In Cornerstone’s Learning platform, Events represents the overall packaging of your Instructor Led Training. Events contain the general information about the course, such as the description, the objectives, the vendor, and the subjects.

To create an event, navigate to:
ILT > MANAGE EVENTS & SESSIONS

1. Select the Create New Event link

2. On the Properties page give the event a Name, Vendor, Description, Subject, and other information
On the **Availability** page select which users can access the training

On the **Session Defaults** page, select the settings that will be inherited by newly created Sessions.

Once an Event has been created, Sessions can be created for learners to attend.