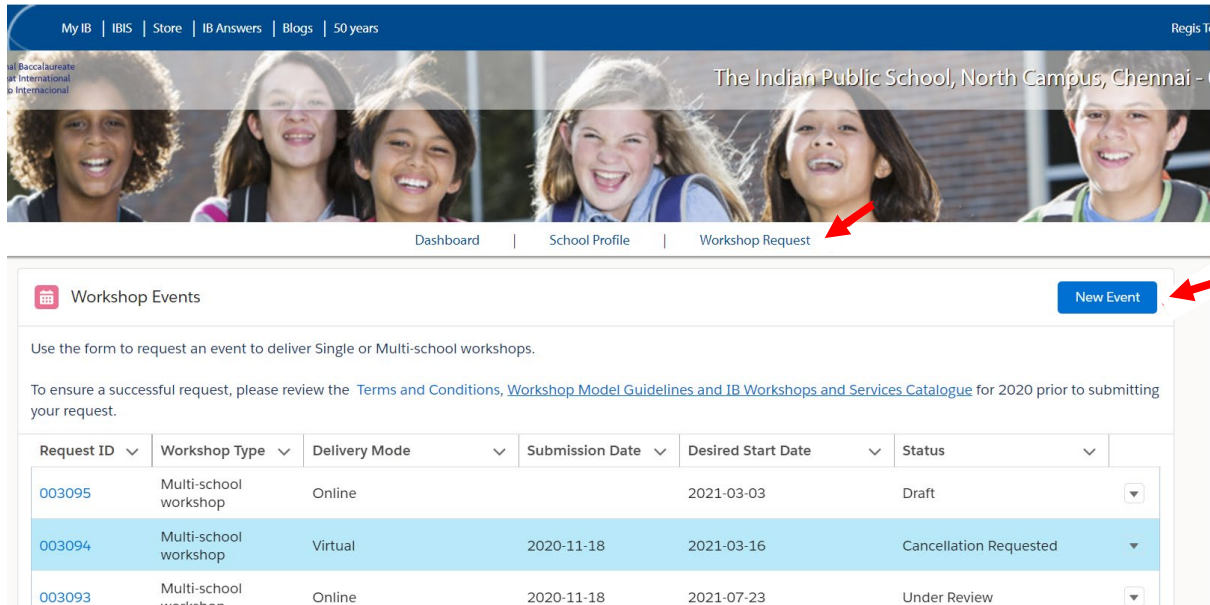


REQUESTOR PORTAL USER GUIDE

Step 1

On My School, go to the **Workshop Request** tab and click on the **New Event** button.



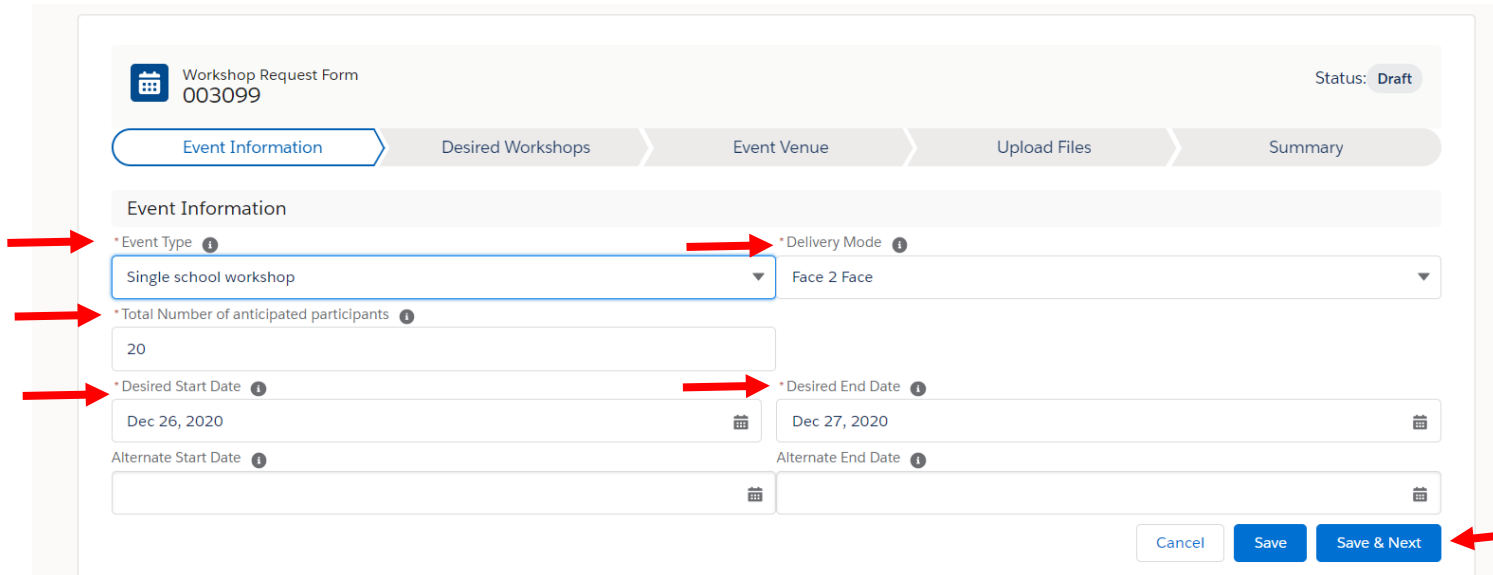
The screenshot shows the top navigation bar with links for My IB, IBIS, Store, IB Answers, Blogs, and 50 years. Below the navigation bar is a banner for The Indian Public School, North Campus, Chennai. The main navigation tabs are Dashboard, School Profile, and Workshop Request. The Workshop Request tab is active, and the New Event button is highlighted with a red arrow. Below the navigation bar is a section for Workshop Events with a table of existing requests.

Request ID	Workshop Type	Delivery Mode	Submission Date	Desired Start Date	Status
003095	Multi-school workshop	Online		2021-03-03	Draft
003094	Multi-school workshop	Virtual	2020-11-18	2021-03-16	Cancellation Requested
003093	Multi-school workshop	Online	2020-11-18	2021-07-23	Under Review

Step 2

Select the Event Type and the Delivery Mode and complete the rest of the required event information. Then click on **Save & Next**.

- Event Type (Single-school workshop or Multi-school workshop)
- Delivery Mode (Face 2 face, Online, Virtual)



The screenshot shows the Workshop Request Form for request ID 003099. The form is in Draft status. The Event Information section is active, and the following fields are highlighted with red arrows:

- Event Type: Single school workshop
- Delivery Mode: Face 2 Face
- Total Number of anticipated participants: 20
- Desired Start Date: Dec 26, 2020
- Desired End Date: Dec 27, 2020

The form also includes fields for Alternate Start Date and Alternate End Date. At the bottom right, there are buttons for Cancel, Save, and Save & Next.

Step 3

Select the IB Programme and IB Workshop Category. Search for your desired Workshop Title and select it from the drop down list. Select your desired Language of Delivery and enter the expected number of participants.

Click the **Add** button.

To request another workshop for the same event, click **Save & Next**.

To delete a workshop, click on the trash icon under the Action header.

Workshop Request Form 003099 Status: Draft

Desired Workshops

Desired workshops during this event

Please review the [IB Workshops and Services Catalogue](#).

* IB Programme(s) PYP

* IB Category Category 1

Search IB Workshop Title Making the PYP happen in the early years: Implementing agency

Number of Participants 20

* Language of Delivery English

Add

PD Topic	Category	Workshop Title	Language of D...	Participants	Status	Action
DP	Category 2	Theory of knowledge	English	20	Pending Approval	

Back Cancel Save Save & Next

Step 4

Enter the Event Venue information. The address fields will auto-fill once the school venue is selected. Enter the Nearest Airport and Recommended Hotels, then click on **Save & Next**.

***For Online and Virtual delivery modes, event venue information is not required.**

Workshop Request Form 003099 Status: Draft

Event Venue

Please provide information about the venue where this event will take place

Search School The Indian Public School, North Campus, Chennai

* Select Address 1A/4& 1A/5, 2nd Cross Street,
SIDCO Industrial Estate, Ambattur Chennai Tamil Nadu 600053

* Event Location The Indian Public School, North Campus, Chennai

* Street 1A/4& 1A/5, 2nd Cross Street,
SIDCO Industrial Estate, Ambattur

* Event City Chennai

* State/Province/Region Tamil Nadu

* Postal/Zip Code 600053

* Event Country INDIA

* Nearest Airport Chennai

* Recommended Hotels N.A.

Back Cancel Save Save & Next

Step 5

Enter comments and upload files, where necessary.

If you have any preferences for your assigned workshop leader(s), or your school has an existing discount agreement with the IB, please indicate these under "Additional Comments."

Click on **Save & Next**

Workshop Request Form
003099

Status: Draft

Additional Information

Additional comments

We prefer our RWSL Mr Jonathan ABC

Upload Files

Development in Progress...

Do you need the IB to sign contracts, complete vendor forms, or provide a Certificate of Liability Insurance in order to make payment on the professional development services that will be provided for your schools and/or district?

Yes

No

I need to find out

Back

Cancel Save Save & Next

Step 6

Review the summary of the workshop request. If everything is correct, please click the link to review the terms and conditions in full and confirm your agreement with them by checking the box and then click **Submit**.

If you need to make changes to the information provided, click the **Back** button to go to the previous screen. Once you have made your changes, click on **Save & Next** until you reach the **Summary** section, once you are here, click **Submit** to complete the request.

Workshop Request Form
003099

Status: Draft

Summary

Event Information

*Event Type
Single school workshop

*Delivery Mode
Face 2 Face

*Total Number of anticipated participants
20

*Desired Start Date
12/26/2020

*Desired End Date
12/27/2020

Alternate Start Date

Alternate End Date

Desired workshops during this event

PD Topic	Category	Workshop Title	Language of Delivery	Participants	Status
PYP	Category 1	Making the PYP happen in the early years: Implementing agency	English	20	Pending Approval

Event Venue

Event Location
The Indian Public School, North Campus, Chennai

Street
1A/4& 1A/5, 2nd Cross Street,
SIDCO Industrial Estate, Ambattur

Event City
Chennai

Postal/Zip Code
600053

Nearest Airport
Chennai

Recommended Hotels
N.A.

State/Province/Region
Tamil Nadu

Event Country
INDIA

Additional Information

Additional comments

Upload Files

Development In Progress...

Do you need the IB to sign contracts, complete vendor forms, or provide a Certificate of Liability Insurance in order to make payment on the professional development services that will be provided for your schools and/or district?

Certify and Submit

I have read the guidelines and consent to the [Terms and Conditions](#).

Step 7

To review the status of your workshop request, go to the **Workshop Request** homepage.

- **Workshop Events Dashboard:** To review the status of your request, go to the workshop request tab. Events that have been submitted, approved and cancelled will appear here.

Workshop Events

Use the form to request an event to deliver Single or Multi-school workshops.

To ensure a successful request, please review the [Terms and Conditions](#), [Workshop Model Guidelines](#) and [IB Workshops and Services Catalogue for 2020](#) prior to submitting your request.

Request ID	Workshop Type	Delivery Mode	Submission Date	Desired Start Date	Status
003078	Multi-school workshop	Virtual	2020-11-17	2021-03-22	Submitted
003077	Multi-school workshop	Online	2020-11-17	2021-01-19	Submitted
003076	Multi-school workshop	Face 2 Face	2020-11-17	2021-02-21	Approved
003075	Single school workshop	Virtual	2020-11-17	2021-05-11	Approved
003074	Single school workshop	Online	2020-11-17	2021-01-06	Submitted
003073	Single school workshop	Face 2 Face	2020-11-17	2021-03-03	Cancelled
003072	Single school workshop	Face 2 Face	2020-11-17	2021-04-07	Cancellation Requested

- **Draft Status:** Workshop requests in Draft status can still be edited. Click on the workshop **Request ID** to continue editing the request and then Submit to complete it.

Dashboard | School Profile | Workshop Request

Workshop Events

Use the form to request an event to deliver Single or Multi-school workshops.

To ensure a successful request, please review the [Terms and Conditions](#), [Workshop Model Guidelines](#) and [IB Workshops and Services Catalogue for 2020](#) prior to submitting your request.

Request ID	Workshop Type	Delivery Mode	Submission Date	Desired Start Date	Status
003099	Single school workshop	Face 2 Face	2020-11-19	2020-12-26	Submitted
003095	Multi-school workshop	Online		2021-03-03	Draft
003094	Multi-school workshop	Virtual	2020-11-18	2021-03-16	Cancellation Requested
003093	Multi-school workshop	Online	2020-11-18	2021-07-23	Under Review
003092	Multi-school workshop	Face 2 Face	2020-11-18	2021-03-19	Submitted
003091	Single school workshop	Virtual	2020-11-18	2021-02-26	Approved
003090	Single school workshop	Online	2020-11-18	2021-03-03	Approved
003089	Single school workshop	Face 2 Face	2020-11-18	2021-01-29	Approved
003087	Single school workshop	Face 2 Face		2021-04-02	Draft

- **Deleting an Event in Draft Status:** Workshop request in Draft status can be deleted. Click the dropdown button next to Status and select delete request, followed by Submit.

Workshop Events New Event

Use the form to request an event to deliver Single or Multi-school workshops.

To ensure a successful request, please review the [Terms and Conditions](#), [Workshop Model Guidelines](#) and [IB Workshops and Services Catalogue for 2020](#) prior to submitting your request.

Request ID	Workshop Type	Delivery Mode	Submission Date	Desired Start Date	Status
003106	Single school workshop	Face 2 Face		2021-04-20	Draft
003078	Multi-school workshop	Virtual	2020-11-17	2021-03-22	Submitted
003077	Multi-school workshop	Online	2020-11-17	2021-01-19	Submitted

- **Request for Cancellation:** Click the dropdown button next to status and select Request Cancellation.

Workshop Events New Event

Use the form to request an event to deliver Single or Multi-school workshops.

To ensure a successful request, please review the [Terms and Conditions](#), [Workshop Model Guidelines](#) and [IB Workshops and Services Catalogue for 2020](#) prior to submitting your request.

Request ID	Workshop Type	Delivery Mode	Submission Date	Desired Start Date	Status
003078	Multi-school workshop	Virtual	2020-11-17	2021-03-22	Submitted
003077	Multi-school workshop	Online	2020-11-17	2021-01-19	Submitted

- **Workshop Request Form:** Once your event has been submitted and has met the IB's requirements, the status of your event will be updated to approved. You will be able to review the workshop request details submitted post approval.

Workshop Request Form 003066 Status: **Approved** Submission Date: 11/16/2020

Event Information

* Event Type	Single school workshop	* Delivery Mode	Face 2 Face
* Total Number of anticipated participants	20	* Desired Start Date	2/17/2021
* Desired End Date	2/18/2021	* Alternate Start Date	
* Alternate End Date			

Desired workshops during this event

PD Topic	Category	Workshop Title	Language of Delivery	Participants	Status
PYP	Category 1	Making the PYP happen: Implementing agency	English	20	Approved