

# CareAffiliate Training Sessions

## Confirming Your Attendance

Attendance confirmation is NOT required to attend a CareAffiliate training. The training will only be cancelled if no caregivers attend within the first 15 minutes. If you would like to confirm your training attendance, please follow these instructions:

1. Double click on meeting invitation that fits your schedule. (Invitations for upcoming sessions are attached to the email you received.)
2. When the appointment opens, look for the email section that shows the appointment date and time. You will see one of the following options—**RSVP**, **Accept**, **Yes**, or **Add** (to calendar)—depending on your device and email account). Click on whichever option confirms your attendance. Sample images for these confirmation options are shown below.

