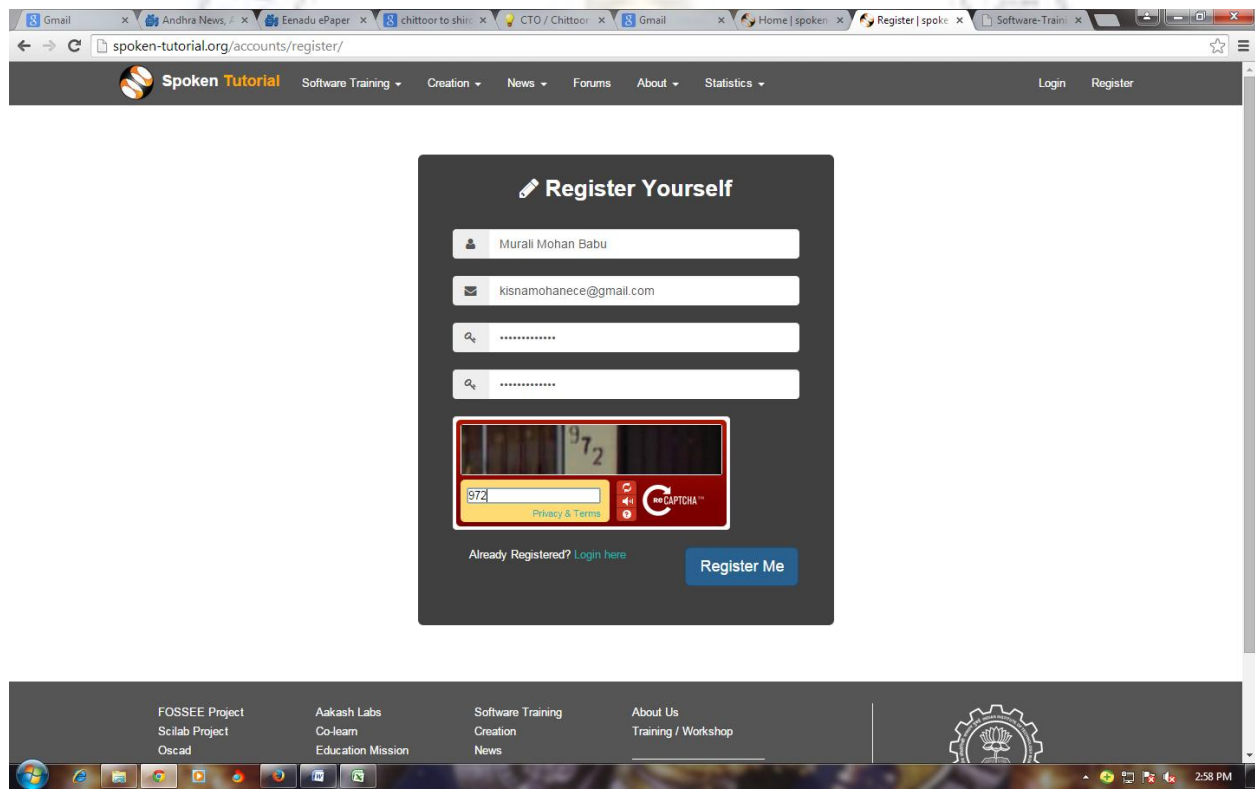


How to Conduct Training / Workshop

Step 1 :- Register as an Organiser:

- Go to spoken-tutorial.org website and create an account – make a username and password by clicking the “**Register**” and activate your account by **clicking on the link sent to your email**.
- Now complete the Organiser Details by selecting state and name of the Institute,etc from the drop down in the form.

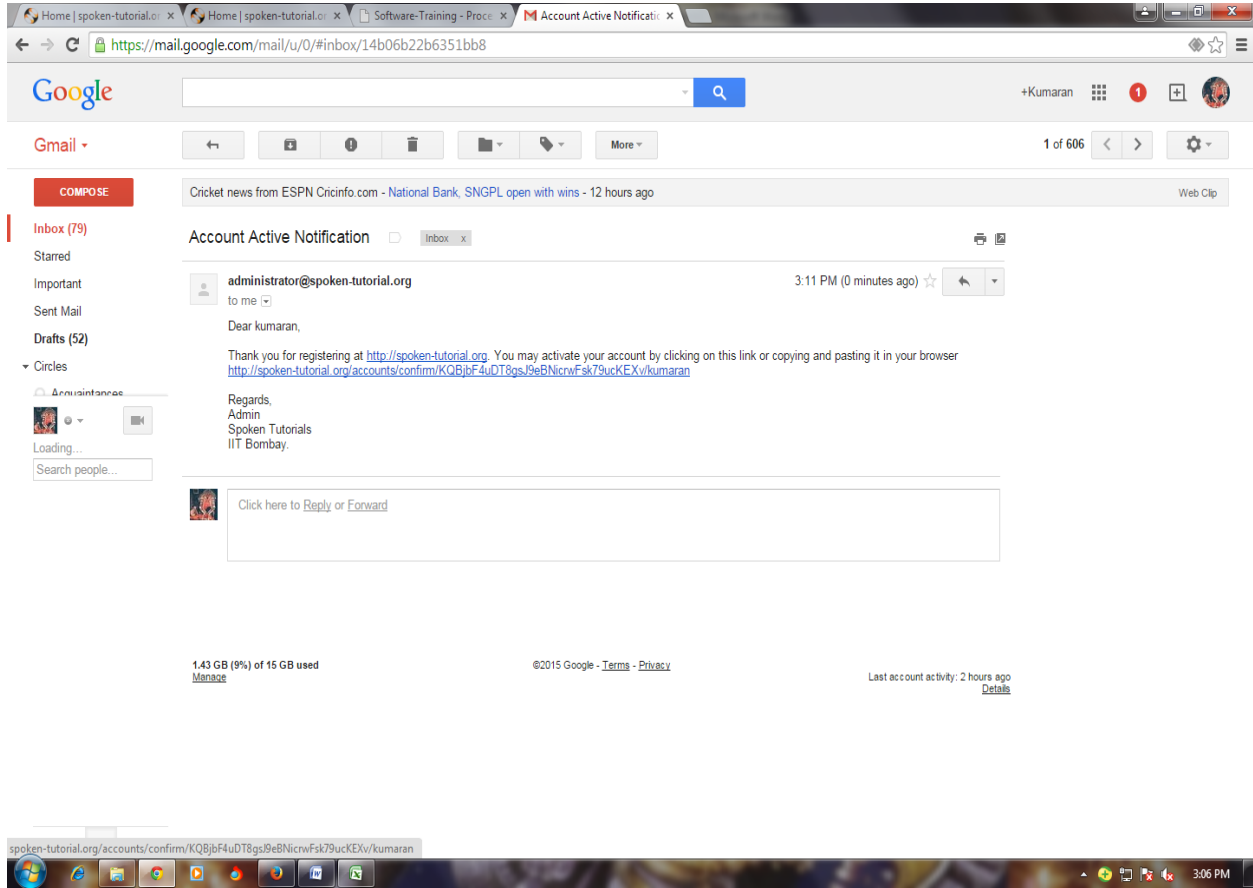
Registration Link: <http://www.spoken-tutorial.org/account/register>



The screenshot shows a web browser window displaying the registration page for Spoken Tutorial. The browser's address bar shows the URL spoken-tutorial.org/accounts/register/. The page features a dark grey header with the Spoken Tutorial logo and navigation links for Software Training, Creation, News, Forums, About, and Statistics. On the right side of the header, there are links for Login and Register. The main content area is a dark grey box titled "Register Yourself" with a pencil icon. It contains several input fields: a name field with "Murall Mohan Babu", an email field with "kisnamohanece@gmail.com", and two password fields. Below the password fields is a CAPTCHA image showing the number "972" and a CAPTCHA logo. At the bottom of the form, there is a link for "Already Registered? Login here" and a blue "Register Me" button. The footer of the page includes links for FOSSEE Project, Scilab Project, Oscad, Aakash Labs, Co-learn, Education Mission, Software Training, Creation, News, About Us, and Training / Workshop. The Windows taskbar at the bottom shows the time as 2:58 PM.

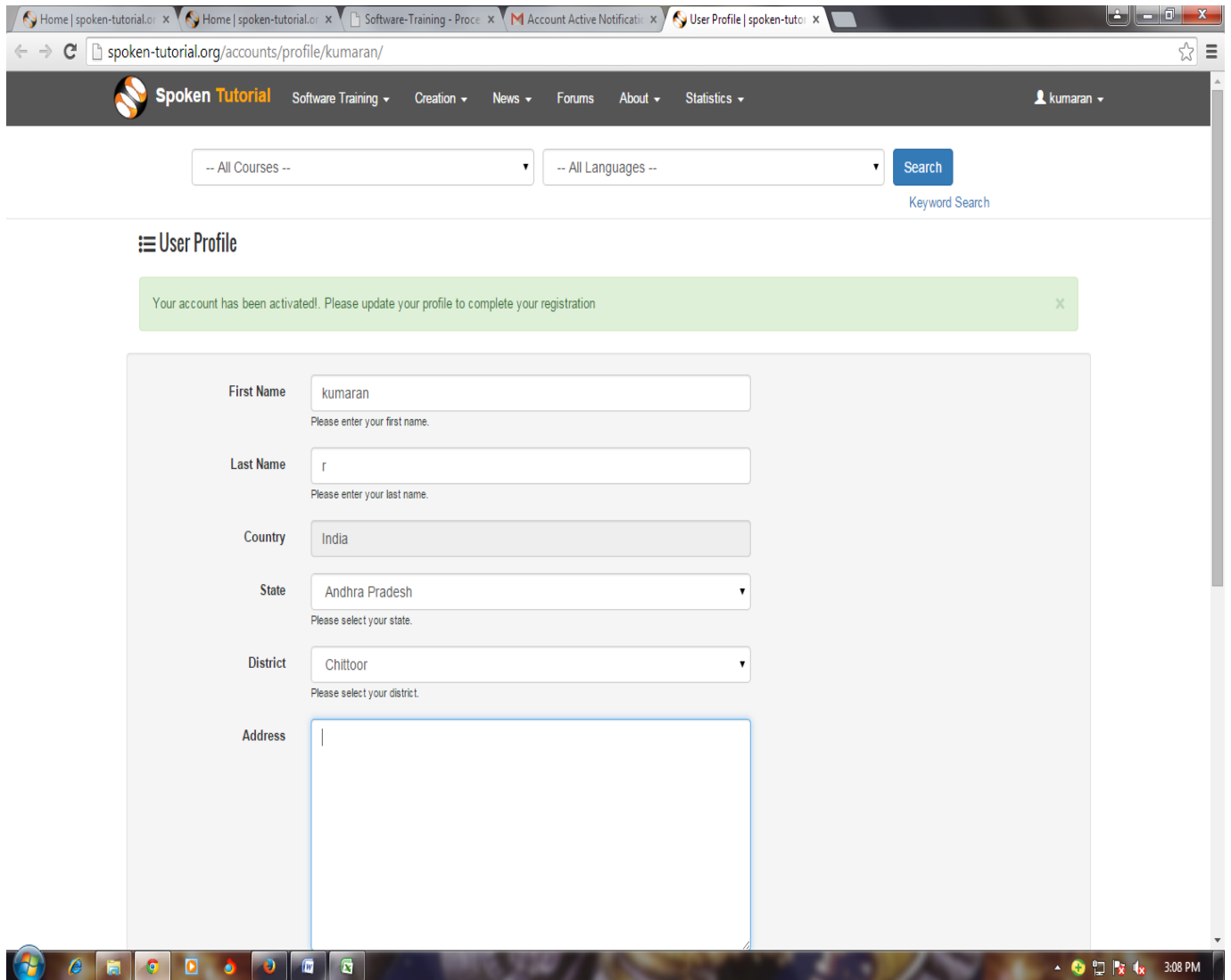
Step 2: Now activate your account by clicking on the link sent to your email.

Step 3 :- After clicking the link in your email , Now complete the Organizer Details by selecting state and name of the Institute, etc from the drop down in the form.



Step 4:- Fill the Organizer Details as shown below





Step 6:- After filling the details , click submit Button . Now User Profile will be Created.


Home | spoken-tutorial.org | Home | spoken-tutorial.org | Software Training - Proc... | Account Active Notificati... | User Profile | spoken-tuto... | spoken-tutorial.org/accounts/view-profile/kumaran/

Spoken Tutorial Software Training Creation News Forums About Statistics kumaran

-- All Courses -- -- All Languages -- Search Keyword Search

User Profile

Your profile has been updated!

 First name kumaran
Last name r
From Jan. 20, 2015, 3:11 p.m.

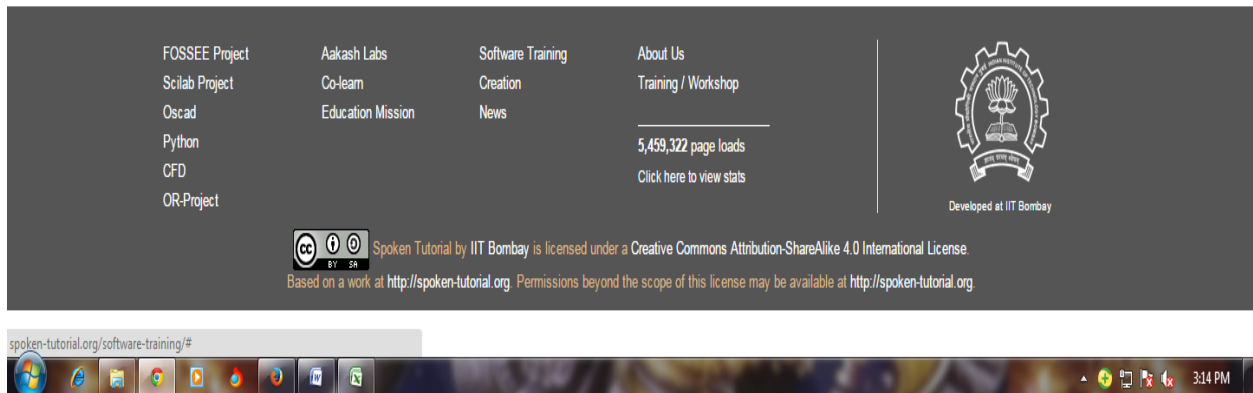
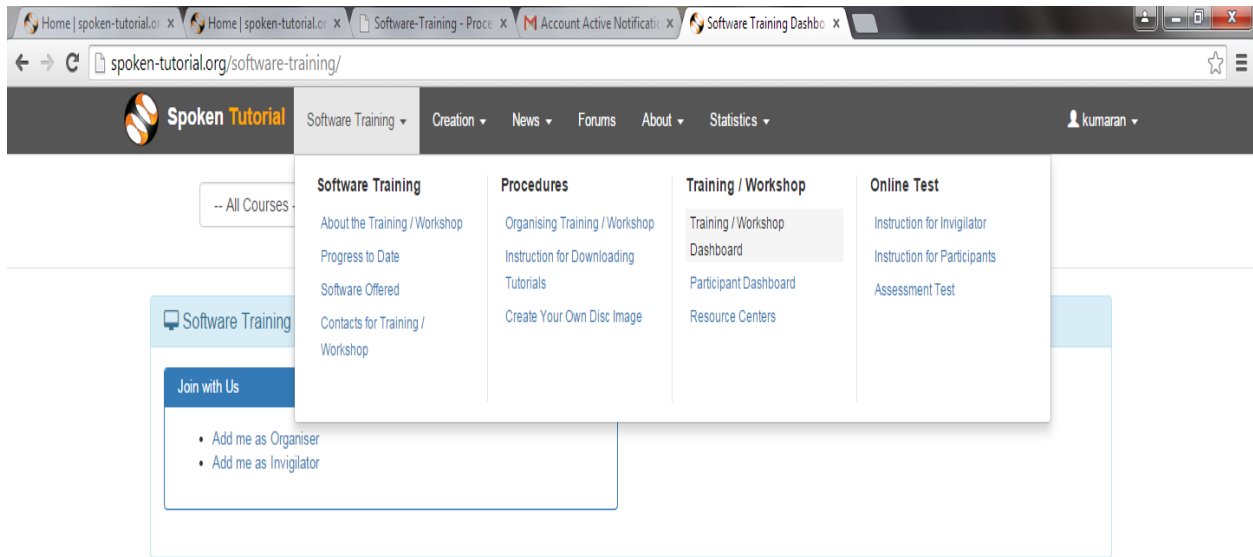
FOSSEE Project Akash Labs Software Training About Us
Scilab Project Co-learn Creation Training / Workshop
Oscad Education Mission News
Python
CFD
OR-Project

5,470,456 page loads
Click here to view stats

Developed at IIT Bombay

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Step 7 :- Now Select Software Training ---→ Menu and in this select Training / Workshop ----→ and select Training / Workshop Dashboard



Step 8 :- Now Select the Option **Add me as Organiser**, and fill the details Regarding State name and Institution Name etc., and click Submit.

The screenshot shows the 'Organiser Details' page on the Spoken Tutorial website. The browser address bar shows the URL: `spoken-tutorial.org/software-training/organiser/view/kumaran/`. The page features a navigation menu with options like 'Software Training', 'Creation', 'News', 'Forums', 'About', and 'Statistics'. Below the navigation is a search bar with dropdown menus for 'All Courses' and 'All Languages', and a 'Search' button. A notification box in green contains the following text:

- Thank you. Your request has been sent for Training Manager's approval.
- You will get the approval with in 24 hours. Once the request is approved, you can request for the Training / Workshop.
- For more details [Click Here](#)

Below the notification is a table with the following details:

Organiser name	kumaran
Academic name	Sri Venkateswara College of Engineering & Technology (Autonomous)
Status	Waiting for approval
First Name	kumaran
Last Name	r
Street	None
Location	None
District	Chittoor
City	Chittoor
State	Andhra Pradesh
Country	India
Pincode	517127
Phone	8977283929

Step 9:- Now your request will be sent to Training Manager's Approval and you
Will approval **within 24 hours** .

Step 10 :- After getting the Approval from Training Manager through email ,

Step 11 :- Now you can request for Training / Workshop as follows.

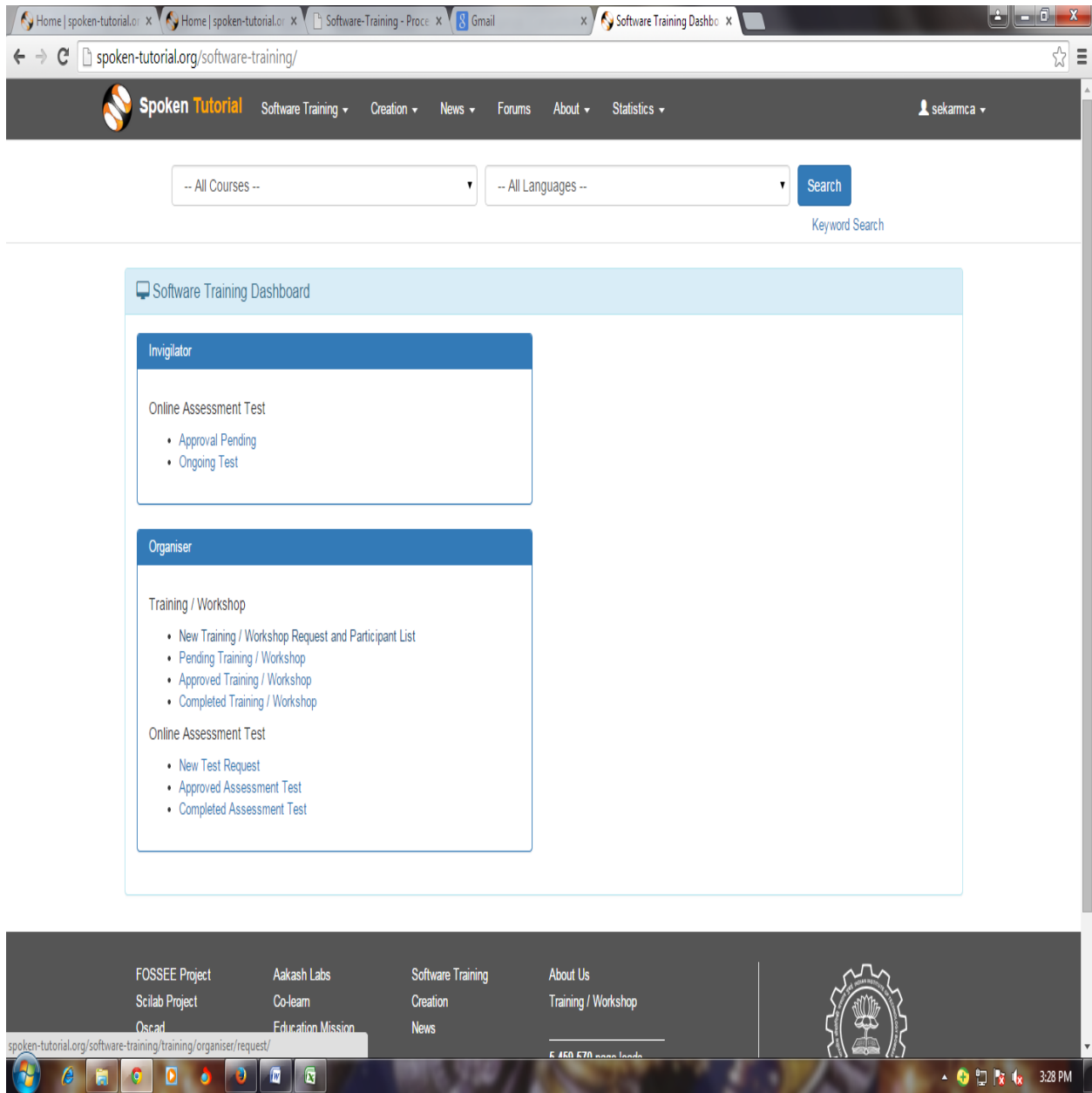
Go to spokentutorial.org

Software Training --→ Training / Workshop --→ Training/
workshop Dashboard

Step 12 :- In Software Training Dashboard

Select -> New Training / Workshop Request and Participant List





Step 13 :- Fill the details regarding Training , details like course, branch, Department , Foss Category , Date , time etc.....

-- All Courses -- ▾ -- All Languages -- ▾

Keyword Search

Training / Workshop and Participant Name List Dashboard

- TO HAVE YOUR TRAINING REQUEST APPROVED IT IS NECESSARY TO UPLOAD THE LIST OF PARTICIPANTS [Click Here](#)
- Select a Timing in the Training Request where the chosen FOSS is relevant/useful/matching to the Course/Paper.
- One can also select FOSS which might not be relevant/matching to any Course/Paper.
- Please download a copy of tutorials on all the machines. For instructions to download tutorials [Click Here](#)
- Please check if your machine is ready. For the Machine Readiness document [Click Here](#).

Andhra Pradesh - Sri Venkateswara College of Engineering & Technology (Autonomous)

Training Type Training

Participant List (Upload CSV File) No file chosen
Please upload your CSV file here. If you have used MS-EXCEL to create the CSV file please make sure that you have saved it with **csv(ms-dos)** file extension.

Course / Stream
Please select the appropriate stream of the participants.

Course / Paper Name

Department
Aerospace
Agricultural Process and Food Engineering
Applied Mathematics

For Further details regarding Training visit

[http://process.spoken-tutorial.org/index.php/Software-Training#Organising Training .2F Workshop](http://process.spoken-tutorial.org/index.php/Software-Training#Organising_Training_.2F_Workshop)

