

Long Beach Airport Badging Office Bulletin

Bulletin # 2022 - 01

March 17, 2022

To: Signatories

Booking Program for Training Appointments

PURPOSE

To inform the LGB Airport partners that the Long Beach Airport is rolling out an exciting new program called Booking that allows you and your affiliates to schedule your own SIDA and Signatory training appointments online!

BACKGROUND

Why is this exciting?

- Booking shows you which days are available for training
- Both the attendant and the Badging Office receive instant confirmation of the appointment
- A reminder email is automatically sent out to attendees a day before SIDA or Signatory training
- The virtual link for Signatory training is sent out automatically in the confirmation email

What if I prefer calling to make the appointment?

- The Badging Office can make the appointment on your behalf via Bookings if you call to make the appointment. Please make sure you have the legal name of the attendee and an email address that the confirmation email can be sent to.

How do I schedule my affiliates or myself online?

- Go to our Booking website at <https://outlook.office365.com/owa/calendar/BadgingOfficeSchedule@longbeach.onmicrosoft.com/booking/s/>
 - The link can be found on our LGB Badging webpage!
- Choose the type of training appointment you would like: SIDA In-Person, or Virtual Signatory
- Choose your appointment date
 - Available dates will be in bold
- Choose your appointment time
 - Available times will pop up to the right of the calendar once you choose a date
- Provide the attendees' name and email
 - An email address is required!
- Click book and finalize!



LGB Badging Office

Step 1: Choose a service

SELECT A SERVICE

SIDA Training: In-Person

Tuesdays at 9:00 am or Thursdays at 2:00 p... Read more
1 hour 30 minutes

Virtual Signatory Training

Available Thursdays at 8:30 am. This is a vid... Read more
1 hour

Step 2: Choose a date

DATE

< > March 2022

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Available dates are a bolder font

Booking for SIDA Training: In-Person

March 17, 2:00 pm

TIME

Step 3: Choose a time

2:00 PM

Available times will appear here after you choose a date



long beach
airport

Step 4: Provide the attendees' name and email

ADD YOUR DETAILS

Name

Name **(provide legal name of attendee)**

Notes (optional)

Add any special requests

Email

Email **(email is required)**

Address (optional)

Address (optional)

Phone number (optional)

Add your phone number

Step 5: Click Book to finalize!

Book

4100 E Donald Douglas Dr, Long Beach, California, 90808, United States | 562-570-2618 |
<https://www.longbeach.gov/lgb/about-us/airport-badging/>
Terms and Conditions | The Policies and Practices of LGB Badging Office apply to the use of your data

Please remember while booking an appointment:

- Only book an appointment if the individual has cleared through the initial application process. Anyone who has not been cleared by the Badging Office via a clearance notification email will not be allowed to attend training classes.
- SIDA applications are valid up to 30 days after clearance notifications are sent regarding the individual applicant. Any applicant who books an appointment beyond that 30 days will not be accepted into class and must restart their application process.

We hope this new way to book SIDA and Signatory training will make things easier for our community and are excited to present diverse booking option for trainings.

POINT OF CONTACT

If you have any questions regarding this bulletin, please contact the Badging & Access Control Office via e-mail at LGBbadging@longbeach.gov or phone or 562-570-2618.

Badging & Access Control Office