**RE: Reminder to Register in HELP led Webinar**

**Subject:** Reminder: EDI Teacher Training Registration

Dear [insert name of teacher],

I hope you are having a great day.

This is a friendly reminder to register for the Teacher Training webinar hosted by the Human Early Learning Partnership for the Early Development Instrument (EDI). Training is required to ensure the EDI is filled out appropriately for all students. If you have not completed the EDI before, we ask that you register in **one** of the following two options:

* Thursday, January 14, 2021 from 3:30-4:30pm.
* Wednesday, January 20, 2021 from 3:30-4:30pm.

[Please click here to Register for either webinar.](https://ubc.ca1.qualtrics.com/jfe/form/SV_0jmyUHL2tqQNgZT)

If you have experience with the EDI, you will be asked to watch 3 short refresher videos prior to filling out the questionnaire. You can find these videos on the e-EDI system once you have received your login information (January 4, 2021) or on the Administrative Blog [here](https://blogs.ubc.ca/trainers/teacher-training/).

You will be reimbursed for your time attending EDI training.

If you have questions, please contact me or a member of the EDI team at HELP ([edi@help.ubc.ca](mailto:edi@help.ubc.ca)).

Warm regards,

[insert signature of School District Administrator]