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Happy New Year!

Our team would like to share an update for verifying attendance for your training events. You can now upload the roster to your Wisconsin Registry training event and import attendance records in minutes!

Overview of CSV Upload

Use the steps below to upload your roster to import attendance for training events. Be sure to download our step-by-step support guide for additional tips and guidance.

Training Event

Close

#953891
Test

01/06/2026

Instructor Led Training / 12:00 AM - 12:00 AM
Classroom Hours 1.00 / Course Level Registered

[View Course Details](#)

Event

Event Status

Registered/Approved

Updated 01/07/2026

Created 01/07/2026

Roster

Manage

Attendees 2

Messages Sent 0

Roster

Import Attendees

Message Roster

Message History

1. Getting Started

Log in to your Wisconsin Registry Profile and access your training event. Click on the **MANAGE** button to open the dropdown menu. Click on **IMPORT ATTENDEES**.

#953891
Test


📅 Date Tuesday, January 6, 2026 / ⌚ Time 12:00 AM - 12:00 AM / 📍 Location Madison, WI

Click the button below to upload your attendee roster file and import it for this event.



Please remain on this page until the import process is completed and your roster has been updated.

Need Help Importing Your File?

 [Sample Import File](#)

In order for your import to be successful please review the following tips for a successful import.

1. Only CSV file types can be imported.
2. The first row of the CSV file must be column headers
3. Only include individuals who were in attendance
4. In order to successfully import attendees with potential user accounts, an exact match of one of the following combinations is required:
 - Registry ID, First Name, Last Name
 - Registry ID, First Name, Email Address
 - Registry ID, Last Name, Email Address
 - First Name, Last Name, Phone
 - First Name, Last Name, Zip
 - Email Address, First Name, Last Name
 - Email Address, Last Name, Phone
 - Email Address, Last Name, Zip

We have provided a sample import file to help identify desired format and structure.

2. Upload Attendance as a .CSV file

Click on the **SELECT FILE** button to import your attendance record for the training event. You must upload your attendance record as a .CSV file.

QUICK TIP: [Download](#) the **SAMPLE IMPORT FILE** to ensure your .CSV file is properly formatted for upload into the system. The system will not upload improperly formatted files.

3. Import Attendance into the Professional Development Approval System (PDASystem)

After you upload the file, you will be asked to match the fields from your .CSV spreadsheet with fields in the PDASystem.

4. Review Your Attendance

Review your Import Results to make sure the information you uploaded is accurate and complete.

For more information, please download our [support guide](#).

As always, our team is here to support you via [email](#) and phone (608-222-1123).

Sincerely,

The Wisconsin Registry Team

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