



## Posting APICS Instructor Training Classes (TTT, LDI, AIS) to Partner Connect

1. Login to [www.apics.org](http://www.apics.org)
2. Select **My APICS**
3. Hover over the **Partner Resources** tab, select **Partner Connect** from the dropdown
4. Click **Partner Profile** on the left side of the page
5. Select the **Calendar of Events** tab
6. Click the **Add Event** button
7. When posting a TTT, LDI, or AIS class, select the **Instructor Training** category
  - a. Note: This category should only be used for APICS Instructor Development Training Courses (e.g., not APICS Body of Knowledge courses that are instructor-led)
8. Be sure to have all details confirmed before posting, including:
  - a. Class type
  - b. Class date(s)
  - c. Master Instructor and Co-Instructor names (both are required)
  - d. Location with venue name and address
  - e. Class cost, including currency type
  - f. Sponsor
  - g. Registration link
9. Send an email to [IDPapps@apics.org](mailto:IDPapps@apics.org) with a link to your completed event, and request to have it also posted on the APICS Instructor Training Classes page.