

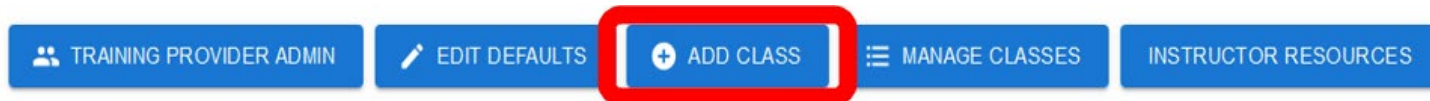
Tips – How to Add a New GI-BMP Class

using the new GI-BMP Website (2023)

1. Log in to <https://gibmp.ifas.ufl.edu/> using your GI-BMP or GatorLink login.
2. Click "For Training Providers" on your Dashboard.



3. Select ADD CLASS.



4. The "Add Class" form will be partially filled in with the default data set up for your Training Provider. Be sure to review the pre-filled fields and change anything that is not correct for this class as well as filling in the blank fields.

**PLEASE SEE THE TABLE ON THE FOLLOWING PAGES
for tips, screenshots and details for each of the form fields.**

5. Click the Save button to add your class to the statewide schedule.
6. After your class is saved, View the new class from the Manage Classes page. Check all details for errors and make sure the registration and map links are working.

Notes:

- The class ID you will need for the Training Record form and Class Transmittal is shown on the Class Details page and in the email confirmation you receive.
- Classes should be added at least 30 days before the class. If your class is added late, you will be prompted to fill in the online 30-day waiver request. Your regional coordinator must approve the waiver to authorize the class.

Class Details

BACK

SAVE

1 Category *
IFAS/Extension

2 Organization *
Alachua County Ext...

3 Language *
English

4 Dates & Times

Training Date *
10/19/2023

Start Time *
08:00 AM

End Time *
03:00 PM

ADD ANOTHER DATE/TIME FOR CONTINUATION OF THIS CLASS

5 Lead Instructor *
Bain, CJ

6 Registration Closing Date *
10/16/2023

7 Registration URL ex. Eventbrite

1. Category.

- Choose the category that best describes the Training Provider organization.
- Options: Industry, IFAS/Extension, FDEP/NERR, or Other.

2. Organization.

- Choose the organization name.
- If you don't see your organization in the list:
 - Check that the correct Category is selected.
 - Contact the GI-BMP office for help.

3. Language.

- The language the class will be taught in. Do not combine different languages in a single class.
- Options: English, Spanish, or Creole.

4. Training Date, Start Time and End Time.

- If the class date is **less than 30 days** away, you will be prompted to submit a 30-day waiver request. Your class will not be posted until approved.
- **ONLY use "Add another date/time for continuation of this class"** button when one GI-BMP class is split over multiple days. Attending ALL sessions listed is required to complete the class.

5. Lead Instructor.

- The certified instructor responsible for the class.
- If the name is not listed, contact the GI-BMP office.

6. Registration Closing Date.

- This is for site user's information only.

7. Registration URL ex: Eventbrite.

- Enter the full URL starting with https:\\ to your Eventbrite or other class registration site.
- Paste the URL into a browser to be sure it works.

8 Public / Private?

Public Private

9 In Person / Remote ?

In Person Remote (Zoom, etc.)

If Remote is selected, three more fields appear:

Public / Private?

Public Private

In Person / Remote ?

In Person Remote (Zoom, etc.)

9-A

Platform (Zoom, Teams, etc.)

9-B

Class Completion Code

9-C

Test By Date

Cost (limit \$30 in-person, \$10 Remote) *

15

10 Cost (limit \$30 in-person, \$10 Remote) *

30



11 Maximum Participants *

30



8. Public / Private.

- Public classes are open to anyone.
- Private classes are restricted to a specific group, such as the employees of a single company.
- By default, Private classes are not shown on the online Statewide Class Schedule unless the user searches for them.

9. In Person / Remote?

- In person class = attendees come in person to the training location.
- Remote class = attendees join the class from remote locations via computer. Also called “Zoom classes”, although other software can be used.

When Remote is selected, three additional fields appear:

9-A Platform

- Enter software platform to be used – e.g., Zoom, Teams, GoToMeeting.

9-B Class Completion Code

- Fills in when the class is saved – cannot be edited. Give this code out at the END of class – it is needed to take the online test.

9-C Test By Date (deadline for taking online certification test)

- Fills in when class is saved – cannot be changed on this form.
- Default is 7 days from class end.
- If an extension is needed, contact the GI-BMP office.

10. Cost (limit \$30 in-person, \$10 Remote).

- If there is a fee for the class, enter it here. If the class is free, enter 0.

11. Maximum Participants.

- Enter the maximum number of participants this class can accommodate.
- The GI-BMP office may use this to estimate the number of tests you will need.

NOTE: Location section displays for In-Person classes only – fields are hidden for Remote classes.

When a Saved Location is selected, all location fields are filled in.

12. Location

Select a saved location from the list. If your location is not listed, fill in the fields below, then click Save Location.

Saved Location *	Location Name *
UF/IFAS Extension - Alachua County ▼	UF/IFAS Extension - Alachua County
Street *	City *
22712 W. Newberry Rd.	Newberry
State *	County *
FL ▼	ALACHUA ▼
Zipcode *	13 Map URL
32669	http://maps.google.com/maps?f=q&source=s_q&hl=

TO ADD A NEW LOCATION:

- Select or point to Saved Location and click the 'x' to clear the field.

Saved Location *
UF/IFAS Extension - Alachua County X ▼

- Fill in the location name and other fields, check the entry, then click SAVE LOCATION.

Note: The save button is shown ONLY IF Saved Location field is blank:

SAVE LOCATION

12. Location / Saved Location

Note: Locations fields are not shown for Remote classes.

The location is usually filled in from your Training Provider Defaults. Check that it is correct. If it needs to be changed:

- Click the **Saved Location box** and select a location from the list to fill in all the location fields.
 - **Tip: start typing to filter the list – it will match any part of Location Name**
 - Extension Office locations are named UF/IFAS Extension + county.
 - Location names usually start with the company plus city or other descriptor; it could also be the name of a public building.
- **If the saved location has errors:**
 - It's okay to make changes to the location fields after selecting location but the changes are saved only for this class.
 - To have a Saved Location corrected for future use or deleted, contact the GI-BMP office.
- **If the location is not in the Saved Location list:**
 - Click the "x" on Saved Location to leave it blank.
 - Fill in Location Name field: Choose a location name people will recognize -- usually a company or building name; add city or other descriptors so it will be easy to find in the list.
 - Fill in all the address fields. Map URL is optional but strongly recommended for all public classes.
 - Double check! After saving, only the GI-BMP office can edit it.
 - Click SAVE LOCATION button (visible only if Saved Location is blank)

13. Map URL

- This adds a map link on your class details page.
- To get a Google map URL...
 - Go to Google Maps and look up the address.
 - Click the Share icon then click copy link.
 - Paste the link in the Map URL box on the Add Class form.

When a Saved Contact is selected, all contact fields are filled in.

14 Contact

Select a saved contact from the list. If your contact is not listed, fill in the fields below, then click Save contact.

Saved Contact *	First Name *
Bain, CJ	CJ
Last Name *	Contact Phone *
Bain	352-273-4507
Contact Email *	
cjbain@ufl.edu	

TO ADD A NEW CONTACT:

- Select or point to Saved Contact and click the 'x' to clear the field.

Saved Contact *
Bain, CJ x

- Fill in the contact's name and info, check the entry, then click SAVE CONTACT.

Note: The save button is shown ONLY IF Saved Contact field is blank:

SAVE CONTACT

15 Training Program *

Green Industries Best Management Practices Training

14. Contact / Saved Contact

This is the person the public should contact if they have questions about your class or need help registering. You may list any appropriate person as a contact for your class – they do not have to be an instructor or have a GI-BMP online account.

The contact is usually filled in from your Training Provider Defaults. Check that the info is correct.

- **If you need to use a different contact:**
 - Click the **Saved Contact box** and select a contact from the list.
Tip: start typing to filter the list – it will match any part of the name.
 - Contacts are listed in Last Name, First Name format.
- **If the saved contact info has errors:**
 - It's okay to make changes to the contact fields after selecting a contact, but the changes are saved only for this class.
 - To have a Saved Contact corrected for future use or deleted, contact the GI-BMP office.
- **If the contact's name is not in the Saved Contact list:**
 - Click the "x" on Saved Contact to leave it blank.
 - Fill in the name and all contact fields.
 - Double check! After saving, only the GI-BMP office can edit it.
 - Click SAVE LOCATION button (visible only if Saved Location is blank)

15. Training Program.

- "Green Industries Best Management Practices Training" is currently the only option – it cannot be changed.

Please provide details the class attendees need to know, such as meals, directions, parking, pre-registration, payment/refund policy, COVID-19 instructions, etc.

16 Class Details

Lunch is not provided. You may bring a lunch if you choose.

17 Module Presenters

Introduction	Celestin, Marc	▼
Overview	Peralta M., Cesar	▼
Landscape	Sanchez-Jones, Mayerling	▼
Irrigation	Mayer, Henry	▼
Fertilizer	Wichman, Tom	▼
Pesticide	Celestin, Marc	▼
Local Ordinance Review	Celestin, Marc	X ▼

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16. Class Details.

- Include additional information specific to your class such as:
 - Is lunch provided or will they need to bring/buy it?
 - Is payment required in advance or accepted at the door?

17. Module Presenters.

- Add your presenters when you register your class to verify that they are currently authorized to teach.
- If your presenter is not on the list, contact the GI-BMP office – they might not be authorized to teach.

18. Save.

- **Remember to click the Save Button!**
 - There is a Save button at the bottom and the top of the page.
- **If the Add Class form stays on the screen, the class did not save!**
 - Fields with an error will be in red with an error message displayed.
 - Correct errors and click Save again.
- **If the class is less than 30 days away, you will see a “Waiver Required” message.**
 - Click the Waiver Request button.
 - Scroll to the bottom of the 30-Day Waiver Request screen.
 - In the Justification box, type a brief explanation why the class was posted late.
 - Click the Submit button.
- **If your class saves successfully, the Manage Classes form will display – you should see the new class listed.**

CHECK YOUR CLASS DETAILS

After your class is saved, on the Manage Classes page click the View button beside the class you just added:

- Check the class details for any errors.
- Make sure the registration and map links are working.