

DEVELOP TRAINING PARTICIPANTS – SEARCH FOR TRAINING

People can search for training in Develop to meet their professional development goals and needs. The Search for Training page is located at [Develop - Event Search \(developoptoolmn.org\)](https://developoptoolmn.org). This page is specific to finding Events, or scheduled training opportunities. See the end of this document for searching for Courses, or training content that may or may not have Events scheduled.

This guide offers tips to find training using filters and search options to meet your criteria.

Some things to keep in mind:

- You do not need to type in every field. Searching fewer fields will give you more results.
- Spelling counts! Avoid abbreviations when searching.

1. The first section, Training Filter Options, allows you to search for Event-specific criteria. If you know the exact Course Title or Event ID, Trainer or Sponsor Name that you are looking for, you can type it into the appropriate field.
Use these fields if you only want to find training that matches the specific words or name you enter.

☰ Training Filter Options

Course Title
Filter by Title

Event ID
Filter by Event ID

Trainer Name
Filter by Trainer Name
i Trainer's first and/or last name

Sponsor Name
Filter by Sponsor Name

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2. If you are looking for training within a certain date range, you can enter dates into the **From Date** and/or **To Date** fields. The **From Date** field will default to using today's date unless you change it to a different date.

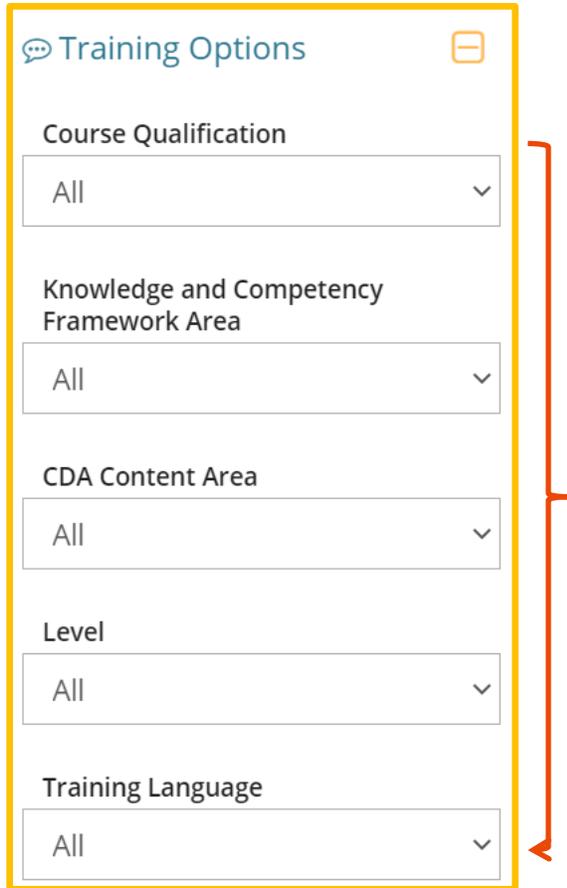
If you are looking for training within a certain geographic area, you can enter a **city** or **zip** code and select the **distance** you are willing to travel from that location.

In more rural areas, you may have difficulty finding training within 50 miles of your location. If you choose to use this field, you may want to enter the city name or zip code where you are willing to travel to in order to attend training.

The screenshot shows a search filter interface. At the top, there are two date fields: 'From Date' with the value '06/07/2021' and 'To Date' with the placeholder 'Filter To Date'. Below this is a section titled 'Training Location' with a location pin icon. It contains three main input areas: a 'City' field with the placeholder 'Filter by City', a 'Zip Code' field with the placeholder 'Filter by Zip', and a 'Distance' dropdown menu. The dropdown menu is currently open, displaying a list of options: 'Select' (highlighted), '5 miles', '10 miles', '15 miles', '20 miles', '30 miles', and '50 miles'. A red arrow points from the right side of the form towards the dropdown menu.

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3. Click the  icon to expand the **Training Options menu**. If you are looking for training in a specific area, you can select from **Course Qualification, Knowledge and Competency Framework (KCF) Area, CDA Content Area**, training **Level**, and the **Language** in which the training will be offered.

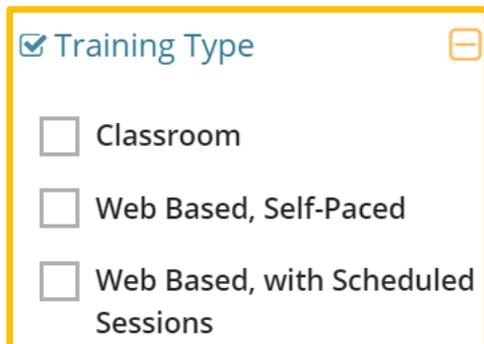


The screenshot shows a 'Training Options' menu with a yellow border. At the top left is a speech bubble icon and the text 'Training Options'. At the top right is a minus sign icon. Below this are five dropdown menus, each with a downward arrow on the right side. A red arrow points from the minus sign icon to the bottom of the dropdown menus.

| Option |
|---|
| Course Qualification |
| All |
| Knowledge and Competency Framework Area |
| All |
| CDA Content Area |
| All |
| Level |
| All |
| Training Language |
| All |

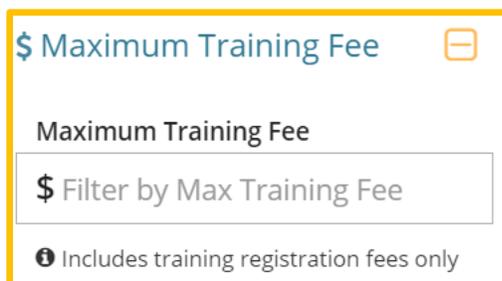
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- Click the  icon to expand the Training Type menu. If you have a preference on the type of training you want, you can check boxes to include Events offered in a **Classroom** (in-person); **web based, self-paced**; or **web based, with scheduled sessions**. If you don't check any boxes, all types of training will be included in your results. Checking one or two boxes will include only those types of Events in your results.



A screenshot of the 'Training Type' filter menu. The menu title is 'Training Type' with a checkmark icon on the left and a minus sign icon on the right. Below the title are three unchecked checkboxes with the following labels: 'Classroom', 'Web Based, Self-Paced', and 'Web Based, with Scheduled Sessions'.

- Click the  icon to expand the Training Fee menu. If you enter a dollar amount, your results will only show training Events that cost that amount or less. If you enter 0, only free training will appear in your results. If you leave the box empty, all training will appear in your results, regardless of cost.



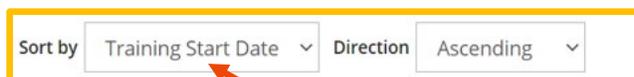
A screenshot of the '\$ Maximum Training Fee' filter menu. The menu title is '\$ Maximum Training Fee' with a minus sign icon on the right. Below the title is a text input field labeled 'Maximum Training Fee' containing the placeholder text '\$ Filter by Max Training Fee'. Below the input field is a small information icon followed by the text 'Includes training registration fees only'.

- When you have entered all of your criteria, click **Search**. To reset all the options, click **Reset**, then follow steps 1-6 until you are ready to search.



A screenshot showing two buttons: a blue 'Search' button with a magnifying glass icon and a grey 'Reset' button with a circular arrow icon. A red arrow points from the bottom of the 'Search' button towards the text in step 7.

- Your results will load. By default, training will be sorted by the start date, with the earliest start date appearing first. You can change this by using the drop-down menus to sort by Title.



A screenshot of the sorting options. It shows a 'Sort by' label followed by a dropdown menu currently set to 'Training Start Date'. To the right is a 'Direction' label followed by a dropdown menu currently set to 'Ascending'. A red arrow points from the bottom of the 'Sort by' dropdown menu towards the text in step 7.

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- The **Training Type** will appear in the upper, left-hand corner. Event details, like title, date, hours, level, registration requirement and fee, and Trainer, appear below.
Note: if the Event is in-person, classroom training, the physical location will appear (rather than View Website).
To view more detailed information about an Event, click **View Overview**.
Some Events that appear in your results may be full, or registration may have already closed. If the Event requires registration, registration is open, and there are available seats, you will see either a **Register** or **Register Online** button.

The screenshot shows a training event listing for "#348513 Keeping Boredom At Bay: Outdoor Activities For Children - Online". The event is scheduled for Thursday, September 2, 2021, from 6:30 PM to 8:30 PM, lasting 2.00 hours. It is categorized as "Web Based, with Scheduled Sessions". The registration status is "Registration Required" with a fee of \$20.00 and a registration deadline of 09/02/2021. A "Register" button is visible. The event is "Web Based" and has a "View Website" link. The primary trainer is Katelyn Youngstest. The sponsor is Acorn Education and Consulting. A "View Overview" button is also present.

Web Based, with Scheduled Sessions

#348513
Keeping Boredom At Bay: Outdoor Activities For Children - Online
📅 Thursday, September 2, 2021 / ⌚ 6:30 PM - 8:30 PM
Hours 2.00 / Course Level Level 1 - Explores

View Overview

Registration Required
Fee \$20.00
📅 Register By 09/02/2021
Register

Web Based
View Website

Primary Trainer
👤 Katelyn Youngstest

Sponsor
Acorn Education and Consulting

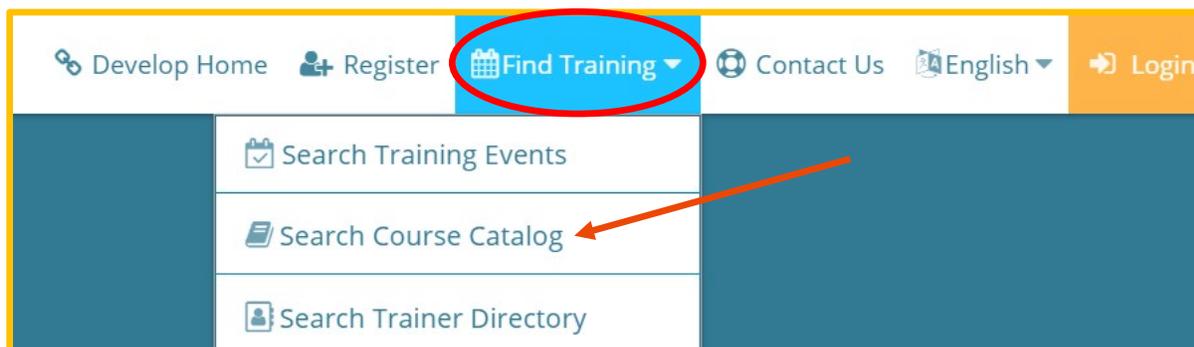
- Based on the results of your search, you may need to go back through steps 1-6 to refine your search and include different criteria to include the training you are looking for.

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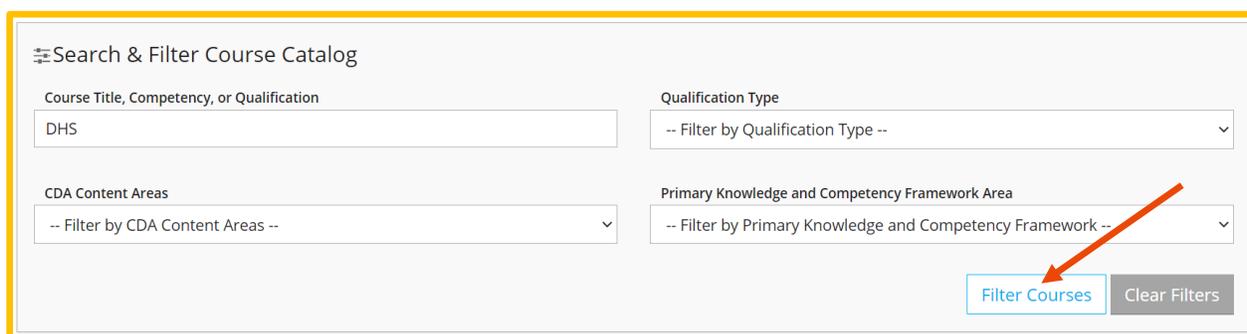
Searching for Courses

The Course Catalog is a list of all approved Courses in Develop. Courses may or may not have upcoming Events scheduled.

1. To find Courses, click the **Find Training** drop-down menu, then click **Search Course Catalog**.

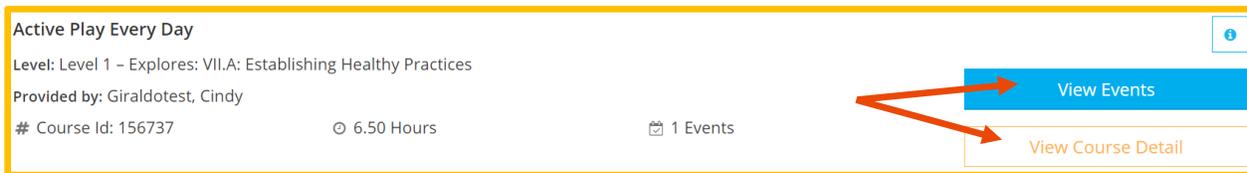


2. You can search by Course Title, Competency, or Qualification by typing words into the text box. The system will search Course Titles, Course descriptions, Competencies, and Qualifications for the words you include.
 - If you are looking for Courses with a specific Qualification, you can select a Qualification from the Qualification Type drop-down menu.
 - If you are looking for Courses within a specific CDA Content Area, you can select an Area from the CDA Content Area drop-down menu.
 - If you are looking for Courses within a specific KCF Area, you can select an Area from the Primary Knowledge and Competency Framework Area drop-down menu.When you have entered your criteria, click **Filter Courses**.

A screenshot of the 'Search & Filter Course Catalog' form. It features four input fields: 'Course Title, Competency, or Qualification' (containing 'DHS'), 'Qualification Type' (a dropdown menu), 'CDA Content Areas' (a dropdown menu), and 'Primary Knowledge and Competency Framework Area' (a dropdown menu). At the bottom right, there are two buttons: 'Filter Courses' (highlighted with a red arrow) and 'Clear Filters'.

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- Your results will load. By default, Courses will be sorted alphabetically. The **Course title** will appear in the upper, left-hand corner. Course details, like level, KCF Area(s), Course owner, hours, and the number of scheduled Events, appear below. To view more detailed information about a Course, click **View Course Detail**. If Event(s) are scheduled, you can view them by clicking **View Events**.



Active Play Every Day 0

Level: Level 1 – Explores: VII.A: Establishing Healthy Practices

Provided by: Giraldotest, Cindy

Course Id: 156737 © 6.50 Hours 1 Events

[View Events](#)

[View Course Detail](#)

- Course details will load, including the Course description. To find Trainers who can offer the Course content as an Event, click **View list of trainers authorized to teach this course**. Please note, this will only include Trainers who have chosen to publicly share their Trainer profile.



Course Reports

Click the links below to view and print training materials in PDF format.

[View list of trainers authorized to teach this course](#)

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