

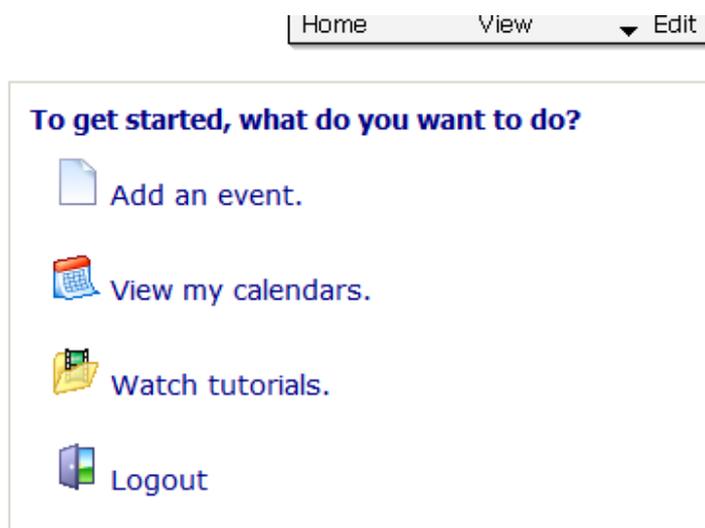
## THDA Homebuyer Education Trainer Instructions

THDA's HBEI training schedule calendar is a web based system, into which you can enter dates, times, and locations for the classes and seminars conducted by your organization, which are required or suggested by THDA for our program participants. The general public as well as lenders and THDA partners have access to this calendar. It offers quick and easy listings, making it simple for people to contact you regarding your training schedule. The calendar can be searched by city and time, so that potential participants can select a session that will be convenient for them to attend. It also includes a direct email link to you in addition to your phone number.

These instructions detail exactly how to access and log into the calendar, and the steps needed to add your schedule information to the calendar.

We have already created your system account. Your login name and password have been provided to you separately. In your web browser make sure that cookies are enabled. The system uses session cookies, which contain no personally identifying data, and last only as long as you are logged into the system.

- 1) Go to the web address [thda.mhsoftware.com](http://thda.mhsoftware.com). (Note that you do NOT include "www" in this address.). You may also access the calendar from [www.thda.org](http://www.thda.org).
- 2) Displayed will be the general HBEI calendar, containing all events. At the top of the left side of the calendar, under the "more" option is the word [Login](#). Click on that word to bring up the login screen. Enter your assigned username and password.
- 3) Upon successful login you will see the following:



- 4) **Add an event** is the option to select for adding your classes to the calendar. After this selection you will see the following screen:

**Edit Calendar Event** - ?

General | Description | Recurrence | Exceptions

Calendar: HBEI Training Schedule | Item Style: Default

Title: [ ]

Approved:  | Event Type: Homebuyer Education: Pre-purchase | Privacy: None

Contact Name: Tennessee Test Training

Contact Info: whw@mail.net

Addl. Info URL: [ ]

Starting Date: [ ] | Start Time: [ ]

End Date: [ ] | End Time: [ ]

Save | Return Home

- 5) **IMPORTANT:** The field marked **Title** is actually the city in which the class is to be held. It is imperative that you enter only the name of the city there. This is the identifying data that appears on the calendar, and it is used when searching for classes in specific locations. (i.e. Nashville). You may also include you agency's initials (i.e. Nashville – THDA).
- 6) You will note that the name of your organization and your email address are automatically filled in for you. If you need to change the email address, for example to that of a specific trainer in your company, you may do that. Leave Privacy set to None. If you have a website where prospective students can go to receive additional information, you may include it, or if not, you can simply leave that field blank.
- 7) Enter the date of the training either by typing it in, or using the pop-up calendar. The ending date (which is usually the same), must also be entered. Use the drop down lists to select start and end times.
- 8) The type of training provided for this event is selected by the drop down list for **Event Type**. The available categories are:

e [ Homebuyer Education: Pre-purchase ]

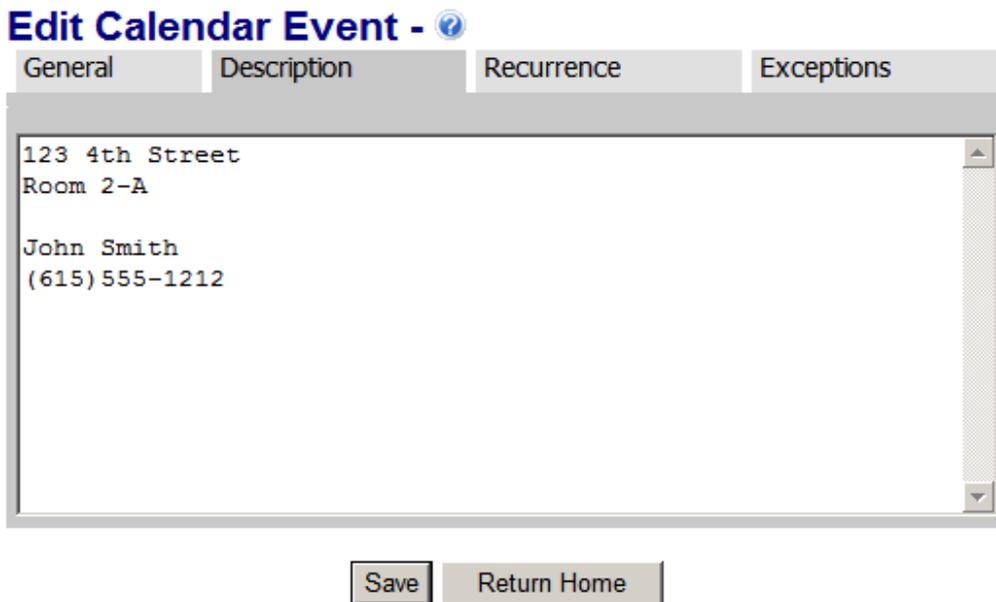
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- Fair Housing
- Financial Management
- Foreclosure Seminars
- Homebuyer Education: Pre-purchase
- Maintenance Workshop
- Money Smart
- Post Purchase

Start Time

**Although other options are given, please only use the calendar to post 8 hour Homebuyer Education: Pre-purchase courses.** At this time it is currently our most popular, and we want to avoid confusing our customers. You are now done with the first data entry screen.

- 9) Next is the **Description** tab. This is the text field into which you should enter information about the specific training event. In this field include the **street address** where the training is to take place, the **trainer's name** and contact **phone number**. What you put here will be displayed to prospective students when they view the details of that specific class.



The screenshot shows a web form titled "Edit Calendar Event" with a help icon. It has four tabs: "General", "Description", "Recurrence", and "Exceptions". The "Description" tab is active, showing a text area with the following content: "123 4th Street", "Room 2-A", "John Smith", and "(615) 555-1212". Below the text area are two buttons: "Save" and "Return Home".

You may also include any other important information here, such as “Must register at least 48 hours ahead of time.” or whatever you deem appropriate for that class.

Do not include anything in the Recurrence or Exceptions tabs.

Once all information has been entered, click **Save**. You may then enter additional events, or select **Home**, at the top of the screen to log out of the system.

- 10) The events that you enter will not automatically appear in the calendar. They must be reviewed and approved by THDA HBEI staff first. These approvals are reviewed within 24 hours, and you should receive a confirming email, whether approved or denied.
- 11) If you discover a mistake on one of your events or need to edit or delete one, this capability has been provided. Although you may view any event on the calendar, you may only edit your own events.
- 12) If you have questions or need assistance please contact the **THDA HBEI Team** at 615-815-2200.