

## PGM 3.1 Level 1 Virtual Seminar FAQ

### What are the seminar dates and hours?

- Virtual seminars are conducted Monday through Friday from 8:00 AM - 5:00 PM CST.

### Where are the virtual seminars held?

- Virtual seminars are hosted through the Education Portal using the **Big Blue Button** link available in the left navigation bar of the Level 1 Manuals course.

### When will I receive the link to access the virtual seminar I am attending?

- A link with additional information will be sent out upon closing of seminar registration. Check the [Events Page](#) on pga.org for the specific registration closing date.

### What equipment is needed for virtual seminars?

- You will need a computer, microphone, and camera for the virtual seminar. It is expected that your camera and microphone will be working properly, so please test them ahead of time. The use of tablets and phones is not recommended.

### What are the expectations for seminar attendance?

- Please make arrangements to take time off work to create a quiet, distraction-free environment in order to be present on camera, engaged in seminar discussions and activities and attentive during the entirety of the seminars each day.

### What materials will I need for seminars?

- Please download the seminar materials including Seminar Notes and Seminar Activity Worksheets. They can be found by clicking on the GOLD "Access Seminar Manuals Here" button on the Level 1 Manuals course home page.

### What do I need to do to prepare for seminars?

- You should read the course manuals located on the Education Portal. They can be found by clicking on the blue "Access Level 1 Course Manuals Here" button on the Level 1 Manuals course home page. Familiarize yourself with the Crescent Ridge and Summit Valley Case Study golf facilities. In addition, within the course manuals are pre-seminar activities that you should read and complete prior to the seminar.

### Should I complete my portfolio before seminars?

- The pre-seminar activities in each course manual should be reviewed and completed prior to attending seminars. You have access to the work experience portfolio and we recommend reviewing the directions and expectations. It will be most beneficial to attend seminars prior to completing the activities. However, we understand that some associates live in changing climates which do not allow them to complete teaching activities in the winter time. You can complete these prior to the seminar and go back and correct them following seminars if you need to. Once you have attended seminars, you will be eligible to submit a completed work experience portfolio.

**\*This information is subject to change. For additional questions please call the Education Mentor Line at 1-866-866-3382, Option 6 or email [pgapgmmentor@pgahq.com](mailto:pgapgmmentor@pgahq.com).**