Support File

How do I register

For Trainer

1) Click on Tab “Are you a Trainer”

2) Enter you Email ID/ Desired Username/Password

OR

3) Join through Facebook/Google+/LinkedIn/Twitter/Yahoo/Hotmail (Enter desired username)

For Training Seeker

1) Click on tab “Join”

2) Enter you desired Email ID/Username/Password

OR

3) Join through Facebook/Google+/LinkedIn/Twitter/Yahoo/Hotmail (Enter desired username)

Make Profile

1. Place your mouse cursor on your username (Top Right), click for drop down and click – My Profile

2. Upload your Picture/Company Logo and click save.

3. Click on Profile Headline "Introduction" about you (e.g. Soft Skill Trainer etc)

Note* Do not add your contact details here (No URL, Contact Email, Number) violations may cause an account to be restricted/blocked.

4. Click "Basic Info"

Here you can enter details about yourself/company. Such as

a. Your Name

b. Country, State

c. Language

d. Industry you worked with

e. Contact Number (Optional)

Create Professional Profile:-

Click "Edit" on your professional Profile →Tell other users about your professional career, you can elaborate this section for better understanding of other users about you.

6. <u>Add Education</u>:-

Click Add Education (not applicable for companies)

a. Select the country of education

b. Name of school/college (University)

c. Qualification Details

d. Passing year (From and to)

e. Click Save

f. To add more qualification click the tab "Add Education" and follow the process from (a-e)

<u>Experience</u>:-

How to add Experience

Click Tab "Add"

a. The company where you are working or worked in past.

b. Add your designation

c. Description → Tell us what was your scope of work (Job Description in your current company)

d. Number of years worked in companies (Past and current companies)

e. Click Save

f. To add more experience click the Tab. Add again and follow the steps from (a-f)

<u>Add Certificate</u>

a. Click the Add Tab

b. Write the name of your certification

c. Name of the certifying authority

d. Which year you received the certificate

e. Click Save

f. To add more certificate → Click Add and follow the steps from (a-e)

Training Topics

<u>How to Add your Training Topics/Modules</u>

a. Click on your username (Top Right)

b. Drop down à Click on the Tab "Create Topic"

c. Enter the name of your Training Topics/Modules *(This is your Topic headline which helps in search index by other users)*

d. **<u>Course Summary</u>**

I. Brief Summary → what this Training Module is all about (Why this module was designed or why is it needed, i.e.:- Importance of this module)

II. Target Audience → who are the best audience for this Training?

III. Benefits → why they should attend this Training and what are the benefits or value addition to the users after attending this module.

e. **<u>Course Outline</u>: -** Details of the Training Module as what will be covered in it. This gives detail insights about the Program as what will be covered in the Trainings.

f. Category → what kind of audience should attend? For e.g. Finance People, Sales People, HR People etc.

g. Number of Days →How many days this program will take to complete. For e.g. 1- day program or more

h. Number of Hours/Day → How many Hours/days the program will be conducted. For e.g. 4hrs/8hrs

i. Pricing → you can opt for pricing as per your choice. As of now, we offer only 2 currencies “INR & USD”.

j. In-House Price → Share an estimated price considering that this program is to be conducted at client side (For e.g. in their office or Training Centre) here all the cost is borne by the company. The price quote here is for the Trainers per day cost to conduct the Training.

k. Open-House Price → Share estimate price based on per seat basis. This program is mostly launched by Training Companies → conducting Training events at Hotels etc and selling the seats individually to delegates of different companies.

l. <u>Click Save and Continue</u>

m. <u>Add Image and Videos</u>

Image:- Add image to your Training Module to make it look better and quick for users to see it topics, topics without image get less click and opens lesser as compared to topics with images.

Add Videos:- Add YouTube videos → copy paste your "YouTube" links if you have posted any videos of yours related to this Training Module.

Note: Posting other people videos will block your account.

n. <u>Add PDF Files</u>

Add PDF File → Simply drag-drop or Add PDF File relevant to your Training.

Note: Adding your contact info violates Qtrainers Agreement and will cause in blocking your account and all the data.

o. Click Tab "Continue"

p. Click Tab "Publish Topic"

q. *After you Topic is published you have an option to share your topic on various social media like Facebook, LinkedIn etc by clicking any icon, it will directly publish your topic on your timeline, helping you to promote your topics.*

r. To add more topics go to step "II" and follow the procedure from (b to q)

How to Manage Published Topics

a. Go to Profile

b. Dropdown

c. Click on my Topic Tab (it will show all your Active Topics on the page)

d. Click on to any topic to edit it.

e. To UN-publish click to Tab (||) to UN-publish the topic

f. To delete the Topic → Click on delete Topic Tab

g. To see UN-publish topics → Click on Tab “Draft”

h. To edit & re-publish any un-published topic click on the course title and "edit" to publish.

My Favorites

This section shows the details of Training Topics you have added as your favorite

To remove from favorite list

a. Click on the Topic

b. Click the Favorite Tab; it will be removed from your favorite list.

How to Post Requirements

This section is for those who are seeking Training/Trainers for their Corporate Training needs.

a. Click on your Profile

b. Drop down → Click on Post Requirement

c. Topic → Add Title →Type of Training/Trainers you required (this will reflect on the posted requirement page on the Headline)

d. Select Category →Click on Category Tab, select from the drop down category or Add your own category (Domain in which you want Trainings)

e. Add subcategory

f. Tentative Training Date

Click on the Tab →it opens a calendar. Add the date range (expected) when you want this Training to conduct at your premises.

g. Last Date of Quote →mention a date before which you need all the Trainers details or they can show their interest on mention Training Requirement. Beyond this date, your requirement will be unpublished.

Same you can see under “Draft” section of your “My Requirement” page. We advice giving 10-15 days to respond to your Training Requirements.

h. **<u>Training For</u>**

I. Individual → if you are looking for Training only for yourself

II. Corporate →have you posted this Training Requirement on behalf of your company to conduct Training at your company premises.

h. Number of participants → Add how many participants will be there to receive the Trainings (5, 10, 15,20,25,30 etc). This helps Trainers to understand how many sessions will be required to complete the Training.

i. Select Country → click on the tab → Select from the drop down countries list where Training to be conducted

j. Select State →Click on State → Select from the drop down

k. Select City →Click City → Select city from the drop down

l. Add more (+) → Click on Add more if you want Trainings at Multiple Locations

m. Course Summary → Click on the box to provide details of the Training you are looking for. The detailed description will help the Trainers to understand the Training needs and helps you to get the most suitable Trainers for your Trainings.

n. Corporate Website →Add your company website if you are looking Trainer for your company. This helps Trainers to know more about your company helping them to show more seriousness about your requirements.

o. Add your Training Budget → Click on the budget box to add the Training Budget (optional)

p. Number of Days → Click on the box to add how many days these Training will be conducted (optional)

q. Click Save & Publish to make your Requirement live on the website.

r. *After your Requirements published → options →to share it on various social networking sites. Just click on the icons where you want to publish these requirements.*

My Requirements

This section is to view your published and unpublished requirements.

1) Edit Requirement →click on Topic Title to edit your requirement.

2) Un-published Requirement →Click on Draft to view/modify your unpublished requirements.

Change Password

1. Go to Profile

2. Click on Settings

3. Enter your current password, new desired password, and confirm the password

4. Click “Save”

Notification

1. Qmail Notification-

   Turn off by clicking tab “Turn Off” (*however we advise not to turn off because it will disable others to contact you)*

2. Newsletter

Turn off by clicking tab “Turn Off”, *(This let us send you some important Newsletter which might be of some interest to you)*

Delete Deactivate Account

1. Click tab “Edit”

2. Click tab “Deactivate Account”

3. Enter your current password and Click “Ok”