MOTORCYCLE SAFETY PROGRAM
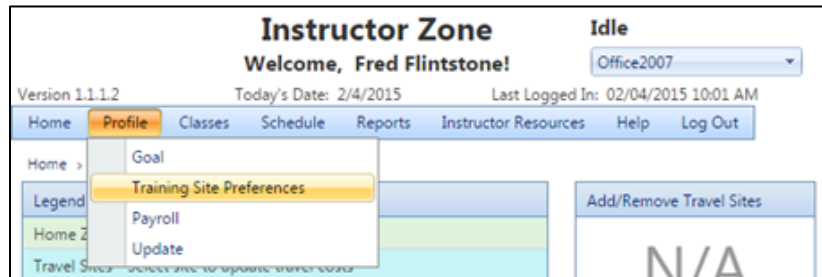
INSTRUCTOR TRAINING SITE PREFERENCES
(*Adding or Removing Travel Sites*)

Instructors can choose specific sites to which they are willing to travel. For selected sites instructors can also choose to waive miles, meals or lodging to reduce their overall cost and increase their chances of getting a travel assignment.

1) **To access Training Site Preferences:**
   a. From your Instructor Zone dashboard, click on *Profile* then *Training Site Preferences.*

   b. You will see two lists:
      - Training Site Preferences: Home Zone and any site to which you are willing to travel.
      - Available Training Sites: Sites to which you are unwilling to travel.

   c. You are only considered for sites in your Training Site Preferences.

   d. Selecting a travel site does not guarantee you will teach at that location, but doing so allows you to be considered.

e. To remove a site from your Training Site Preferences:
- Click on a row to highlight the site on your Training Site Preference list.
- Click the Add/Remove arrow at the upper-right (see below).
- This will move the site to the Available Training Sites list.
- Note: You cannot edit your Home Zone sites. If there are sites in your zone (example: Portland) that you do not wish to teach at, contact Sara to remove them.

f. To add a site to your Training Site Preferences:
- Click on a row to highlight the site on the Available Training Sites list.
- Click the Add/Remove arrow at the upper-right (see above).
- This will move the site to your Training Site Preferences list.

g. To waive reimbursement for a travel site:
- Click on the site hyperlink in your Training Site Preferences list.
- This will bring up a dialog box with the list of travel reimbursements.
- Check any reimbursement you would like to waive for that site, then click **Update**.