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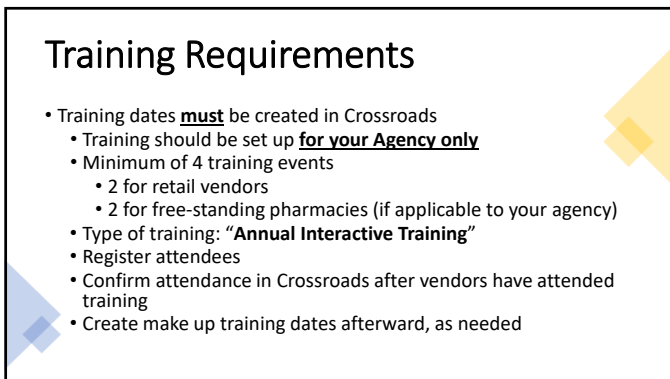
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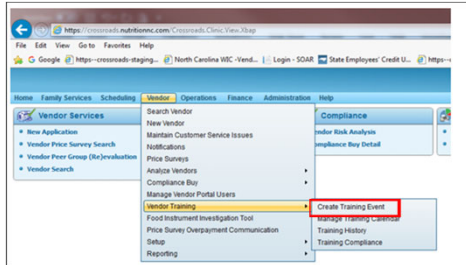
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## Training Screens in Crossroads



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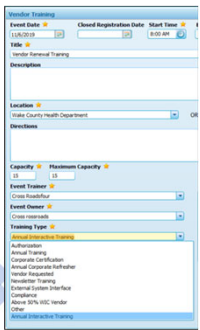
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## Create Training Event in Crossroads

- Create training event
- Training Date and Time
  - Title
  - Location
  - Capacity of Training Room
  - Event Trainer
  - Event Owner
  - Training type
  - **Annual Interactive Training**



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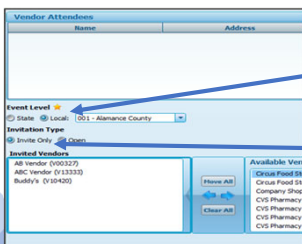
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## Create Training Event continued

- Skip the "Vendor Attendees" Section
- Event Level
  - Click "Local"
  - Click on dropdown and select appropriate County
- Invitation Type
  - Click "Invite Only"
  - Select appropriate "Available Vendors" on the right and move them to the "Invited Vendors" section on the left
- Click Save



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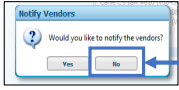
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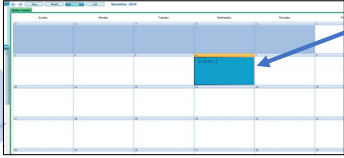
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## Create Training Event continued



- Notify Vendors screen pops up
- Click "No"



- Vendor Training Calendar opens to show where the training has been saved

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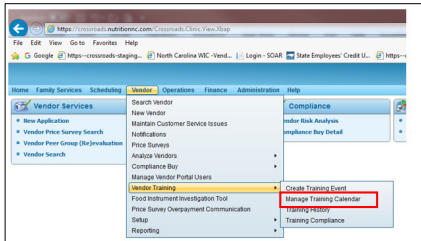
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## Getting to the Training Calendar



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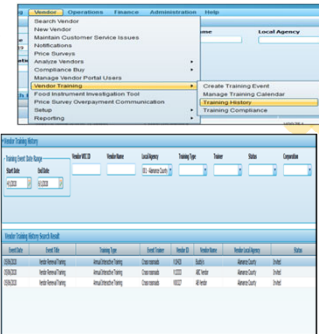
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## Verify Invited Vendors

- Verifying vendors have been "Invited" in Crossroads
  - Go to the "Training History" screen
  - Enter the "Training Event Date Range"
  - Select your Local Agency from dropdown
  - Click Search
  - Vendor Training History Search Results will show the vendors you moved over to "Invited Vendors" when creating the training
    - The status will be "Invited"



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## Register Attendees

- Training created
- Search the vendor wishing to register
- Click on "Schedule Training"
- Upcoming Open Training Sessions will appear on screen
- Highlight the training to register
- **Do not** click the magnifying glass
- "Add Attendees to Vendor Training" Button is enabled
- Click button to add attendees

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## Add Attendees

- Screen appears for adding attendees
- Add the person attending
  - Including their phone number
- Up to 2 people can be added
- Click Save

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## Verifying Registered Attendees

- Click on Vendor Training
  - Manage Training Calendar
- Double click on the event listed on the calendar
  - Double click on Training scheduled
- Training Event Details Opens
  - Name of attendee(s) will populate in the "Vendor Attendees" section

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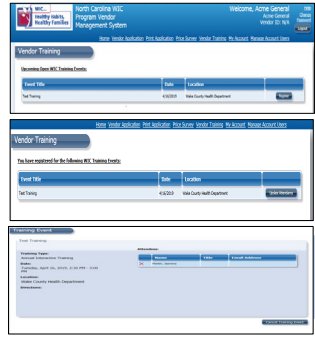
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## Registering Through the Vendor Portal

- Vendors with Vendor Portal access can log in and see the training event that has been scheduled for their Local Agency
- Training Events scheduled as seen through the Vendor Portal before training completed
- Vendor can update the screen with who is planning to attend
  - If they do not register through the Vendor Portal, the Local Agency staff can register an attendee as shown in previous slides



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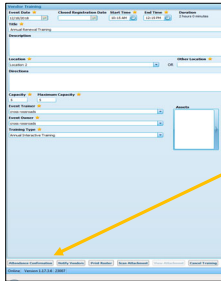
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## Confirm Attendees

- After Training is completed, open your training event from the "Manage Training Calendar" screen
- Open the training event that was completed
- Click on "Attendance Confirmation"



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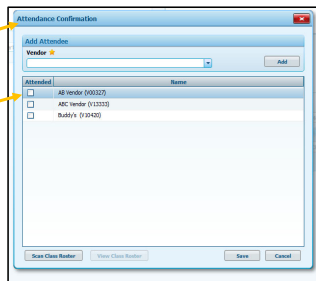
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## Confirm Attendees continued

- Attendance Confirmation window pops up
- Check the "Attended" box by each vendor that attended
- Click Save



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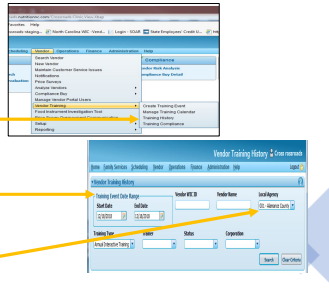
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## Verify Training Attendance In Crossroads

- After completing Attendance Confirmation for each vendor
- Go to the Vendor Training History Screen
- Enter Training Event Date
- Click on your Local WIC Agency



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## Verify Training Attendance In Crossroads continued

- Click on Training Type "Annual Interactive Training"
- Click Search
- The vendors you have trained should appear in the Vendor Training History Search Results and their status should show as "Completed"



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Final Reminders

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## Assurance of Civil Rights Compliance

The State Agency hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), Title II and Title III of the Americans with Disabilities Act (ADA) of 1990 as amended by the ADA Amendment Act of 2008 (42 U.S.C. 12131-12189) as implemented by Department of Justice regulations at (28 CFR Parts 35 and 36); Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency." (August 11, 2000), all provisions required by the implementing regulations of the U.S. Department of Agriculture (7 CFR Part 15 et seq); and FNS directives and guidelines to the effect that no person shall, on the ground of race, color, national origin, age, sex, or disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity for which the Agency receives Federal financial assistance from FNS; and hereby gives assurances that it will immediately take measures necessary to effectuate this agreement.

This assurance is given in consideration of and for the purpose of obtaining any and all Federal financial assistance, grants, and loans of Federal funds, reimbursable expenditures, grant, or donation of Federal property and interest in property, the detail of Federal personnel, the sale and lease of, and the permission to use Federal property or interest in such property or the furnishing of services without consideration, or at a consideration that is reduced for the purpose of assisting the recipient, or any improvements made with Federal financial assistance extended to the Program applicant by USDA. This includes any Federal agreement, arrangement, or other contract that has as one of its purposes the provision of cash assistance for the purchase of food, and cash assistance for the purchase or rental of food service equipment or any other financial assistance extended in reliance on the representations and agreement made in this assurance.

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## USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at <https://www.usda.gov/sites/default/files/documents/USDA-ASCR%20P-Complaint-Form-0508-0002-508-11-28-17-Fx2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:** U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1420 Independence Avenue, SW  
Washington, D.C. 20250-9410;
2. **fax:** (833) 256-1665 or (202) 696-7442; or
3. **email:** [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

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