

Learning Opportunities Tip Sheet

This tipsheet was created for users of the CALP database.

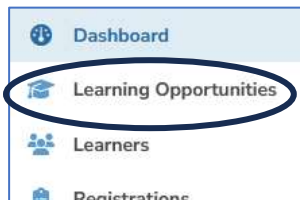
Use this tipsheet to learn about:

- [Entering a Learning Opportunity](#)
- [Entering an Offering](#)
- [Registering a Learner](#)

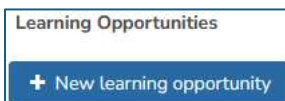
Entering a Learning Opportunity

The learning opportunity is now your overarching category. This is where you will enter your primary intended learning objective and choose the program area and category (i.e. program area=LFL, program category=Numeracy)

Click Learning Opportunities in the navigation menu on the Dashboard



Click +New learning opportunity at the top of the page



Complete the form, including any fields marked with the CALP logo 

Select the Programming Area and Program Category from the lists



“Other” is the default setting and is for non-CALP-reportable learning opportunities (i.e. general interest programming)

Enter the cost of the program

Registration Fee

If you are charging for the program, indicate the amount

\$

Early Registration Fee

\$

☐ Non-Taxable
☒ Taxable

If there is no fee for the program, enter 0.00

***If your organization charges tax, click the Taxable button. Sales tax (5%) will automatically be added to learner invoices. The default is non-taxable.**

Be sure to enter your projected numbers, these will show on the annual report

Projected no. of Learners

Projected no. of Times Program will be Provided During the Year

Length of Program

Note: starting with the **2026-27** Program Offerings Report, the length of the program is **how long** it will be offered for (i.e. 3 weeks, 6 months, etc.). **For tutoring**, set up the learning opportunity to run for the year (July1 – June 30). Total hours with the learner will be counted in Offerings.

Click Submit

Submit

Your new learning opportunity will show up on the Learning Opportunities main screen

New learning opportunity

Export

Revenue & Expenses Report

Program Category

Numeracy

Search

4 learning opportunities

Graphic	Cycle	Learning Opportunity Name	Facility
	2025-2026	Basic Math for Beginners	Anytown Arts & Recreation Centre (AARC)
	2025-2026	Basic Math Tutoring	ABC Learning Centre
	2025-2026	Making Sense of a Budget	Anytown Arts & Recreation Centre (AARC)

Entering an Offering

Now that you have your learning opportunity ready to go, it's time to add an offering. The offering is the session you will offer in your community over a specific length of time.

Any offering under a learning opportunity must be:

- the **same** length (i.e. 3 weeks, 6 months, etc.)
- charge the same **fee**
- be offered in the **same** location

Instructors and hours may change from offering to offering (i.e. one offering's sessions may be 2 hours long, another's 1.5 hours, but each runs over 3 weeks).

Find and click the learning opportunity you want to add the offering to

	2025-2026	Making Sense of a Budget	ABC Learning Centre	Anywhere	LFL (Literacy and Foundational Learning)	Numeracy	Learning Activity	\$5.00	90 min/week for 3 weeks
---	-----------	--------------------------	---------------------	----------	--	----------	-------------------	--------	-------------------------

Click the **Add Offering** button to the right of the OFFERINGS heading (middle of the page)

OFFERINGS							Add Offering
Start Date	End Date	Status	Registered	Wait List	Evaluated		

Fill in all required fields

Learning Opportunity (Required)

Instructor(s) (Required)

NOTE: For tutoring, if more than one tutor tutors working in your program for the Ann

- Select -

Status (Required)

☐ Available
☐ Full
☐ Completed
☐ Cancelled

Offering Title

Example: Fall Series

Classroom/Space

Use this field to identify the exact location

Start typing and select the learning opportunity

Start typing and select the instructor

Select Available to indicate you are accepting registrations

Include an offering title to help you identify the correct class for registration (i.e. Fall or Spring session. For tutoring, this may be the learner/tutor names, etc.)

Fill in this field if you have more than one space in a community (i.e. Community Hall, classroom 1, etc.)

Start Date (Required) yyyy - mm - dd	Enter the start date of the offering
End Date (Required) yyyy - mm - dd	Enter the end date Note: for tutoring, the start date is July 1, and the end date is June 30. Add a note in the Admin comments with the actual start and end dates for that learner.
Start Time 	Start and end times will appear on the learner's receipt/invoice if you add them here
End Time 	
Early Registration Date yyyy - mm - dd	If you offer a reduced fee for those who register early, add the early registration date here
Funding Organization - Select -	If this offering is funded by another organization/grant, select it here
Community Partner - Select -	If you are working with a community partner, select them here
Instructional Hours 	Enter the total instructional hours. Note: for tutoring, enter 1 hour for intake. Additional hours are added through timesheets.
☐ Paid Instructional Hours?	If the instructor/tutor is paid, click the toggle to indicate Yes
Min Enrollment 	If you have a minimum enrollment for your class, enter it here
Max Enrollment (Required) 	Enter your max class size. This tells the database when to start a waitlist
☐ Online / VC	If this is an online offering, click the toggle to indicate Yes
Public Comments 	Add comments you want learners to see on their receipt (i.e. snacks will be served, arrive 10 minutes early, etc.)
Admin Comments 	Add comments for your team. These are only visible in the database.
Instructor Comments 	Add instructor comments. This field is filled in when the class is in session. These comments are only visible in the database.

Click Submit



The new offering is listed on the learning opportunity page

Learning Opportunities > Making Sense of a Budget



Making Sense of a Budget

Edit Duplicate

Opportunity Details

- 2025-2026
- Literacy and Foundational Learning
- Numeracy
- Learning Activity
- \$5.00 (\$3.75 early bird)
- 90 min/week for 3 weeks

Attendance & Offerings

Attendees
Projected: 10
Actual: 7

Offerings
Projected: 2
Actual: 2

Facility

Anytown Arts & Rec Centre (AARC)
125 Riverside Drive
Anytown
Tel: (555) 234-5678
Fax: (555) 234-5679
info@aacr-anytown.ca

OFFERINGS

Start Date	End Date	Status
September 30, 2025	October 21, 2025	Available

Registering a learner

Find the learning opportunity you want to register the learner in and open it

	2025-2026	Making Sense of a Budget	ABC Learning Centre	Anywhere Anywhere	LFL (Literacy and Foundational Learning)	Numeracy	Learning Activity	\$5.00	90 min/week for 3 weeks
---	-----------	--------------------------	---------------------	----------------------	--	----------	-------------------	--------	-------------------------

Make sure you have at least one offering listed in the record

OFFERINGS

Start Date	End Date
September 30, 2025	October 21, 2025

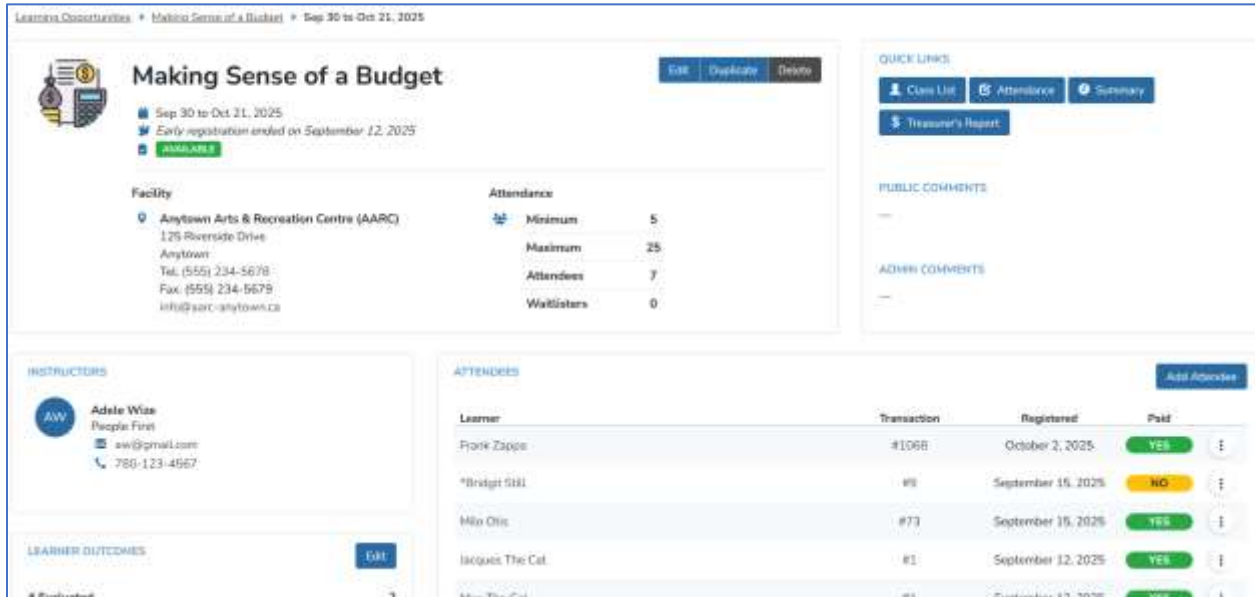
If you don't see any offerings listed, click the **Add Offering** button to the right of the OFFERINGS heading

OFFERINGS Add Offering

Start Date	End Date	Status	Registered	Wait List	Evaluated
------------	----------	--------	------------	-----------	-----------

Follow the steps in the [Entering an Offering](#) section above

When you've entered the offering, click on it to open it. The offering includes all the information for that session/series of sessions



Making Sense of a Budget [Edit](#) [Duplicate](#) [Delete](#)

Sep 30 to Oct 21, 2025
Early registration ended on September 12, 2025
AVAILABLE

Facility
Anytown Arts & Recreation Centre (AARC)
125 Riverside Drive
Anytown
Tel: (555) 234-5678
Fax: (555) 234-5679
info@aacr-anytown.ca

Attendance
Minimum: 5
Maximum: 25
Attendees: 7
Waitlisters: 0

QUICK LINKS
[Class List](#) [Attendance](#) [Summary](#)
[Treasurer's Report](#)

PUBLIC COMMENTS
—

ADMIN COMMENTS
—

INSTRUCTORS
AWW **Adelle Wise**
People First
aw@gmail.com
780-123-4567

LEARNER OUTCOMES [Edit](#)

ATTENDEES [Add Attendee](#)

Learner	Transaction	Registered	Paid
Frank Zappa	#1068	October 2, 2025	YES
*Bridget Still	#8	September 15, 2025	NO
Min Otis	#73	September 15, 2025	YES
Jacques The Cat	#1	September 12, 2025	YES
Min The Cat	#3	September 12, 2025	YES

Click the **Add Attendee** button to register a learner

[Add Attendee](#)

Always start by entering the learner's name in the Learner search field. If they are already in your system their name will pop up (this prevents duplicate learners).

Learner
[Leave blank to create a new learner profile](#)

joe

Joe Bloe
Joe McKenzie

If the learner **is** in the list, click their name to automatically fill in their information.

If the learner isn't in the list, scroll down the page to enter their information manually.

First Name (Required)
Middle Name
Last Name (Required)

Fill in any required information

Check to be sure the **Active?** button says yes (click it to toggle on and off)

☒ Yes Active
--

Click Submit

Submit

Note: it is not necessary to fill in all the information. All you really need to start with is the learner's name and a way to contact them.

Fields marked with the CALP logo  indicate information that is included in the annual report.