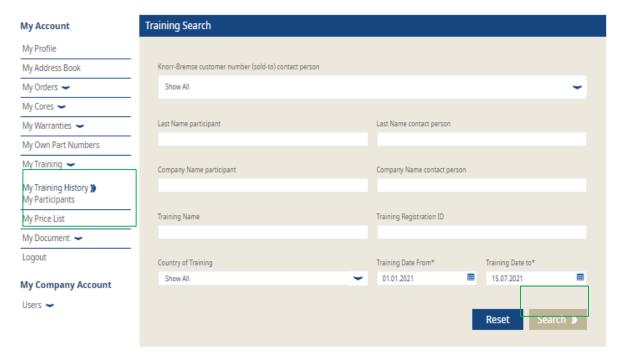## 31. How to find a booked training 1/2

- Log in to your user account → Go to "My Account" → Go to "My Account" on the left
- Go to "My Trainings" → then click on "My Training History"
- Now you can search for your booked training
- After your entries, click on "Search"

5 Training Registration(s) Found								
Registration ID	Training	Submission Date	Location	Training Start Date	Contact Person Name	Contact Person Company Name	Participant Name	Participant Company Name
T00000707	Sicherheitsprüfung Einführer	30.06.2021	Ulm	13.07.2021				BSL
T00000704	Sicherheitsprüfung Einführer	30.06.2021	Ulm	13.07.2021				KB Irun
T00000697	Sicherheitsprüfung Einführer	29.06.2021	Ulm	13.07.2021				KB Bristol KB Trainer KB Trainer
T00000693	Sicherheitsprüfung Wiederholer	29.06.2021	Osnabrück	06.07.2021				KB Benelux KB Lisieux
T00000672	Sicherheitsprüfung Wiederholer	25.06.2021	Kielen	29.06.2021				BirlaSoft BirlaSoft

Click export to download the data in an Excel file. **Export My Data ⟩⟩**

5 Training Registration(s) Found

- At the bottom of the page you will see the result of your search → You will see the booked training for you and your employees
- If you click on "Export my data" you can download an excel spreadsheet with these results