

# Add / Edit Training

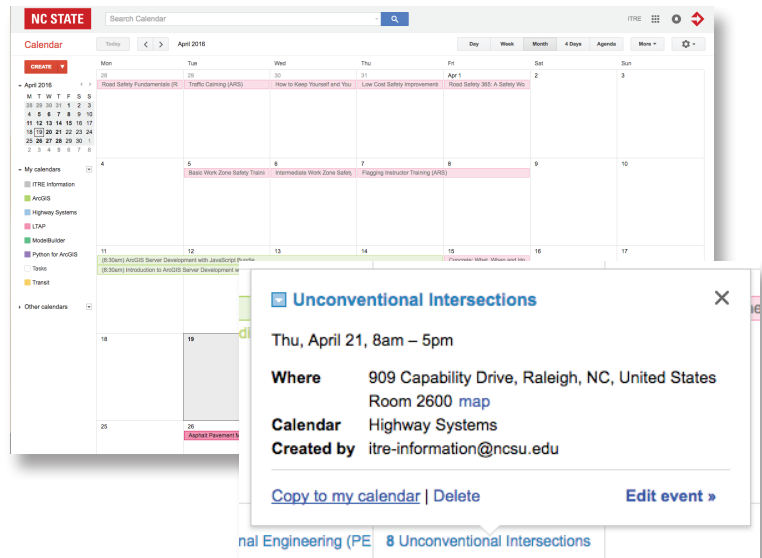
Training is handled through a google calendar and can be managed from your personal NCSU gmail account once an administrator adds you. These events should display minimal information, with the bulk of the descriptive information located on CashNet.

- Copy to My Calendar is an easy shortcut for creating new events
- Remember to use the link you were given, not the URL from the CashNet page
- **DON'T** use Recurring for courses that stretch across multiple days.
- Changes are updated on the website every 2 hours.

## Description Formatting

Copy and paste the following into the description box for correct formatting:

```
<h5><a href="Your_Link"> Learn More and Register Now </a></h5>
```



Course Title



Location



Focus Area / Category



Start and End Time

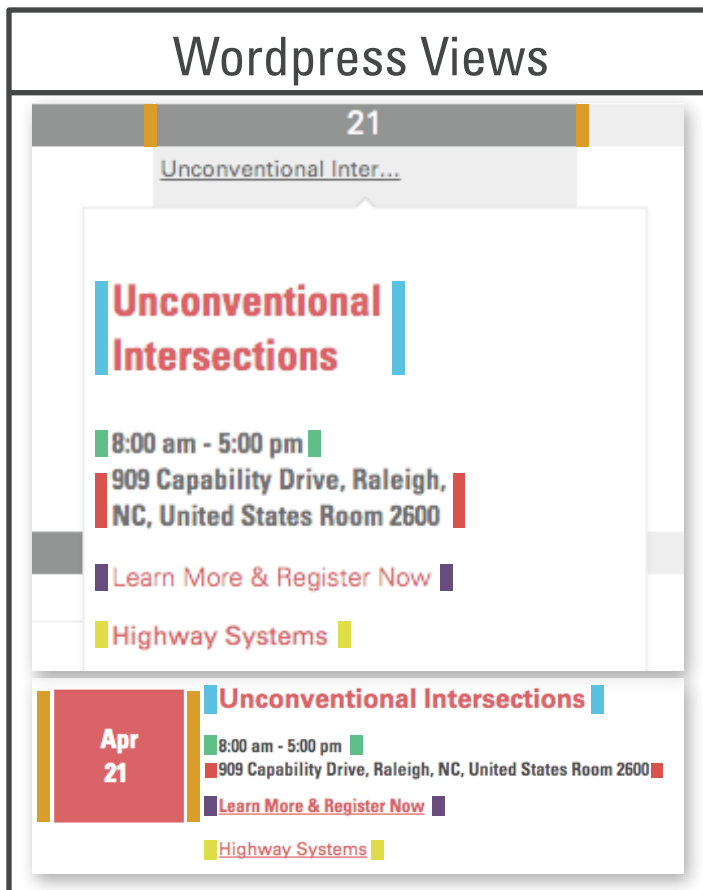


Start and End Date



Cashnet Link

## Wordpress Views



## Google View

