

# PUBLISH YOUR TRAININGS

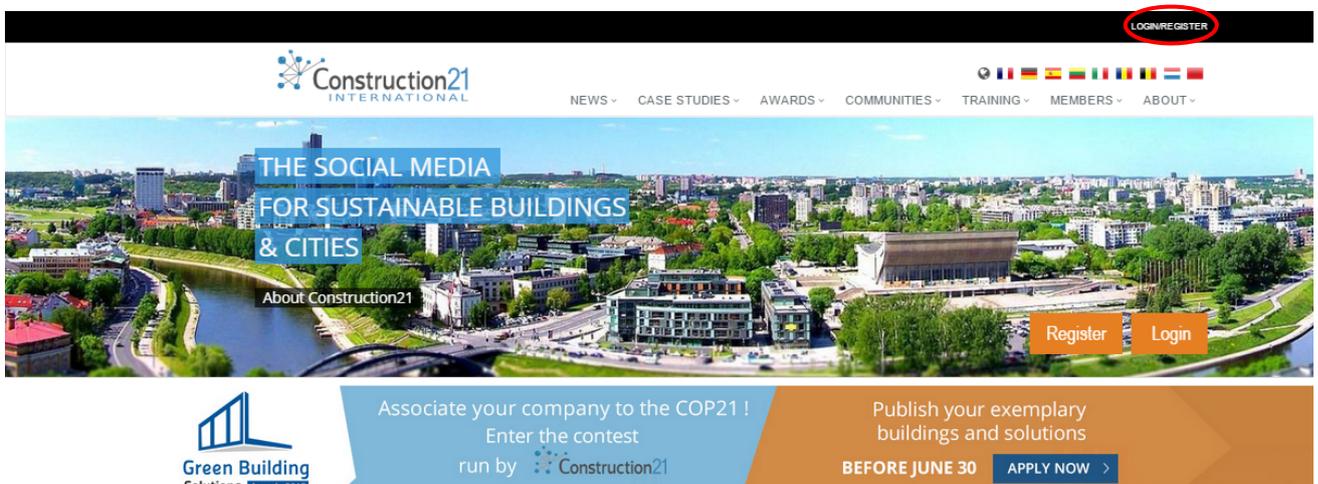
Construction21 helps you promoting your training sessions over to a targeted audience: professionals of the green buildings and cities sector. In a few clicks, keep them informed of your next sessions, the topics and the dates to come.

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## LOGIN

- Go to your Construction21 platform.
- Click on « Login / register » or « Login» on the black toolbar at the top of your screen.
- Type in your personal login (email address) and your password

**You don't have an account yet?** Follow the instructions of the « How to register » tutorial.



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## GO TO THE « TRAININGS » SECTION



1. Click on « ADD A TRAINING »
2. **If you're publishing a training for the 1st time**, the platform will ask you to create your training institute first (see point 3)

3. You have already published a training on Construction21 ? Then, you only need to log into the account linked to your training institute and fill in the form for trainings. (See point 4). If the person in charge of trainings changed in your company, contact us to transfer the training institute to the relevant user.

### 3 CREATE YOUR TRAINING INSTITUTE

1. Type in the name and contact info of your company, then upload your logo.
2. Write a short description of your company and your activities.
3. Click on « Save ».

Your training institute will be published once the moderation team validates it. Once it's validated, you will be able to add your training sessions, using the same login as for the training institute.

#### First create your training institute

INSTITUTE: 

LOGO: 

[Browse ...](#)

ADDRESS - STREET:  ZIP CODE: 

CITY:  COUNTRY: 

CONTACT (EMAIL):  PHONE: 

WEBSITE:  FAX: 

SHORT DESCRIPTION: 

FULL DESCRIPTION:

Styles  Format

Path:

INTRA:  E-LEARNING: 

[Send](#)

## 4

### CREATE YOUR TRAINING

1. Type in the name of your training and select the topic in the menu.
2. Fill in the various fields (theme, keywords, duration, etc...). Multiple choices are possible for each field.

Add a professional training

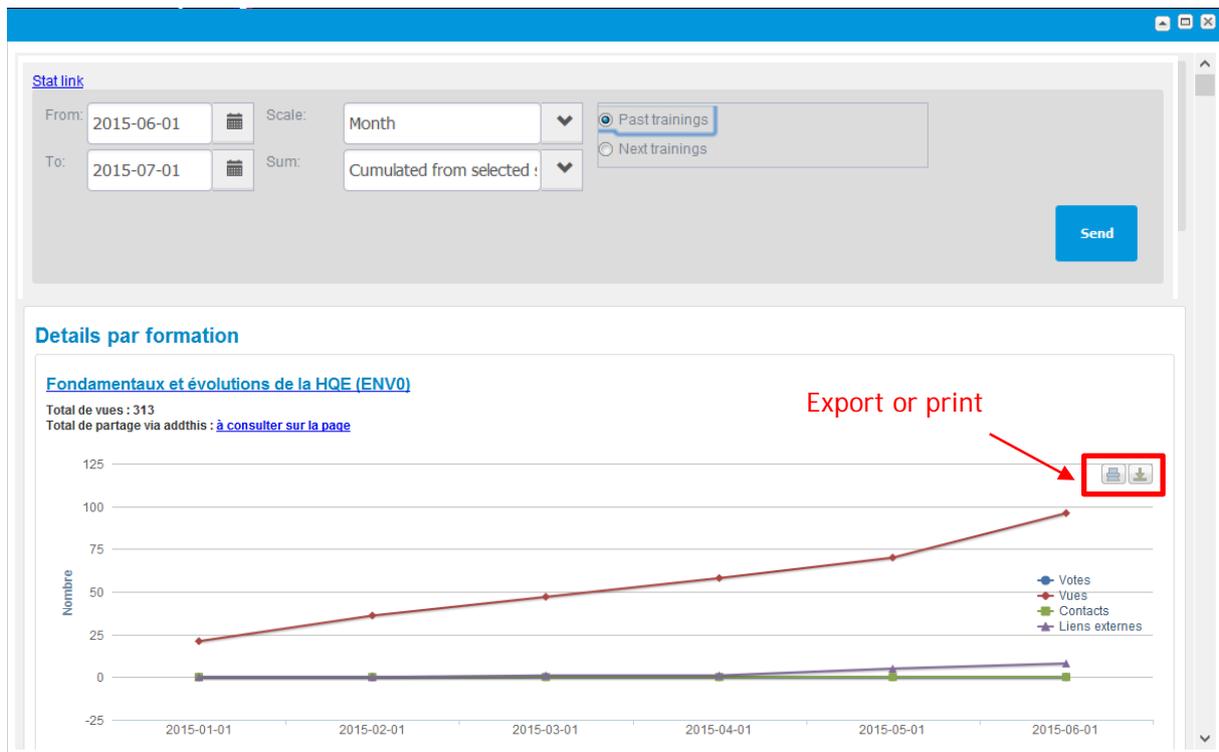
3. Write a description of your training and list its goals.
4. Select a category and your target audience (suggestion menu)
5. Click on « Next »
6. Type in the information for each session (date, location and trainer). For trainers you can add the link to their Construction21 profile if they have one.
7. Click on « Save ».

## 5

### MONITOR YOUR AUDIENCE

To monitor the audience generated by your trainings :

1. Go to the page of your training institute
2. Click on the « Monitoring » button to display a pop up window.



3. Define the timeline on which you wish to measure the number of views, as well as the scale (per week or per month).
4. Set up the type of figures you want to get (new on the selected period, cumulated since the selected date, cumulated since the beginning of the project)
5. Select the type of training to measure (Past trainings or Next trainings)
6. Click on « Send ».
7. Graphs are displayed for the chosen trainings, you can export those graphs as image files of you can print them.

*NB : Stats are only accessible for 6 months, monitor your stats at least twice a year.*

**Be advised !** In the training search engine, trainings matching the user's search are displayed chronologically, from the closest session to the latest.

Expired trainings don't show anymore. It is essential that you add new sessions on a regular basis to stay online.