

NYTD Training Information

The National Youth in Transition Database (NYTD) Team will be hosting a series of informational webinars that describe new changes in CONNECTIONS as well as the upcoming dates and reporting deadlines for NYTD. All state and voluntary agency staff are encouraged to attend.

Due to the large target population for this training, it will be delivered as a webinar, which means:

- **Visuals** will be shared via *iLinc*
- **Audio** will be **one-way audio** (instructor only) using **Voice over IP**. This means that the instructor's audio will come out of your computer speakers
- **Questions** can be asked during the webinar via the **text chat** feature in *iLinc*

There will be 5 deliveries of the webinar as follows:

Wednesday, March 13th	2:30 PM—3:30 PM
Thursday, March 14th	9:30 AM—10:30 AM
Monday, March 18th	11:00 AM—12:00 PM
Tuesday, March 19th	1:30 PM— 2:30 PM
Wednesday, March 20th	3:30 PM— 4:30 PM

Training Coordinators should reserve a conference room to host a **group viewing** of the training for your staff rather than having staff sign in individually. In larger agencies you may need to host several viewings to accommodate all staff.

In addition to reserving the room for the viewing, Training Coordinators should:

- Make sure the room has **internet access**
- Bring a **laptop** to connect to the internet
- Bring **external computer speakers** to hook up to the laptop so that sound will be loud enough for all participants to hear
- Bring a **projector** to connect the laptop so that the iLinc session can be projected for all to see

Registration

Registration will be handled via STARS. However, due to the large target audience, registration is set-up somewhat differently. In STARS you will see **TWO** classes for each of the above dates and times. One class will be designated as **Site Registration** and the other will be designated as **Trainee Registration**. The titles in STARS are:

- **LL: National Youth in Transition Database Training (Site Registration)**
- **LL: National Youth in Transition Database Training (Trainee Registration)**

For Example: If your district/agency has 20 staff that want to view the webinar on March 13th, you need to register the **20 trainees** for the **Trainee Registration** class for March 13th. You will also register **ONE site contact** for the **Site Registration** class for March 13th. The site contact should be the person whose iLinc account is registered to join the session that date.

In other words, for each date/time that your agency will be hosting the webinar for your staff, the **site contact** should be registered for the delivery marked **Site Registration** and all of the trainees that will be viewing it that day should be registered under the **Trainee Registration** delivery.

If you have any questions about the **registration process** or **technical questions** about iLinc, please contact Helene Sobelman at Helene.Sobelman@ocfs.ny.gov.

Questions concerning the **content of the webinar** can be referred to Hillary Closs at hcloss@ctg.albany.edu.