

How to Verify Approved Training Rosters (Online Registration)

Log into your organization account with the organization's User ID and Password.

Click on the training event for which you are verifying attendees.

Follow the directions below:

Use Manage Event drop down and choose Manage Roster

The screenshot shows the 'Event Admin' interface. At the top, there are two tabs: 'Event Admin' and 'Course Details'. Below the tabs, the 'Event Status' section displays the following information: Created: 10/25/2016 11:37 AM, Tamar Speedtest, The Montana Early Childhood Project; Status: Approved (dropdown menu); Updated: (empty); Event Roster: 2 Attendees; Online Registration: (empty); Staff Notes: (empty text box). A 'Manage Event' dropdown menu is open, showing options: Edit Event, Manage Roster (circled in red), Manage Online Registration, and Cancel Event. A red arrow points from the text 'Use Manage Event drop down and choose Manage Roster' to the 'Manage Roster' option.

View your Roster and verify individuals that attended by clicking the check box in the Attended column. Click Update Attendance.

The screenshot shows the 'Active Roster' table. At the top right, there is a button for 'Removed Attendees (3)'. The table has the following columns: Registry ID, Name, Address, Phone, Type, Registered, Paid, and Attended. There are four rows of data, each with a 'Registered' checkbox checked and a 'Paid' link labeled 'enter payment'. The 'Attended' column contains checkboxes, with the first one circled in red. To the right of each row are icons for edit, delete, and refresh. At the bottom left, there is an 'Email Attendees' button. At the bottom right, there is a green 'Update Attendance' button circled in red. A red arrow points from the text 'Click Update Attendance' to this button. Another red arrow points from the text 'View your Roster and verify individuals that attended by clicking the check box in the Attended column' to the circled checkbox in the 'Attended' column.

Registry ID	Name	Address	Phone	Type	Registered	Paid	Attended
9279	Allentest, Amy	[Redacted]	(406)	Child Care Center	<input checked="" type="checkbox"/>	enter payment	<input type="checkbox"/>
36278	Greenetest, Andria	[Redacted]		Family/Group Child Care	<input checked="" type="checkbox"/>	enter payment	<input type="checkbox"/>
17001	Hill Larson, Christy	[Redacted]	(406)	Agency Staff	<input checked="" type="checkbox"/>	enter payment	<input type="checkbox"/>
20	Klaas, Ann	[Redacted]	(406)	Agency Staff	<input checked="" type="checkbox"/>	enter payment	<input type="checkbox"/>

Deleting Individuals off of Rosters

Choose your event from the event list.

Click Manage Roster

Event Admin | Course Details

Event Status: Manage Event ▾

Created: 10/25/2016 11:37 AM
Tamar Speedtest
The Montana Early Childhood Project

Status: Updated: Manage Roster

Event Roster: 3 Attendees Online Registration: Manage Online Registration

Cancel Event

Staff Notes:

Use the delete button to remove individual from roster list.

Active Roster Removed Attendees (2) + Attendee

Registry ID	Name Address	Phone	Type	Registered	Paid	Attended	
17001	Hill Larson, Christy [Redacted]	[Redacted]	Agency Staff	<input checked="" type="checkbox"/>	enter payment	<input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>
20	Klaas, Ann [Redacted]	[Redacted]	Agency Staff	<input checked="" type="checkbox"/>	enter payment	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
9700	Krushensky, Tiffany [Redacted]	[Redacted]		<input checked="" type="checkbox"/>	enter payment	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

Confirm deletion

Are you sure you want to delete this attendee?

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