

REGISTERING A CAREGIVER SUPPORT WORKSHOP

How do I get access to ILPTH?

ILPTH is our database system that is used to manage workshops. The login is located on the top right-hand side of the [IL Pathways to Health](#) website. All caregiver specialists have access to their own ILPTH leader dashboard. This is where caregiver specialists register workshops and access class data, participant information, and perform other needed functions. If you need to register as a leader, click on the following link: [For Class Leaders - IL Pathways to Health](#).

A step-by-step Leader User Guide and a Caregiver Specialist Quick Reference document for using ILPTH are available in the Google Drive at the following link:

<https://drive.google.com/drive/folders/1NNjaadmlhUIQ8j-33wwOst8ecVH2VIjU?usp=sharing>

How do I register a new workshop?

The caregiver specialist must register all new workshops in ILPTH. To add the workshop, log in to your ILPTH leader dashboard. Click on the “classes” tab found on the left side of your dashboard. Once you are looking at the classes list, scroll to the bottom of the page and see a green “add class” button. This button will take you to a form where you will enter the information for that class.

How do I update or cancel an existing scheduled workshop?

If you have previously registered your workshop on ILPTH, and it needs to be updated or canceled, you can do so directly in ILPTH. Please also alert Joan Fox at AgeOptions with any updates or cancelations: joan.fox@ageoptions.org. You will need to provide the information regarding which workshop was registered, if any of the dates have changed, etc. If you have content-based questions about the workshop series, please contact Cristina Diaz at AgeOptions: cristina.diaz@ageoptions.org.

What happens after I register my workshop?

After you register your workshop in ILPTH, it will then show on the Find a Class page on the IL Pathways to Health website. The page can be accessed at the following link:

<https://www.ilpathwaystohealth.org/>. Participants will be able to search and register for the workshop. Program specialists can also manually enter participants in ILPTH. All participants must be registered prior to the workshop start date. This ensures participants can access any required electronic participant forms.

How do I access paper surveys and other material for my workshop?

Workshop material will soon be available on the leader resource page on the ILPTH website. In the meantime, forms are available in the Google Drive for the following programs:

Stress Busting:

<https://drive.google.com/drive/folders/1fn6Lp139ciNpdiaY1kzRoGpKYcBzGQa?usp=sharing>