INSTRUCTION TO FILL THE 'TRAINING COMPLETION FORM'

Procedure to be followed by the Organiser 2 months after the date of Training
(FOR ORGANISERS)

1. Login to spoken-tutorial.org with the name your (Organizer) Username and Password.
2. Goto http://spoken-tutorial.org/software-training/training/organiser/ongoing/ and locate / select the appropriate approved Training / Workshop type present under the **'Ongoing'** category in the Training / Workshop Dashboard of spoken-tutorial.org
3. After locating the exact Traning / Workshop type, click **'Training Completion Form'**.
4. Fill all the required details as asked in the form (i.e.) Name of the Instructor, Lab Course, Number of Participants trained, etc.
5. Click **'Submit'.**

Only after you fill and submit the 'Training Completion Form', the students / participants will be able to download the Learner's Certificate