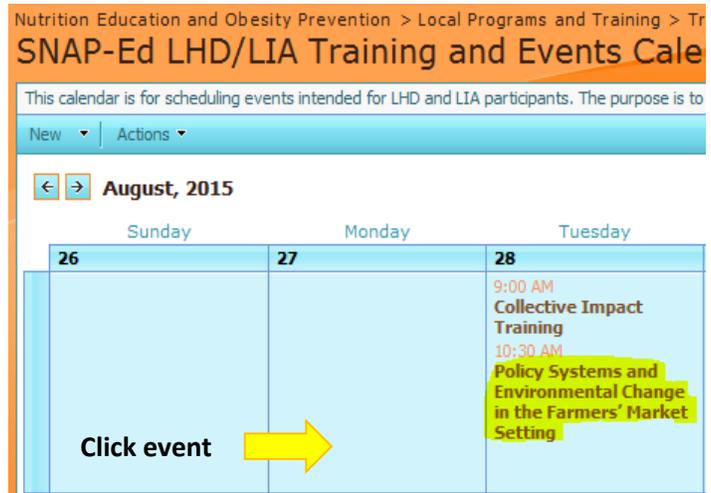
- a. Secure GoToTraining for your selected date/time;
- b. Obtain a registration link for your event.



**5.) SET YOUR DATE** - Once you have a registration link confirming the date/time for your training/event, go back to the SNAP-Ed LHD/LIA Training and Events Calendar to change your event status from “HOLD” to “SET”.

To do this:

- a. Go to SNAP-Ed LHD/LIA Training and Events Calendar and **click on your event**.



- b. Click **Edit Item** on your event form.

### SNAP-Ed LHD/LIA Training and Events Calendar and Communication Training

[N](#) [Edit Item](#) | [Delete Item](#) | [Alert Me](#) | [Export Event](#)

<b>Status</b>	
<b>Title</b>	Cultural Competency:Diversity, Perceptions, i
<b>Location</b>	Sierra Health Foundation 1321 Garden Hwy, S
<b>Start Time</b>	8/11/2015 9:00 AM
<b>End Time</b>	8/11/2015 3:30 PM
<b>Description</b>	Learn how to respond effectively to cultural di serve and advance obesity prevention efforts.

- c. Click **Set Date** and then **OK** to secure your date/time(s).

Nutrition Education and Obesity Prevention > Local Programs and Training > Training Development and Support  
**SNAP-Ed LHD/LIA Training and Events Calendar: New Item**

\* indicates a required field

**Status \***

Hold Date  
 **Set Date**

If your date is set and you are a "Contributor" add Training/Event to the NEOPB Training and Events Calendar or complete the NEOPB Website Calendar Request through Admin. Support.

**6.) POST ON NEOP WEBSITE  
CALENDAR**

With date, time, description and registration link in hand, post your event to the [NEOPB Website Calendar of Events](#) by:

Title	Start Date	Start Time	End Time
PSE Change to Achieve Healthy Food and Beverage Standards	8/4/2015	10:30am	12:00pm
2015 Champion Alliance Workshop	8/4/2015	9:30am	3:30pm
PSE Change in Early Childhood Settings	8/11/2015	10:30am	12:00pm
2015 Champion Alliance Workshop	8/11/2015	9:30am	3:30pm
Public Relations Webinar-	8/13/2015	11:00 a.m.	12:30

**a. GETTING HELP FROM SUPPORT STAFF** - To get help from Support Staff go to NEOPB Support Staff Requests site and complete the [NEOPB Website Calendar Request form](#).



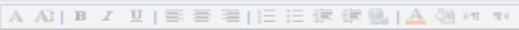
**b. DOING IT YOURSELF**  
If you have SharePoint Publishing “Contributor” status you can post to the NEOPB Training and Events Calendar by using [this link](#) to access the form shown below. Click **NEW** in the top left corner to access the event submission form.  
Once you’re done be sure to click **OK** to submit for approval. An alert will be sent to Annette DiPirro to finalize the posting.

Title	Start Date	Start Time	End Time
PSE Change to Achieve Healthy Food and Beverage Standards	8/4/2015	10:30am	12:00pm
2015 Champion Alliance Workshop	8/4/2015	9:30am	3:30pm
PSE Change in Early Childhood Settings	8/11/2015	10:30am	12:00pm
2015 Champion Alliance Workshop	8/11/2015	9:30am	3:30pm
Public Relations Webinar- Latino Health Awareness Month	8/13/2015	11:00 a.m.	12:30 p.m.
PSE - School Wellness Policies	8/20/2015	10:30am	12:00pm
PSE Change Utilizing Healthy Corner Stores	8/25/2015	10:30am	12:00pm
2015 Champion Alliance Workshop	8/25/2015	9:30am	3:30pm

**7.) MAKING EDITS** – If you need to make changes to your entry go back to [this link](#) and click on the edit icon  to the left of your event . Once your Training/Event is posted to the NEOP Branch Training and Events Calendar the NEOPB Scheduling and Posting for LHD/LIA Training and Events process has been completed.

If you have any questions, please contact Maegan Jorgensen for the SNAP-Ed HD/LIA Training and Events Calendar on SharePoint or Annette DiPirro for the NEOPB Website Calendar of Events. Both are in the NEOPB Training Development and Support Section.

### NEOPB Website Calendar of Events submission form

Checked for Conflicts *	<input type="text"/> 
Approved By *	Date you posted your approved event on the internal NEOPB Training and Events Calendar? <a href="http://cdphintranet/sites/NEOP/Lists/Calendar/calendar.aspx">http://cdphintranet/sites/NEOP/Lists/Calendar/calendar.aspx</a>
Title *	*Section Chief or higher that approved this event submission.  <input type="text"/>
Learning Objectives	 <input type="text"/>
Description	Please include 1-3 key learning objectives for this event.  <input type="text"/>
Start Date *	<input type="text"/> 
Start Time *	<input type="text"/>
End Time *	<input type="text"/>
Format *	Additional information to describe the event. <input type="radio"/> In-person <input type="radio"/> Webinar <input type="radio"/> E-Module <input checked="" type="radio"/> Specify your own value: <input type="text"/>
Location (city)	<input type="text"/>
Audience *	<input type="checkbox"/> LHDs <input type="checkbox"/> LIAs <input type="checkbox"/> Subs <input type="checkbox"/> SIAs <input type="checkbox"/> Select (by Invitation) <input type="checkbox"/> Specify your own value: <input type="text"/>
Materials	Type the Web address: (Click here to test) <input type="text"/> Type the description: <input type="text"/>
Contact Person *	<input type="text"/> Enter users separated with semicolons. 
Register	Type the Web address: (Click here to test) <input type="text"/> Type the description: <input type="text"/>
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	