**District Meetings:**

1. District Chair will check the Event Calendar (link may be found when you sign in to the TOTA website). If the date is available add the event to the calendar. Only one event per day.

2.  District Education Chair will create a Zoom link and complete the District CE approval form (including the Zoom link) at least 4 weeks prior to course. <https://www.tota.org/district-ce-approval>

3.  The course will go through the required CE approval process and will not be published until approved.

4. The District Education Chair will create a calendar item for the website and save it but will not publish it.

5.  Once the course is approved, Heather will publish the calendar and registration.

6. District courses are typically free to TOTA members. There is a charge for non-members.

7.  Record your events and save them in the Zoom cloud.

8. See *User’s Guide to TOTA LMS* for process to enroll in course.

***Workshops:***

The same steps are required, but the workshops will be available to both members and non-members.