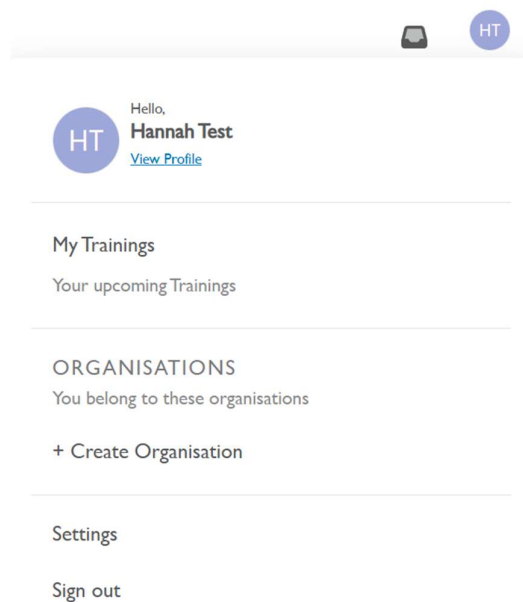




How to add training to your profile

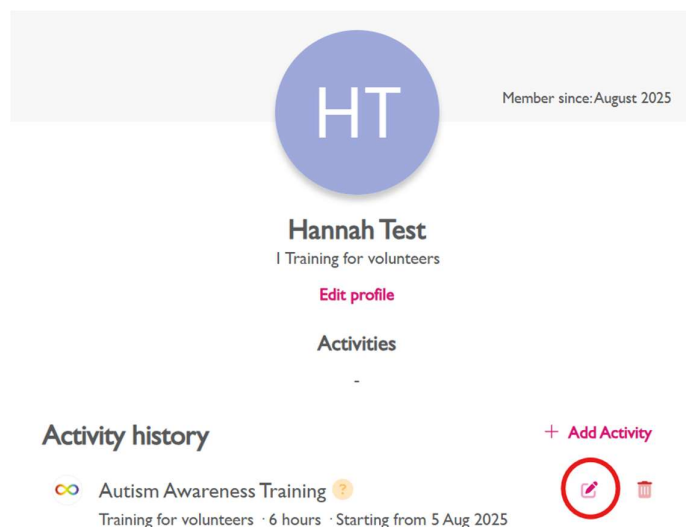
To edit your profile click on the small circle in the top right corner of the site which displays your initials, or your profile picture if you have uploaded one. This opens a panel with various options. Under your name click **View Profile**.



There are two ways you can add training to your profile.

1. If you have already applied to a training on the site





You will see the training you have applied for under **Activity History**. Click the pencil icon next to the training that you want to update.



Information about the training will automatically be populated.

Click **Add dates** to input when you completed the training. You can also provide a summary of what you did in the training in the **Summarize what you did** box.

Edit your activity report ×

What activities did the user do?
Autism Awareness Training 
Training: [Open](#) 
Organisation:  [Norfolk Autism Partnership](#) 

When did you do this?
[Add dates](#)

Summarize what you did

I completed modules about..

Scroll down to enter the number of hours you spent doing the training under **How much time did you spend doing this?**

If you received a certificate when you completed the training click **+ Upload a new file** to attach the file to your record.

Click **Submit** and your activity history will be updated.

Edit your activity report ×

How much time did you spend doing this? *
Estimate the number of hours. You can only use whole numbers, please round your number up or down.

1

Attached files
These files are not public and will only be visible for administrators, moderators, organisers and you.


NAME	UPLOADED ON
No files have been uploaded yet.	

[+ Upload a new file](#)

Submit

2. To add a new activity

Click **+ Add Activity**



Member since: August 2025

Hannah Test
I Training for volunteers

[Edit profile](#)

Activities
-

Activity history

[+ Add Activity](#)

In the box under **What activity did you do?** search for and select the name of the training.

Under **Which organisation does this relate to?** search for and select the name of the training provider if known.

Click **Add dates** to input when you completed the training. You can also provide a summary of what you did in the training in the **Summarize what you did** box.

Add your activities



What activity did you do? *

Which organisation does this relate to?

When did you do this?

[Add dates](#)

Summarize what you did

Scroll down to enter the number of hours you spent doing the training under **How much time did you spend doing this?**

If you received a certificate when you completed the training click **+ Upload a new file** to attach the file to your record.

Click **Submit** and your activity history will be updated.

Edit your activity report

How much time did you spend doing this? *

Estimate the number of hours. You can only use whole numbers, please round your number up or down.

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Submit