

# Preparations for Online Caregiver Training

**PLEASE DO the following before for you participate in online training:**

**For laptop or desktop computer access:**

1. Please download the Zoom Desktop Client at <https://zoom.us/download>
2. It is recommended that you use Google Chrome (download here: [https://www.google.com/intl/en\\_ca/chrome/](https://www.google.com/intl/en_ca/chrome/)) for accessing the online training.
3. Access the training using the link provided in your class confirmation email.
4. If requested, enter the meeting passcode: Train123
5. Click the button to use your computer for audio. You can use your computer audio with your computer speakers, or by plugging in a headset.

**Please note that if you're using a Chromebooks, tablets, or smartphones you may experience limitations when accessing or using Zoom's participation tools:**

1. Please go to <https://zoom.us/download> to download the Zoom Mobile App from the Apple App Store or Google Play
2. Access the training using the link provided in your class confirmation email.
3. If requested, enter the meeting passcode: Train123

**When you log in for the training event:**

- Sign in for training:
  - 1) Click on the 'Chat' bubble in the toolbar at the bottom of your screen and sign in for the online class by typing in the first and last names of everyone in your household who is registered for and attending training.
  - 2) Click on the top right corner of your own camera tile (where you can see yourself on camera) and "Rename" your camera to include the first and last names of everyone in your household who is registered for and attending training.
  - 3) **In the event of technical difficulties, the trainers need to be able to contact you during training.** You can either add your phone number, where you can be reached, beside your onscreen name or provide it privately to the trainers in the chat.
- **Please leave your camera turned on during the training and ensure that the faces of everyone in your household who is registered for the course can be seen on camera throughout the entire training event.**
- Attendance and participation are monitored throughout the training. This allows the trainers to confirm that you have been present and engaged throughout the training and is part of the requirements to receive your certificate for completing the course.
- Feel free to grab your favorite coffee/tea/water and a snack to enjoy as you participate in the training session.

Participants are encouraged to stay actively engaged throughout the course and contribute thoughtfully to class discussion and activities. **If for any reason you are unwell or unable to participate in training at the scheduled time, please unenroll from the session directly in Pride Online, or call (780) 427-0159 to leave a voicemail, or send an email to [cfs.caregivertraining@gov.ab.ca](mailto:cfs.caregivertraining@gov.ab.ca) to cancel your participation this allows us to manage waitlist and make room for another person to attend the class.** We look forward to spending this time together, and to share this information with you!

***The Provincial Caregiver Training Team***