

10/26/2016

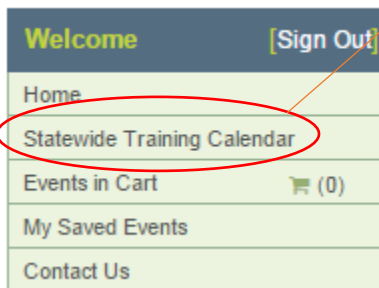
For organization administrators to register staff online for events

# Registering Staff for an Online Registration Training Event

## Step 1:

Log into your organization account.

Click on the Statewide Training Calendar



Search by any of the options below. If you are looking for a specific course, search by your region or the title of the course.

Find Training | Trainer Directory

### Statewide Training Calendar

Find training by subject, location, or browse our current course catalog.

Training Calendar | Course Catalog

Search by location, date, or subject  
Enter search criteria to find matching events.  
**NOTE:** Searching without criteria will display all events starting on or after 10/25/2016.  
To view additional Conference, Courses & Special Events [click here](#).

Keywords:

City:

County:

Region:

From Date:

To Date:

Knowledge Base Content Area:

Level of Training:

Training Language:

Include the following course types:

- Classroom
- Online
- Hybrid
- Correspondence

Locate Events | Reset Form

List by Region  
Click on an area of the map to see all upcoming events in that region.

Region 1 | Region 2 | Region 3 | Region 4 | Region 5 | Region 6 | Region 7

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## Step 2:

Register for the event. Click Register Online.

Friday, October 28, 2016  
EVENT ID: 501495

### Online Training Registration Test

Hours: 2.00  
Level: **Beginning**

**LOCATION**  
Montana Early Childhood Project  
2066 Stadium Drive  
Suite 203  
Bozeman, MT 59715  
County: Gallatin  
Region: Region 4

**REGISTRATION**  
Event Fee: \$25.00  
Register By: 10/28/2016 **3 days left!**  
Required? Yes  
Contact: Ann Klaas  
(406) 404-1626  
[web site](#)



**PRIMARY TRAINER**  
Tiffany Krushensky

**SPONSOR**  
The Montana Early Childhood Project

**TRAINING FUNDER**  
Other

**KNOWLEDGE BASE CONTENT AREA(S)**  
Professionalism

**CDA CONTENT AREAS**  
Maintaining a commitment to professionalism

[Add to My Saved Events](#)  [Register Online](#) 

Register your staff for the event. Click Register Staff.

Online Training Registration Test EVENT ID: 501495

Friday, October 28, 2016


[view full event details](#)

**LOCATION**  
Montana Early Childhood Project  
2066 Stadium Drive  
Suite 203  
Bozeman, MT 59715  
County: Gallatin

**SPONSOR**  
The Montana Early Childhood Project

**TRAINING FUNDER**  
Other

**REGISTRATION**  
Event Fee: \$25.00  
Register By: 10/28/2016 **3 days left!**  
Required? Yes

 **Add Staff to Event**

Id	Organization	Name	Title	Email	Register
27381	The Montana Early Childhood Project	Hancock, Libby	Child/Family Service Agency Staff	libbyh@montana.edu	<input type="checkbox"/>
17001	The Montana Early Childhood Project	Hill Larson, Christy	Child/Family Service Agency Staff	christyh1831@msn.com	<input type="checkbox"/>
6080	The Montana Early Childhood Project	Johnson, Brandi	Child/Family Service Agency Staff	brandi.johnson5@montana.edu	<input type="checkbox"/>
20	The Montana Early Childhood Project	Klaas, Ann	Child/Family Service Agency Staff	ann.klaas@montana.edu	<input type="checkbox"/>
9700	The Montana Early Childhood Project	Krushensky, Tiffany	Child/Family Service Agency Staff	tiffany.krushensky@montana.edu	<input type="checkbox"/>

[Register Staff](#)

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For organization administrators to register staff online for events

Register each of your staff for the event by entering their specific information. You can see your progress here.

**Online Training Registration Test** EVENT ID: 501495

Friday, October 28, 2016

[view full event details](#)

**Staff 1 of 3**

**Attendee Details** [Next Staff >](#)

*Please review your attendee details.*

Attendee: Ann Klaas

Individual ID: 20

Home/Mobile phone: (406) 763-4948

Work phone: (406) 404-1627

Email Address: ann.klaas@montana.edu

Attendee Role: \*

- Child Care Center
- Family/Group Child Care
- Head Start
- Early Head Start
- Agency Staff
- School-Age Staff
- Special Education
- Public School
- Parent/Guardian
- Other

### Step 3:

Complete registration and pay for the event.

View or edit the information.

**Event Registration** [\(0\)](#)

**Online Training Registration Test** EVENT ID: 501495

Friday, October 28, 2016

[view full event details](#)

**Registration Summary**

<b>Ann Klaas</b>	
Registration Fee	
Online Registration Training Fee (Ends 10/28/2016)	\$25.00
<hr/>	
<b>Tiffany Krushensky</b>	
Registration Fee	
Online Registration Training Fee (Ends 10/28/2016)	\$25.00
<hr/>	
<b>Christy Hill Larson</b>	
Registration Fee	
Online Registration Training Fee (Ends 10/28/2016)	\$25.00

**Total: \$75.00**

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For organization administrators to register staff online for events

Select Payment Option (each agency can choose their payment methods, this may look different for you). Agree to the terms and Add Event to Cart.

**Select Payment Option**  
Different payment options may effect how this registration is completed.

Pay Online/Credit Card  
Paying online enables the ability to purchase multiple event registrations in a single transaction.

Pay by Phone  
Call 406-404-1624 to register.

**Terms and Conditions**

**I. Acceptance of Terms**

The Montana Early Childhood Project provides this Registration Module to you subject to the following Terms of Service (TOS). In order to use this online service, you must agree to the TOS. We may amend these terms at any time by posting the amended terms on this site. Amendments are effective 7 days after posting. These terms apply to both event organizers who use our services and event attendees who register using our services.

I agree to the registration terms and conditions

[Add Event to Cart](#)

When successful you will receive this confirmation. Each staff member will receive a confirmation email stating that they are registered for the event.

**Event Registration** 🛒 (0)  
**Online Training Registration Test** EVENT ID: 501495

📅 Friday, October 28, 2016

[view full event details](#)

✓ Thank you for registering for this event.  
Staff will receive an email in the next few minutes containing registration details.

**Registration Summary**

<b>Ann Klaas</b> Registration Fee Online Registration Training Fee (Ends 10/29/2016)	\$25.00
<b>Tiffany Krushensky</b> Registration Fee Online Registration Training Fee (Ends 10/29/2016)	\$25.00
<b>Christy Hill Larson</b> Registration Fee Online Registration Training Fee (Ends 10/29/2016)	\$25.00

**Total: \$75.00**