

Mass Workforce Issuance

Workforce Issuance No. 14-26

☐ Policy ☒ Information

To: Chief Elected Officials
Workforce Investment Board Chairs
Workforce Investment Board Directors
Title I Administrators
Career Center Directors
Title I Fiscal Officers
DCS Operations Managers

cc: WIA State Partners

From: Alice Sweeney, Director
Department of Career Services

Date: April 3, 2014

Subject: **Workforce Training Eventbrite Scheduling System**

Purpose: To notify Local Workforce Investment Boards, One-Stop Career Center Operators and other local workforce investment partners of the use of Eventbrite, the Event Scheduling System to post upcoming Information Sessions and Workshops for the Workforce Training Fund Program.

Background: Effective May 1, 2014, the Workforce Training Fund Program, administered by Commonwealth Corporation, will implement a scheduling system known as [Eventbrite, Event Scheduling System](#), to list all Workforce Training Fund Information sessions and Workshops. This will allow better tracking of attendees, provide 48 hour reminders of the sessions and conduct follow up surveys.

Requests for sessions to be scheduled in Eventbrite should be sent to Michael Corcoran. Mr. Corcoran can be reached via e mail at mcorcoran@detma.org or by phone at 857-753-3494. The contact person for the event will be allowed access to the Eventbrite system for tracking of attendees and verifying registrations the day of the event. Michael Corcoran will setup the events in Eventbrite and send a link to the designated contact to allow them to monitor the participant's signups.

Inquiries: Questions regarding this issuance should be directed to Michael Corcoran at mcorcoran@detma.org. Cell: 857-753-3494