SBC Training Calendar

User Guide for Training Partners

Version 2.4 — May 2026

1. Getting Started

Logging In

1. Go to saferbuildings.net/calendar
2. Click Login in the top menu
3. Enter your username and password
4. You will be redirected to the calendar

Your Account Menu

Your name appears in the top menu with a dropdown arrow. Click it to access:

- Change Password — reset your password via email
- Logout — sign out of your account

2. My Events Page

Click My Events in the menu to see all your events. The page shows:

- Your organizer name displayed as a teal badge below the tab buttons
- Edit Organizer Profile button — update your organization's public profile
- Upcoming Events / Past Events tabs
- Event table: status, title, category, dates, venue, organizer

Available Actions per Event

- View — see the public event page
- Edit — modify event details (returns event to Pending Review)
- Delete — remove the event
- Duplicate — create a copy useful for recurring sessions

3. Submitting Events

Creating a New Event

5. Click Add New on My Events, or Submit an Event in the menu
6. Enter the event title and full description
7. Select the event category (ERCES, School Safety, etc.)

8. Enter start and end date/time and select timezone
9. Add venue — select existing or create new (see Section 5)
10. Your organizer is automatically selected and locked
11. Add hero graphic — see Section 4 for specifications
12. Enter Registration / Info URL and contact email
13. Select credentials earned (see Section 4.3)
14. Click Submit Event

After submission, your event goes to Pending Review. SBC will review and publish it, usually within one business day.

Event Statuses

- Pending Review (orange) — submitted, awaiting SBC approval
- Published (green) — live on the public calendar
- Draft (gray) — saved but not submitted, or returned for changes

Email Notifications

You will receive email notifications when:

- Your event is submitted (confirmation)
- Your event is approved and published
- Your event requires changes (includes admin notes)
- Your event is unpublished or removed

4. Event Submittal Specification

All fields below apply to the event submission form at saferbuildings.net/calendar/events/community/add/

4.1 Hero Graphic

Each event listing features a hero graphic displayed at the top of the event page and in grid/photo view thumbnails.

Specification	Requirement	Notes
Aspect Ratio	2:1 (width × height)	Landscape — width is twice the height
Suggested Size	2048 × 1024 px	Recommended for best display quality
Minimum Size	1024 × 512 px	Below this size, image will appear pixelated
File Format	PNG only	JPG, GIF, and other formats not accepted
Color Mode	RGB	CMYK files will not display correctly on screen

Graphic content:

- Minimum (required): Company logo
- Recommended: Company logo plus text or graphics describing the training activity

4.2 Required and Optional Fields

Field	Required?	Notes
Event Title	Required	Clear, descriptive title of the training event
Event Description	Required	Full description including content, objectives, audience, prerequisites
From Date / Start Time	Required	Include time zone
To Date / End Time	Required	Include time zone
Event Category	Required	Select from dropdown in submission form
Registration / Info URL	Required	Direct link to registration page
Contact Email	Required	Public-facing email for attendee inquiries
Address Line 1	Required	Street address of venue
City / State / Postal / Country	Required	
Credentials Earned	Required	See Section 4.3
Address Line 2	Optional	Suite, floor, building name
Room	Optional	Specific room name or number
Organizer Website	Optional	URL to your organization's website

For virtual or hybrid events: enter the physical venue if applicable and note the virtual component in the description. If fully virtual, enter "Virtual / Online" as the venue and provide the access link in the Registration / Info URL field.

4.3 Credentials Earned

Indicate all credentials, certifications, or continuing education recognition attendees may earn. Select all that apply.

Credential Type	Detail Required
Certificate of Completion or Attendance	No additional detail required
Continuing Education Units (CEUs)	State the issuing or recognizing body (e.g., "BICSI CECs," "APCO CEUs," "IACET CEUs")
Manufacturer Certification(s)	State manufacturer name and specific product(s) covered

4.4 Submittal Checklist

Before submitting, confirm you have prepared:

- Hero graphic (PNG, 2:1 landscape, minimum 1024 × 512 px)
- Event title and full description
- Start and end date/time with time zone
- Event category selected
- Registration / Info URL (tested and working)
- Contact email address
- Complete venue address (or "Virtual / Online" designation)
- Credentials earned with issuing bodies and product names as applicable

Submit at least 30 days before the event date to allow time for review and promotion.

5. Submitting Events That Span Multiple Dates

The calendar submission form supports two ways to handle events that involve more than a single day. The choice depends on whether the dates are consecutive.

Consecutive Days (One Continuous Course)

For a training course that runs on consecutive days at a single venue — for example, a four-day course running Monday through Thursday — enter the event once and use the Start and End date fields to span the full date range.

- Set the Start date to day 1 of the course
- Set the End date to the final day of the course
- Set the Start and End times to the daily start and end times (these apply to each day of the multi-day event)

This produces a single calendar entry that displays the full date range to attendees.

Separate Sessions on Different Dates

For the same training course offered on different non-consecutive dates — for example, the same four-day course offered once in July and again in October — submit each session as its own event.

- Submit the first session using the steps above (or as a single-day event if appropriate)
- To submit the second session quickly, go to My Events, find the first session, and click Duplicate. This creates a copy with all the original details. Adjust the Start and End dates and submit.

Each session appears as its own entry on the calendar, with its own dates and registration link.

Recurring Weekly or Monthly Schedules

For a course offered on a repeating weekly or monthly schedule at the same venue — for example, every Tuesday for four weeks — use the Duplicate function on the My Events page to copy the first session and adjust the date for each subsequent occurrence. Each occurrence is submitted as its own event.

> *The "Schedule Multiple Events" option is not available on the submission form. Use the Duplicate function on My Events to efficiently create multiple sessions from a single original submission.*

6. Working with Venues

When submitting an event, you can select an existing venue or create a new one:

15. In the Venue section of the submission form, click to add a new venue

16. Enter venue name and full address
17. Add phone and website if applicable
18. The venue saves automatically with your event

Venues belong to your organization. All users in your organization share the same venue list. Venues are private unless SBC marks them as Shared.

Venue Dropdown Labels

- (Your Org's Venue) — created by your organization
- No label — Shared venue available to all training partners

7. Multi-User Organizations

If your organization has multiple users with calendar access, you automatically share events, venues, and notifications.

Shared Events

On My Events, you see both your own events and your teammates' events. Teammate events appear with a light blue background and show "by [Name]." You can view, edit, and duplicate teammates' events.

Shared Venues

All users linked to the same organizer see the same venue list. Any venue created by anyone in your organization is available to all team members.

Shared Notifications

All team members receive email notifications when any team event changes status.

8. Getting Help

- Email: info@saferbuildings.org
- Website: saferbuildings.org