How to enter a workshop or a training course. You click in the following order.

1. **Activity logs** – top of the home screen
2. **New** – on the right hand side
3. Select **Unit, Next**
4. Under "**New Activity-Unit**" you need to fill in **Unit, Activity Type, Mission Code, Date, Duration, Remarks like "Flotilla #? Ops Workshop"** and save.
On mission codes, be very careful on entering the correct code(Example 6A vs 6B)
5. On the next screen you will see: **Details Related Member Assignment Task Capture**
6. The **Details** that you already entered is what you are seeing now.
7. Click on **Related**
8. You see **Tasks** on the bottom left and **New** on the right. Click on **New.**
9. Click on **Task Type** box. There is no search box, you'll have to look through the whole list to find the Ops Workshop or course. Click on it and the Save.
10. Click on **Member Assignment**. Enter the member number in the **Search User box**.
11. Click on the **box next to the member number**, then click on **Add Members**, then click on the **box next to the member number**, change the Position from Non-Lead to whatever, then click on   **Update Activity Members**.
12. Next go back up to **Task Capture**.
13. Click on the **Circle** for the Task listed.
14. The member or members should now be listed below with the boxes checked for their names. Now click on **Assign Task To Members**. You are done and if you are sure the info is correct, you can "Submit it for Approval". If you are a SO-IS, you should be able to Approve it yourself. Any line with a pencil icon at the right will let you edit a line.