# Adding Vendors and Trainers

## Introduction

2

## Vendors

3
- **Adding a New Vendor**
  3
- **Vendor Details**
  3

## Trainers

4
- **Adding a New Trainer**
  4
- **Trainer Details**
  4
Introduction

**Vendor** - a training company or provider (can include units within the University of York for internal training)

**Trainer** - a specific person who provides the training, associated with a particular vendor.

To select a particular trainer for an event or session, that trainer must be associated with the vendor selected for that event or session.

This guide is intended to show you how to manage, add and edit Vendors and Trainers in the LMS
Vendors

Adding a New Vendor

1. Select the Classroom Events > Vendors & Trainers menu item
2. Click on Add New Vendor

Vendor Details

<table>
<thead>
<tr>
<th>Vendor Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor Name:</td>
</tr>
<tr>
<td>Address #1:</td>
</tr>
<tr>
<td>Address #2:</td>
</tr>
<tr>
<td>City:</td>
</tr>
<tr>
<td>State, Postal Code:</td>
</tr>
<tr>
<td>Country:</td>
</tr>
<tr>
<td>Contact Name:</td>
</tr>
<tr>
<td>Phone:</td>
</tr>
<tr>
<td>Fax:</td>
</tr>
<tr>
<td>URL:</td>
</tr>
<tr>
<td>E-mail:</td>
</tr>
<tr>
<td>Description:</td>
</tr>
<tr>
<td>Active:</td>
</tr>
</tbody>
</table>

Fill in the following fields, as required:

- **Vendor Name**
  - This is required. The character limit is 100.
- **Address # 1**
- **Address # 2**
- **City**
- **State, Postal Code**
- **Country**
• Contact Name
• Phone
• Fax
• URL
• E-mail
• Description
• Active

Select this option to make this vendor active

Trainers

Adding a New Trainer

1. Select the Classroom Events > Vendors & Trainers menu item
2. From the list of Vendors displayed, click on Trainers:

3. A list of trainers for this vendor will be displayed. Click on the Add New Trainer link:

Trainer Details

If you are adding an existing user as an instructor, click the pop-up icon to the right of the Last Name field. NB: If the instructor you are adding is a user in the system, it is a best practice to select them from the system. Existing users selected as instructors can perform Instructor actions immediately within the system.
Otherwise, enter the following information for the trainer, as required:

- **First Name**
- **Last Name**
- **E-mail**
- **Active**

Check the Active option to make the trainer active and available for selection. If a trainer is deactivated for a vendor, the trainer remains active for any other vendors with which they are associated.

All other details are optional.