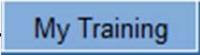
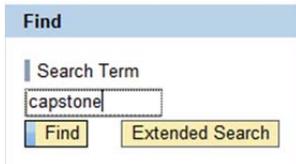


Prebook

1. Click on your **My Training** tab. 
2. In the Find column, **type a search word** to find the course you wish to prebook. **Click Find.**



Find

Search Term
capstone

Find Extended Search

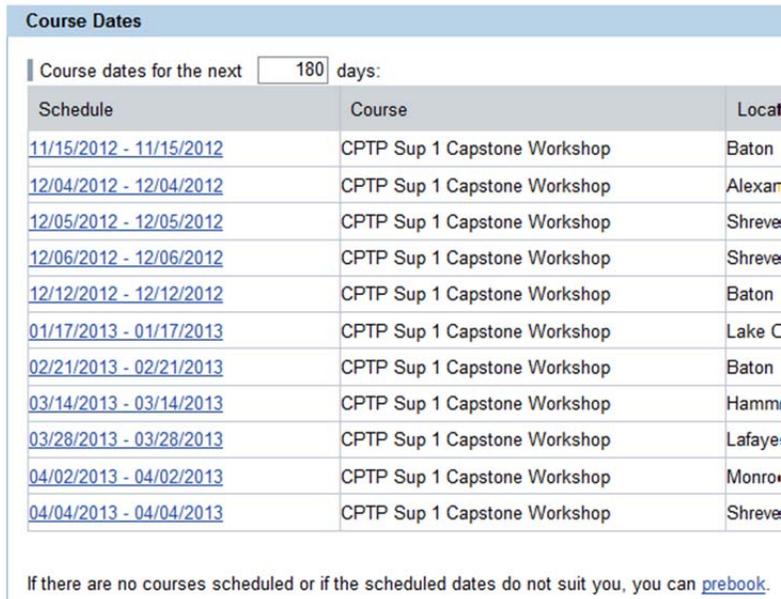
3. A list of course names will display on the screen. **Select the appropriate course name.**



Course

[CPTP Sup 1 Capstone Workshop](#)

4. Scroll down until you see the Course Dates column. At the bottom of the column, you will see the phrase “If there are no courses scheduled or if the scheduled dates do not suit you, you can prebook.” **Click the prebook link.**



Course Dates

Course dates for the next days:

Schedule	Course	Location
11/15/2012 - 11/15/2012	CPTP Sup 1 Capstone Workshop	Baton Rouge
12/04/2012 - 12/04/2012	CPTP Sup 1 Capstone Workshop	Alexandria
12/05/2012 - 12/05/2012	CPTP Sup 1 Capstone Workshop	Shreveport
12/06/2012 - 12/06/2012	CPTP Sup 1 Capstone Workshop	Shreveport
12/12/2012 - 12/12/2012	CPTP Sup 1 Capstone Workshop	Baton Rouge
01/17/2013 - 01/17/2013	CPTP Sup 1 Capstone Workshop	Lake Charles
02/21/2013 - 02/21/2013	CPTP Sup 1 Capstone Workshop	Baton Rouge
03/14/2013 - 03/14/2013	CPTP Sup 1 Capstone Workshop	Hammond
03/28/2013 - 03/28/2013	CPTP Sup 1 Capstone Workshop	Lafayette
04/02/2013 - 04/02/2013	CPTP Sup 1 Capstone Workshop	Monroe
04/04/2013 - 04/04/2013	CPTP Sup 1 Capstone Workshop	Shreveport

If there are no courses scheduled or if the scheduled dates do not suit you, you can [prebook](#).

5. **Enter the dates** you would like to be notified of course offerings.



Start: End:

6. **Click the prebook button** 