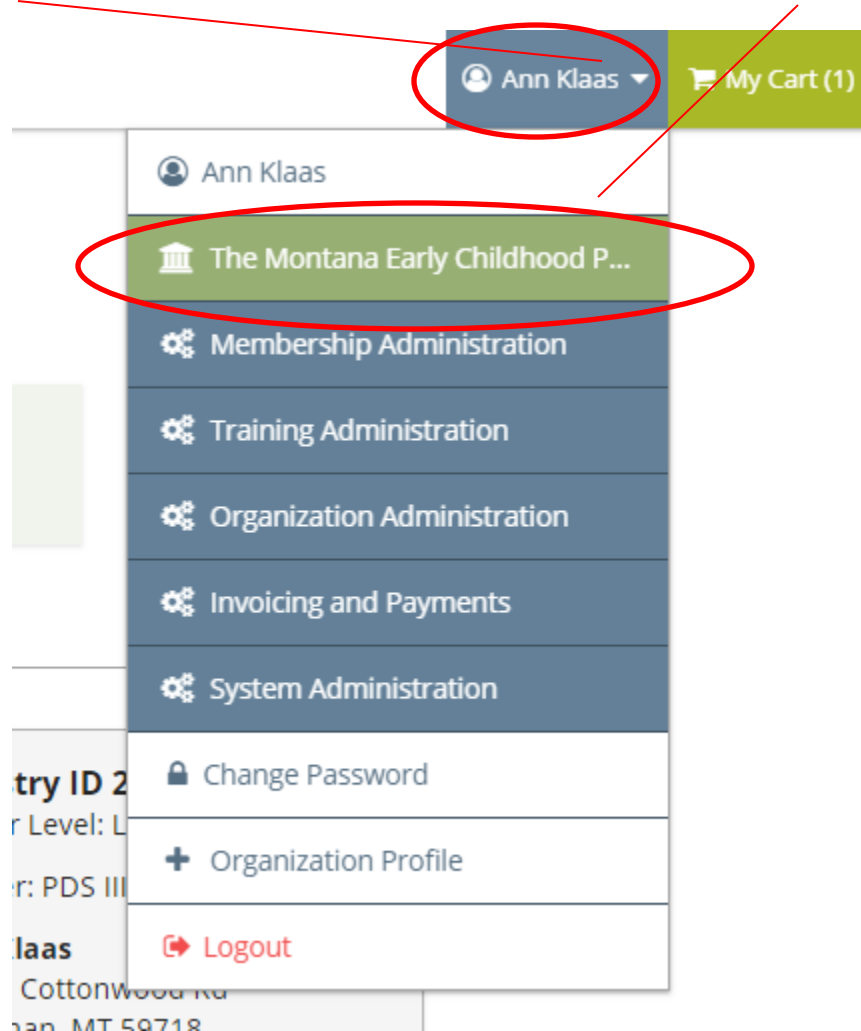


# How to Verify Approved Training Rosters (Online Registration)

Log into your individual account with your email and Password.

By using the drop-down arrow next to your name at the top, open it and click on your Organization under your name.



Hover over the margin on the left with the icons in it to open it.

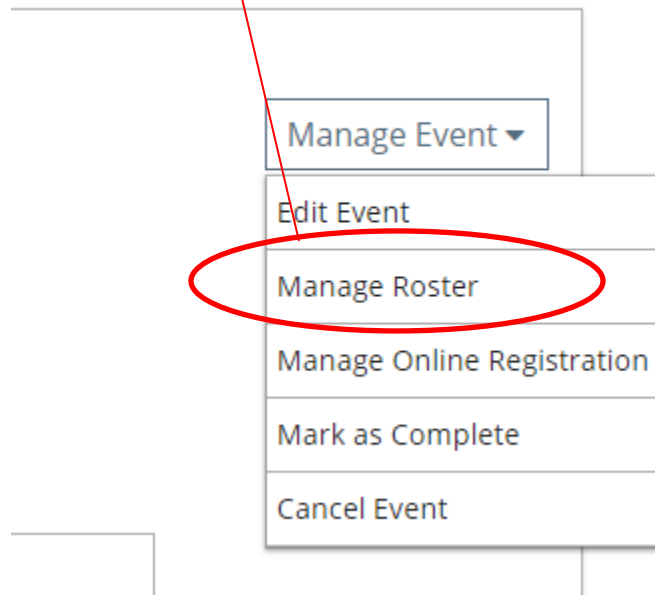
Select Training Entry

Click on the training event title or ID number, for which you are verifying attendees. to open it.

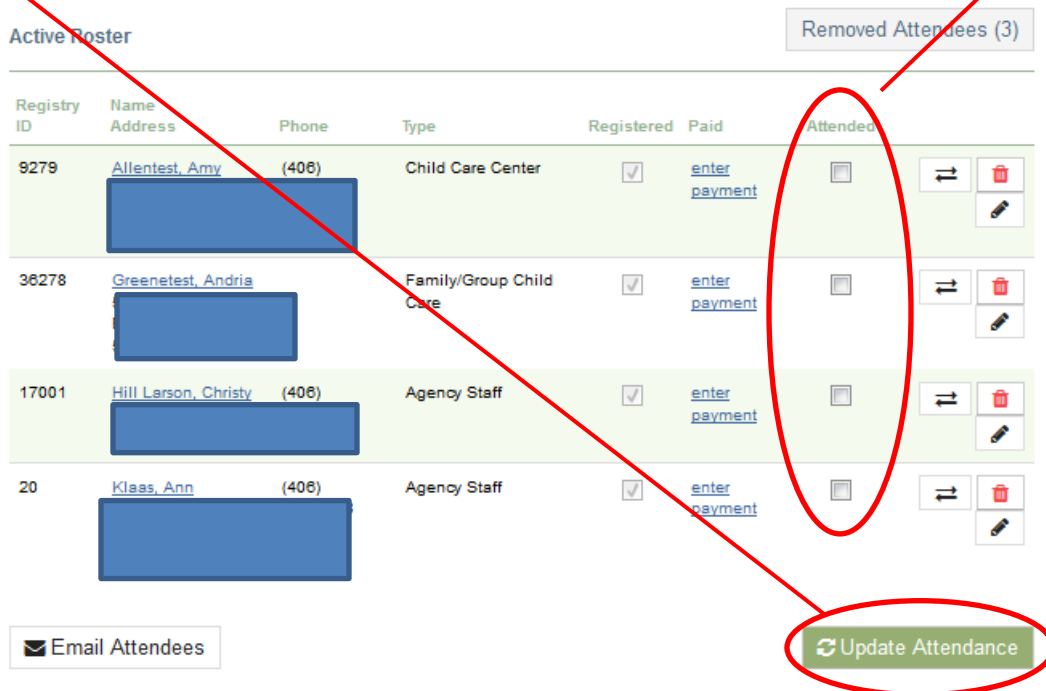
506257	9/27/2018 - 9/28/2018	2018 Annual Directors' Symposium	Hilton Garden Inn Bozeman Bozeman, MT	various	Approved	✓
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**Follow the directions below:**

Use Manage Event drop down and choose Manage Roster



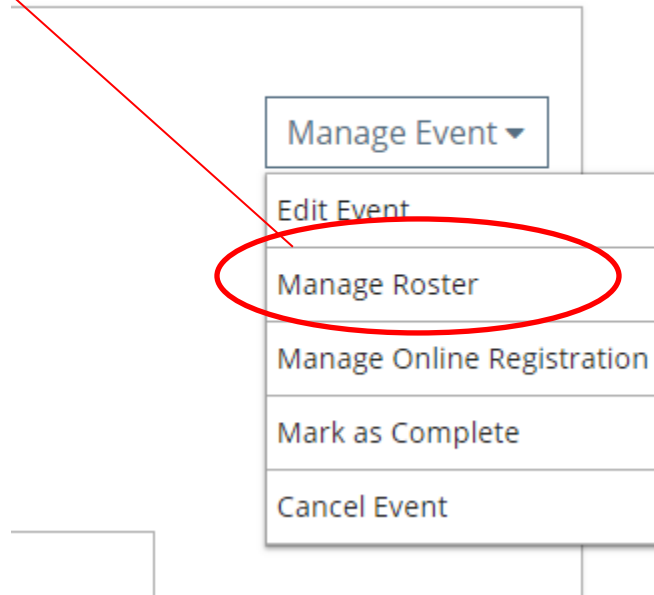
View your Roster and verify individuals that attended by clicking the check box in the Attended column. Click Update Attendance.



## Deleting Individuals off of Rosters

Choose your event from the event list.

Click Manage Roster



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"/>	<a href="#">enter payment</a>	<input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
20	Klaas, Ann [Redacted]	[Redacted]	Agency Staff	<input checked="" type="checkbox"/>	<a href="#">enter payment</a>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
9700	Krushensky, Tiffany [Redacted]	[Redacted]		<input checked="" type="checkbox"/>	<a href="#">enter payment</a>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>

Email Attendees Update Attendance

Detailed description: This screenshot shows a 'Manage Roster' interface. At the top, there are buttons for 'Removed Attendees (2)' and '+ Attendee'. Below is a table with columns for Registry ID, Name Address, Phone, Type, Registered, Paid, and Attended. Three rows of attendees are listed. The first row is for 'Hill, Larson, Christy' (Registry ID 17001), the second for 'Klaas, Ann' (Registry ID 20), and the third for 'Krushensky, Tiffany' (Registry ID 9700). Each row has a 'Registered' checkbox (checked), a 'Paid' link ('enter payment'), and an 'Attended' checkbox. To the right of each row are three small icons: a double-headed arrow, a trash can (circled in red), and a pencil. At the bottom, there is an 'Email Attendees' button and an 'Update Attendance' button.

Confirm deletion

