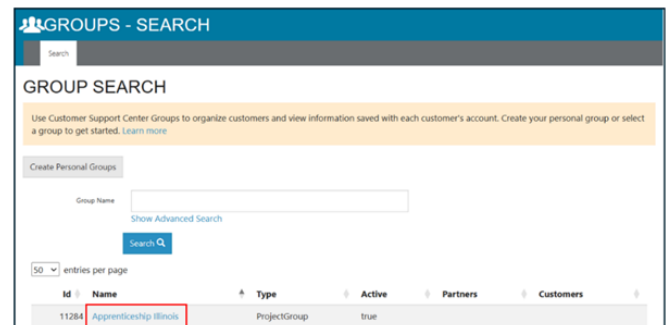
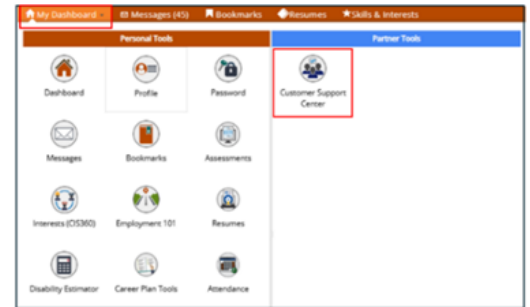


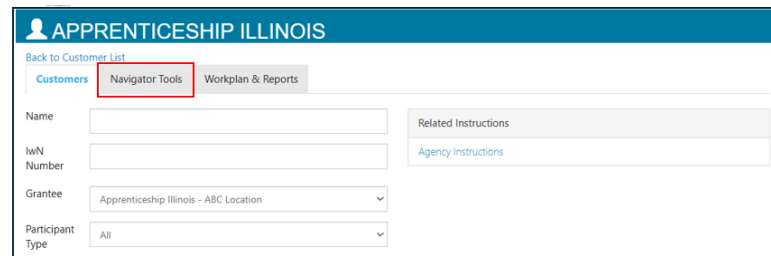


## Accessing Navigator Tools

1. Log into [www.illinoisworknet.com](http://www.illinoisworknet.com).
2. Select **My Dashboard**
3. Select **Partner Tools**
4. Select **Customer Support Center**
5. Select **Apprenticeship Illinois** from the Group Search page.



6. Select **Navigator Tools**



7. Select **Outreach Events**





## Add Outreach Event

Outreach Events document business and individual engagement in the system.

1. On the **Outreach Events** tab, filter for:

- **Program Year**
- **Navigator**

2. Select **Add Outreach Event**

3. Complete the following fields on the **Add Outreach Event modal**:

- Outreach Name
- Audience Type – Business or Individual Engagement
- Outreach Type – See definitions of event types at the top of the modal.
- Event Date
- Number of Attendees

4. Select **Add Follow-Up Note** to add a note about the Outreach Event

5. Select **Upload** to upload documents related to the Outreach Event.

6. Click **Save**

7. The new Outreach Event will display in the **Outreach Events list**.

8. **Filter** the events using the up/down arrows:

- Outreach Name
- Outreach Audience
- Outreach Type
- Number of Attendees
- Event Type

9. Click **See Notes** in the right-hand column of the Outreach Events list to add additional follow-up notes.

10. Click **Export** on the list of events to obtain a list of all events.

Outreach Name	Outreach Audience	Outreach Type	Number of Attendees	Event Date	Results
Max Tires Recruiting Event	Business Engagement	Business Services Team Initiated	9	2025/05/01	<a href="#">See Notes</a>



## Adding an Outreach Event

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