



LBL ESD Training Events Calendar

LBL Quick Reference Guide

To Register for an Event:

1. Go to the LBL ESD website: <https://www.lblesd.k12.or.us>
2. Click “LBL Training Events”.
 - Use the arrow icons to navigate between months.
 - Hover over an event to see a brief description.
3. Click the event to open it.
4. Scroll to the “Bookings” section.
 - a. If you are registering for the first time, complete the “Bookings” section.
 - i. Click [Send your booking].
You will receive an email with your new account information.
 - b. If you already have an account, enter your account information in the right-hand panel.
 - i. Select the number of spaces.
 - ii. Click [Send your booking].

You will receive an email confirmation for the event titled “Booking Confirmed”.
5. Click [LOG OUT] when done.

To Change Your Password:

1. Go to the LBL ESD website: <https://www.lblesd.k12.or.us>
2. Click “LBL Training Events”.
3. Click [LOG IN] and log into the training calendar.
4. Scroll to the “Account Management” section.
5. Click [Generate Password].
6. Delete the system-generated password and type a new password.
7. Checkmark “Confirm use of password”.
8. Click [Update Profile].
9. Click [LOG OUT] when done.

Toolbar

CALENDAR	View events in a calendar view.
EVENTS	View events in a list.
CATEGORIES	View “Upcoming Events” for a selected category. You can click an event to register.
MY BOOKINGS	View your bookings (you must be logged into the training calendar).
LOG IN	Log into the training calendar
LOG OUT	Log out of the training calendar

Footer Links

FAQ	View frequently asked questions
RRS	Subscribe to receive alerts for future events in a selected category.
Privacy Policy	View privacy policy.
Contact	View LBL address and Training Events Calendar contact information.

