

SOO Portal Training Schedule Summer 2026

Training Topic	Date	Time	Description
NEW! Setting Up Your Clubs	Friday, 29 May	15:00–16:00 ET / 12:00–13:00 PT	A new training session purely dedicated to setting up new Program Session (both from scratch and using the Session Verification tool) for the upcoming Registration. For Club and Community level Admin Volunteers in all Chapters.
SOO Custom Registration Process	Tuesday, 9 June	19:00–20:30 ET	Covers the SOO Intake Form and Verification Process. For SOO Admin Volunteers with Community-level access.
All Chapters Admin Volunteer Training	Tuesday, 16 June	15:00–16:30 ET / 12:00–13:30 PT	Overview of the key admin tasks o the Portal. For Club and Community level Admin Volunteers in all Chapters.
NEW! Setting Up Your Clubs	Wednesday, 24 June	19:00–20:00 ET / 16:00–17:00 PT	A new training session purely dedicated to setting up new Program Session (both from scratch and using the Session Verification tool) for the upcoming Registration. For Club and Community level Admin Volunteers in all Chapters.
NEW! Generating Membership Reports	Monday, 29 June	12:00–13:00 ET / 09:00–10:30 PT	Lunchtime session on generating reports from the Portal. For Club and Community level Admin Volunteers in all Chapters.

SOO Custom Registration Process	Wednesday, 8 July	19:00– 20:30 ET	Covers the SOO Intake Form and Verification Process. For SOO Admin Volunteers with Community-level access.
All Chapters Admin Volunteer Training	Thursday, 16 July	12:00– 13:30 ET / 09:00– 10:30 PT	Overview of the key admin tasks o the Portal. For Club and Community level Admin Volunteers in all Chapters.
NEW! Setting Up Your Clubs	Monday, 20 July	15:00– 16:30 ET / 12:00– 13:30 PT	A new training session purely dedicated to setting up new Program Session (both from scratch and using the Session Verification tool) for the upcoming Registration. For Club and Community level Admin Volunteers in all Chapters.
NEW! Generating Membership Reports	Wednesday, 29 July	15:00– 16:00 ET / 12:00– 13:00 PT	Lunchtime session on generating reports from the Portal. For Club and Community level Admin Volunteers in all Chapters.
All Chapters Admin Volunteer Training	Tuesday, 4 August	19:00– 20:30 ET / 16:00– 17:30 PT	Overview of the key admin tasks o the Portal. For Club and Community level Admin Volunteers in all Chapters.
NEW! Setting Up Your Clubs	Thursday, 6 August	19:00– 20:00 ET / 16:00– 17:00 PT	A new training session purely dedicated to setting up new Program Session (both from scratch and using the Session Verification tool) for the upcoming Registration. For Club and Community level Admin Volunteers in all Chapters.
NEW! Generating Membership Reports	Tuesday, 18 August	15:00– 16:00 ET / 12:00– 13:00 PT	Lunchtime session on generating reports from the Portal. For Club and Community level Admin Volunteers in all Chapters.