NC Division of Soil and Water Conservation Training Calendar

How to Enter a Class into the Training Calendar-

Go to the NC Soil and Water Conservation Division website

See Left column-> Click on Online Training Calendar

Select Training Calendar (close to bottom of the page) ->

NCDA &CS- Agrsys Portal will appear in a black banner at the top

--Continuing Education will be on right (select this button to search for training classes in the system)

--To add/submit a class for approval → Log in button will be on far right side of top black banner

To Log in-> Use your NCID user name and password to log in OR register for a new account if you do not have a NCID user name. Check the Use NCID login also, if you have a NCID user name

Your user name will show up beside the log in button on the black banner when you are logged in to enter a class.

Click/select Continuing Education -> Course Submission

All lines must be filled in to complete the form; choose next or click on the next numbered item to advance. The line will show up RED with an ! if information is missing.

1- Please choose your curriculum → Drop down-> select Soil and Water Conservation

2- Please Choose your institution → Select /Click on line: Soil and Water Conservation Division (will be the only option to use at this time)- select Soil and Water

3- Please add Your Contact information

4- Please add Instructor information (if you do not know education of instructor, put “x years of experience” — can add additional instructors as needed.

5- Please add Course information:
   --Title of Training – Name of type of training
   --Restriction/Requirements— can be thinks like outside training: , previous classes required, etc.
   --Website link – can be a registration link or reference a listserve announcement with date of email and/or details

6- Please add Course Offerings-
   -- choose a date using the calendar symbol (on right)
   -- click on line and a “clock” will pop up, select start of class time and end of class time by clicking on time on clock face → be sure to note time as a.m. or p.m. and click OK on lower right side of “clock” to save
   -- enter address (house/office number and street) , city, and county (drop down)
   -- not required- but if you choose to find general location on map and click on the map to set a
Lat. and Long. (in future version: when address is entered, the map will automatically populate the location on the map)

7 - Please add Course Credit: use key words to filter and find BMP(s) or scroll down list (in alphabetical order) to find BMP(s) that training will be focused on (may select multiple BMPs as needed) **Always select All Other Technical** – for all technical classes to be sorted in calendar

8 – Please Provide Course Agenda- list or note a summary of agenda, add agenda document if available, or click on agenda will be provided

9 – Finish -> select “Back” to change information as needed or

--“View Summary” –will show the details that was entered, review if for times, date, course name, etc.

**Last step—Submit.**

Once you submit, the class notification will be sent to several Division staff members for review and approval. Once class has been reviewed and approved, class will be added to the Training Calendar.

You will get an email indicating approval. If there are questions about the training, Division staff will reach out for any clarifications.

If you have problems with adding a class, do not hesitate to contact Gail Hughes at gail.hughes@ncagr.gov

We recommend you advertise the training on the district list serve and submit for approval to be added to the calendar.

Please try to submit class at least one week before scheduled class date for it to be reviewed, approved and entered into the Training Calendar.

If this is a field training or demonstration and needs a shorter time for approval, send training information to district listserv email and email gail.hughes@ncagr.gov or Sandra.weitzel@ncagr.gov for their assistance.

District list serve email is: SWCDistrictsOnly@lists.ncmail.net

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September 7, 2021