HOW TO COMPLETE THE ONLINE WORKSHOP PARTICIPANT FORM

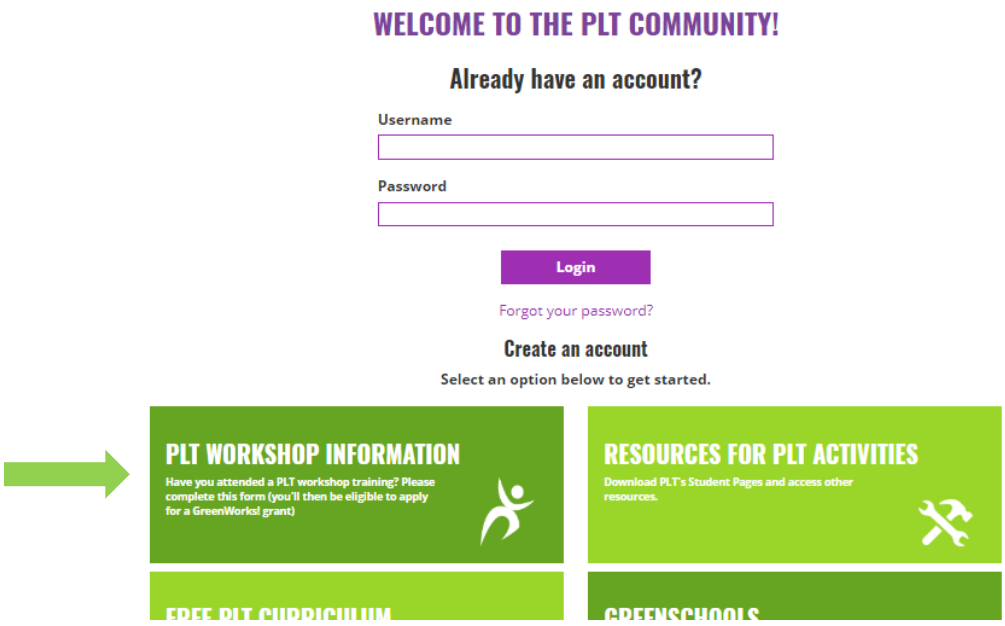
1. USING THE ONLINE PARTICIPANT INFORMATION FORM:

- We recognize that the completing the Online Participant Information Form is not always an option due to timing and location of the workshop.
- When it is an option and internet is available, we ask that you have participants complete this at the beginning of the workshop.
- **There are two methods to complete workshop data online: For New PLT Users and for Returning PLT users.**

Online for New PLT Users

If the participant is new to PLT and does not have a PLT username and login:

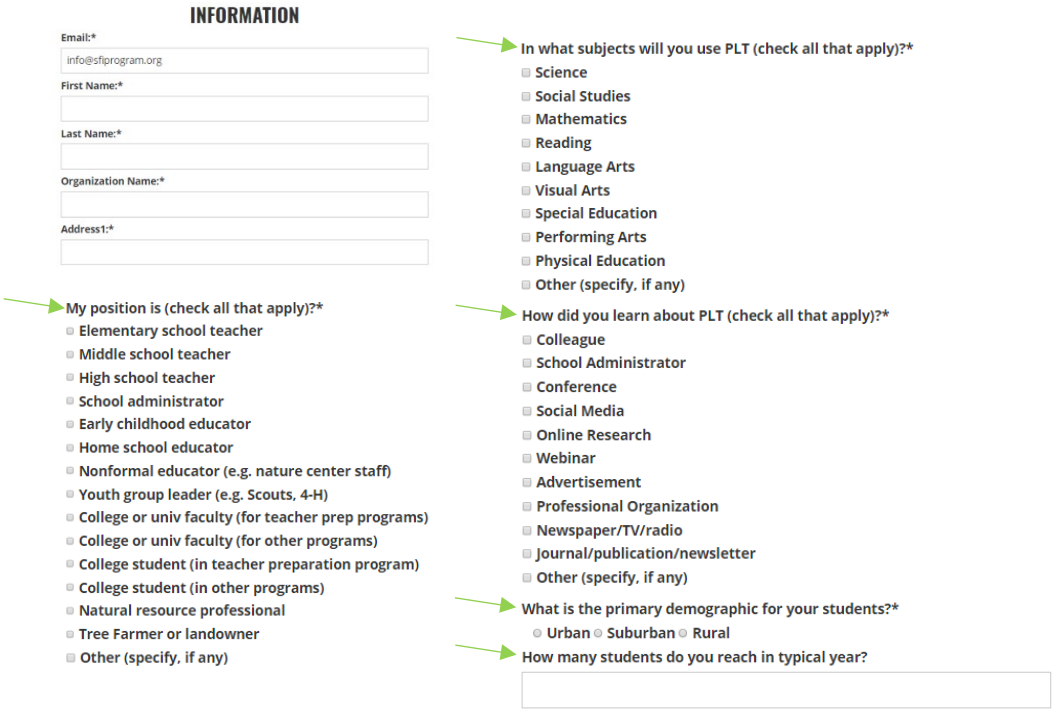
1. Go to https://www.plt.org/custom-login/ or plt.org and press 'Login'.
2. Have participant choose the first option on the left that reads "PLT WORKSHOP INFORMATION" and click "Have you attended a PLT workshop training? Please complete this form"



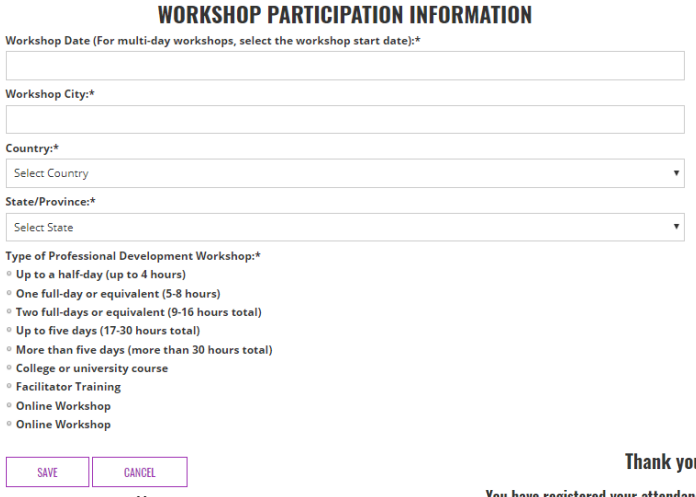
3. Participants will be asked to enter in their email address. If there is already an account for that user, they will be asked to login. If this is the case, follow the next method "For Returning PLT Users". Otherwise, they should be brought to the next page titled INFORMATION.

NOTE: Encourage participants to use a permanent email address (e.g. Gmail) vs. an email address that might change (e.g. student's college email address). Their email address is their Username in our system, and that (plus their password) is what an individual will always use to login to access the Student Pages, resources for PLT lessons, and more in our system.

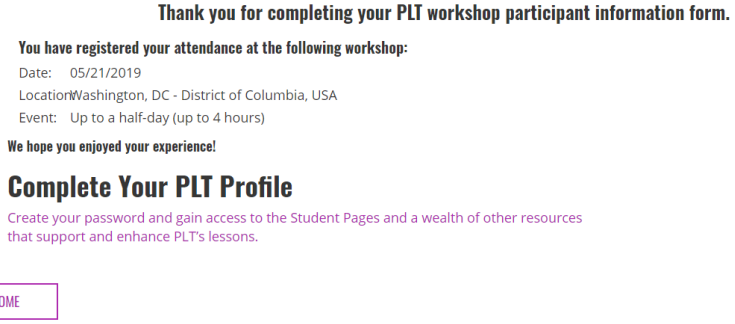
4. Ask participants to complete the form as follows. Please note: this data is for PLT National to evaluate the reach of PLT and will not be used to spam participants in any way.
5. Enter your demographic information (name, organization, address, position, subjects, and student demographic).



6. Following the demographic information, please enter the workshop information (date, location, type). Then, **SAVE**, to submit.



7. Participants will receive a **confirmation** that looks like this:

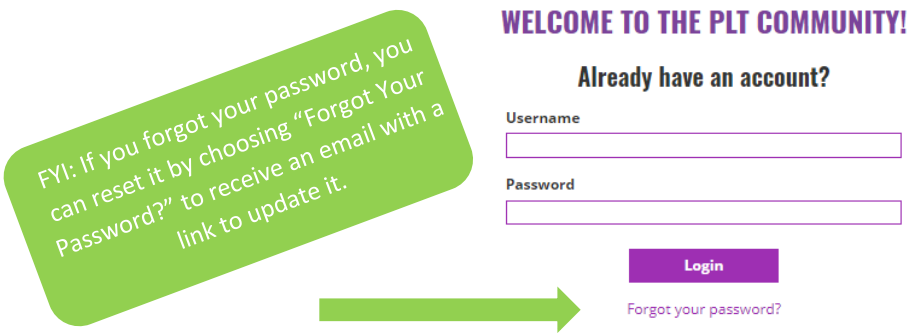


8. **Before exiting**, facilitators should encourage participants to **"Complete Your PLT Profile",** which will give them access to resources for PLT lessons, PDF copies of the student pages, and more.

For Returning PLT Users

If the participant is a returning PLT user and already has a PLT username and login:

1. Go to plt.org and select **Login** or go directly to https://www.plt.org/custom-login/



2. Once they login, they will see the account home. On the left side menu, they will see the option to "Enter Your Workshop Participation Information". Please click that link and enter the Workshop Date and Location.



3. Press **Save** to complete.