

UHLS Senior Planet Checklist for Trainers

- Look through course catalog and select which programs you'd like to offer [Curriculum List for Licensed Partners](#)
- Schedule your class sessions on your library calendar. Please use the following language in your event description: *This Senior Planet from AARP class is being offered through the Senior Planet licensing program.*

Fill out the [Senior Planet scheduler](#) form when you know your dates.

- If you need course books, please let us know at least one month before the start date of your course
- We are in the process of purchasing additional hardware to support your teaching. We'll let you know details when they become definite. When available, technology is booked on a first come, first served basis.

- Promote your class! [Here is some marketing material from Senior Planet U.](#)
- Report your Registration Information. You can either email a spreadsheet (You could download it from Library Calendar) to seniorplanet@uhls.org or [use this form](#). When registering participants, you will need to collect participant names, ZIP codes, contact info (can be an email address or a phone number) and if they want to receive communication from Senior Planet.
- Ask if students are willing to be photographed; collect photo releases <https://forms.office.com/pages/responsepage.aspx?id=i-OVo3VLRE6TSZo33kYKMysRmBpC8StEutFNh2MqUWBUMDk5Qk5YWVVRDQIRPTjIRrkJQMkhHN01YNy4u>
- Take photos of students, especially action shots of them helping each other and interacting with the trainers! Send photos to seniorplanet@uhls.org
- Hold your classes!
- Have students complete [end of program surveys](#) (digital) or ([Print](#))
- [Report your attendance on this form](#)
All registration and attendance data must be submitted by the last day of the quarter even if you are teaching a course that runs into the next quarter.

Judith/Anne will enter courses and attendance in Salesforce

Senior Planet Schedule and Deadlines (All registration and attendance data must be submitted by the last business day of the quarter even if you are teaching a course that runs into the next quarter.)

Quarter 1

Runs January through March

Quarter 2

Runs April through June

Quarter 3

Runs July through September

Quarter 4

Runs October through December