



Host a Class

The following steps are to host (schedule) a class that has been certified by CE Marketplace. It will also add the class to the website calendar unless the course is flagged as private.

1. Login (If you haven't already you will need to register first at www.CEMarketplace.net)
2. Click on "Host a Class (right column)
3. Search for Course (you can search by any of the available fields)
4. Once you find the course click on the green course code to select it
5. Confirm course content details then click select course at the bottom page
6. Add class info (date, location, time, etc.) then click schedule this class (for online courses select On Demand under Class Availability)