LSO Supervisor
Prebooking Your Employees

You can use the LSO prebooking function to express employee interest in attending courses that are not currently scheduled. By prebooking, you are simply expressing interest in your employee attending the course at a later date. Your employee will be notified when new sessions are scheduled in the "Messages and Notes" section.

1. Click on the **"Manage Participation"** link in your left-hand navigation bar.

2. Use the **LSO search procedure** to find the employees you would like to book into training.

3. Select the course you would like to prebook for your employee(s).

4. Click the **"Next"** button.

5. Set the validity period and select the preferred training location.

   Helpful hint: Click the small boxes to the right of **"Preferred Location" "Preferred Start Date"** and **"Preferred End Date"** to select the location and dates you would prefer for the employee.

6. Click the **"Prebook"** button.

7. Click the **"Next"** button.

   The final confirmation screen appears indicating the **"Prebooking"** was successful.

   Helpful hints: Courses that meet your employees prebooking criteria will appear in their Messages and Notes section when they are scheduled. Employees can book themselves in those courses at that time by clicking on the course title or date link for the session they wish to attend and following the standard booking procedure from the "LSO Learner" training. Only one prebooking may exist for a given course in a specified time period. Their Prebook lists will reflect the most recent data entered.

Please contact your agency training officer for assistance.