

## Manage Training Rooms

### Common Buttons & Icons



**Pencil** icon

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### Manage Training Rooms

From the PASS home screen:

1. Click **List of events** from the menu.
2. Click **Training Rooms**.
3. Click **Create New Location**.
4. Enter the appropriate **facility** in the Facility Name field; then click the **Description** field.
5. Enter an appropriate **description**; then click **Save**.

**Note:** This is a good place to enter the facility address.

6. Review the new **facility**.

**Note:** You can click the Pencil icon to modify information pertaining to the training room.