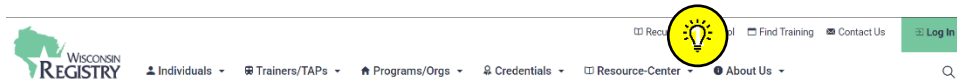



This resource will guide you through the steps of registering for an event on the Statewide Training Calendar. For more tips on finding training on the Statewide Training Calendar, please watch [our short video](#) found on the [Membership Resources page](#).

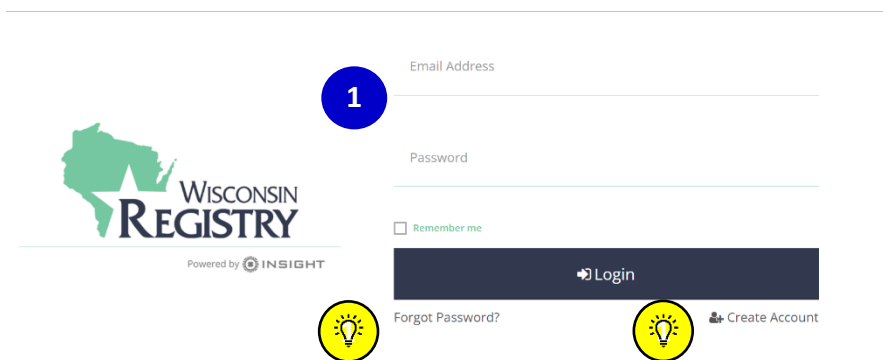
STEP 1: Go to www.wiregistry.org




1. Go to www.wiregistry.org and click on Sign-In/Join.


 Though you may search for training without logging in, the Wisconsin Registry recommends you log in before using the Statewide Training Calendar.

STEP 2: Logging In



1. Enter your email address and password, then click **LOGIN**.

 Click on **FORGOT PASSWORD?** if you need to reset your password. If you are experiencing other issues logging in, download our [Logging In Tips](#) support guide.

 Click on **CREATE ACCOUNT** if you do not have an account, we recommend creating one now. A Registry account is free. To learn more, download our [Creating an Account support guide](#).

STEP 3: Going to the Statewide Training Calendar



1. Click on the menu icon to open the left navigation menu.
2. Click on **Search Training Events**

STEP 4: Finding Training on the Statewide Training Calendar

Filter Training

Course Title
Filter by Title

Area of Interest
All

1 **Event ID**
Filter by Event ID

Trainer Name
Filter by Trainer Name
Trainer's first and/or last name

Sponsor Name
Filter by Sponsor Name

From Date 10/20/2021 **To Date** Filter To Date

Training Location

City
Filter by City

Zip Code Filter by Zip **Distance** Select

Search events within a radius of provided zip code.

Training Content (+)

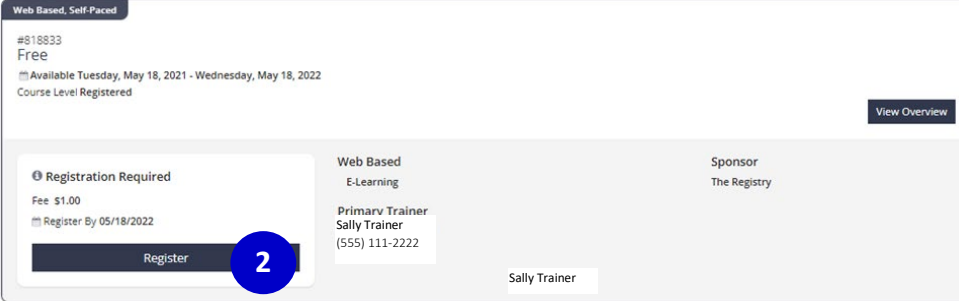
Training Type (+)

\$ Training Fee (+)

2

1. If you are looking for a specific event, enter the **EVENT ID** number. If you do not have the Event ID number, you can search by keywords, location, date, Content Area, and/or course type. To learn more about using the Statewide Training Calendar, please watch [our short video](#).
2. Click the **SEARCH** button on the bottom of the screen to produce a list of training events.

STEP 5: Registering Online



1. View the event’s registration information including fee, registration date, and contact information. **Please Note:** If you have a question regarding payment or if you need to cancel your registration, you will need to contact the person listed here.
2. Click the **REGISTER ONLINE** button. If you are not already logged in to your Registry account, you will need to log in now to register for this training.
 - **REGISTER BUTTON:** Some training events will have a **REGISTER** button here instead. This means the Trainer or Training Sponsor Organization is using a different website for registration. You will need to contact the contact person for any questions regarding event registration.
 - **NO BUTTON:** If a training event does not have either button, registration for that event may be over. Please contact the person listed for more information.

STEP 6: Attendee Info

Attendee Info

Please complete the registration form.



Manage Attendees

#149866

Ⓢ Bot 1

Organization Organization		
Country United States		
Address 123 Fake St		Apt/Suite # Enter Apt. Unit, Suite
Zip Code 53010	City Campbellsport	State WI
County Fond du Lac		
<small>ⓘ Enter a valid zip code to choose a county.</small>		
Email Address TestNewWorld+Bot1@gmail.com	Primary Phone 🇺🇸 (414) 755-8985	Mobile Phone 🇺🇸 e.g. (201) 555-0123

Registration Options

Please select your desired registration options from the list below.

Coupon Code

Enter Coupon Code

2a

2b

Apply

Attendee Role Required to submit

Please tell us your role in the field of childhood education.

- Administration
- Center based staff
- Family/Group Home Provider/Staff
- License-exempt provider
- School age staff
- Parent/Family

3

1. Review your contact information and update if needed, especially your email address. The Training Sponsor Organization will use this information to contact you if needed. The prepopulated contact information comes from your Registry Personal Profile. If this information is wrong, you will need to update your Personal Profile AFTER you complete registration.
2. If the Training Sponsor Organization (TSO) directly provided you a coupon code. Not all events have a coupon code option for payment.
 - a. Type this in EXACTLY as provided. The Coupon Code is case sensitive.
 - b. Select **APPLY**.
 - c. Select the new registration option unlocked by the Coupon Code.
3. Select the **ATTENDEE ROLE** that is most accurate for your current role.



You will see the option to **MANAGE ATTENDEES** only if you have administrative access (Organization Profile User) to your organization's PROGRAM PROFILE. To see how to register staff, go to [Appendix A: Registering Staff](#) for step-by-step guidance.

STEP 7: My Cart

Total **\$35.00**

① At least one registration option must be selected for each attendee to continue.

Select Payment Option

Different payment options may affect 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 Check or Money Order

Add to Cart

1

Registration Submission

Total Billable Amount

\$35.00

Terms and Conditions

You must agree to the Wisconsin Registry event registration terms and conditions in order to complete this registration.

1. Acceptance of Terms

These Terms of Service (TOS) constitute a legally binding agreement made between you, whether personally or on behalf of an entity (you) and The Registry, Inc. (doing business as "Wisconsin Registry") regarding the use of the Registration Module. The Registration Module is subject to the following 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.

2. Acceptable Use

You agree not to use this Registration Module to:

- upload, post, email, transmit or otherwise make available any information that you do not have a right to make available under any law or under contractual or fiduciary relationships (such as inside information, proprietary and confidential information learned or disclosed as part of employment relationships or under nondisclosure agreements);

I agree to the registration terms and conditions

2

Continue

3



Items Added to Cart

Items have been successfully added to your cart, however, conference registration will only be completed once you check out and pay.

Search for Training



View Cart

4


1. Select your method of payment and select **ADD TO CART**.
2. Review the Terms and Conditions. Check the box **I AGREE TO THE REGISTRATION TERMS AND CONDITIONS**.
3. Select **CONTINUE**.
4. To go to check out, select **VIEW CART**. *Please Note: If you have additional training to register for, select **SEARCH FOR TRAINING** and continue to add additional registrations to your cart.*

STEP 8: Checking Your Registration / Finding Your Invoice

Event Cart

#149866
 Bot 1 

#818942
t
 Monday, May 20, 2024

Regular Registration **\$35.00**
Available 5/9/2024 - 5/14/2024





Subtotal **\$35.00**

Total
\$70.00


Bill To:
 #149866
 Bot 1

Checkout 1

[Search Events](#)


#145789
 Margaret Brookstest  

#818942
t
 Monday, May 20, 2024

Regular Registration **\$35.00**
Available 5/9/2024 - 5/14/2024


Subtotal **\$35.00**

1. Review the items in your cart. If you are ready to pay for registration, click the **CHECKOUT** button.
2. Enter your email and credit card information and click **SUBMIT PAYMENT**. If you need to cancel your registration or have questions regarding payment, please contact the listed Training Sponsor Organization for this event. You will receive an email receipt from support@wiregistry.org.

 Checkout
×

Total
\$1.00

Bill To:
 #149702
 TestTrainer A

Enter your credit card info and click the submit payment button to complete the checkout process.

Email Address

Card Number

Exp MM / YY

CVC

Zip Code

Submit Payment 2



Please note: If you need to remove a registration, select the **REMOVE** next to the individual or event you no longer wish to register.

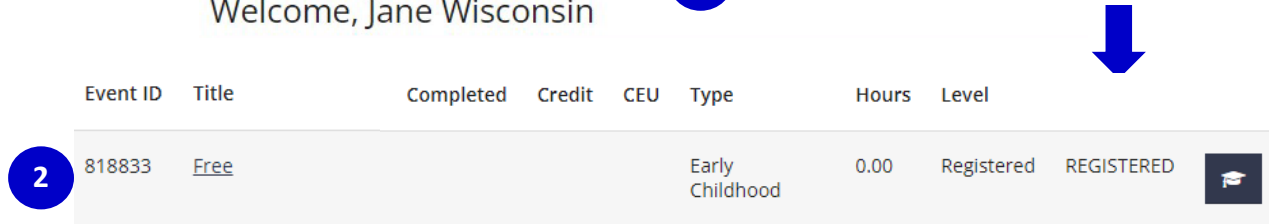
STEP 9: Checking Your Registration / Finding Your Invoice


My Personal Profile

How long does it take to process an appli
We are currently processing materials received from individuals

- Summary
- Personal
- Education
- Employment
- Training
- Professional
- Reports

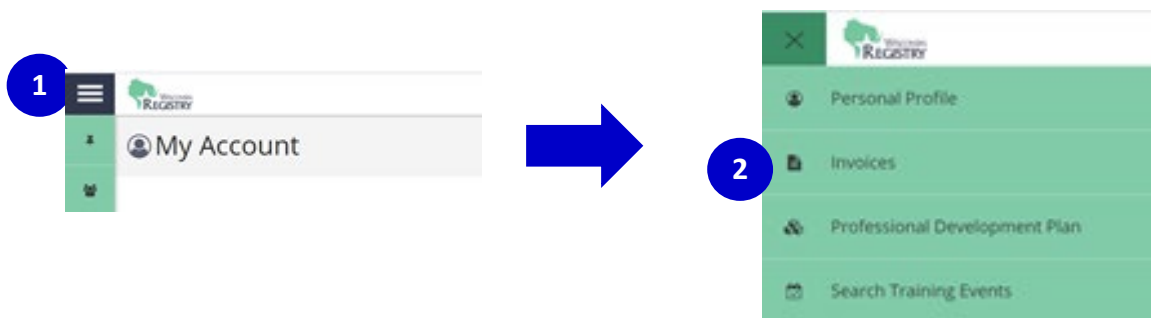
Welcome, Jane Wisconsin



Event ID	Title	Completed	Credit	CEU	Type	Hours	Level	
818833	Free				Early Childhood	0.00	Registered	REGISTERED 

After you register, you can see your registration for this event listed in your Personal Profile:

1. Click on the **TRAINING tab** at the top of the screen.
2. Find the event title and confirm that you are **REGISTERED** on the right side of the screen. **Please Note:** If you need to cancel your registration or have questions, you can click on the title of the event to find the Training Sponsor Organization’s contact information.



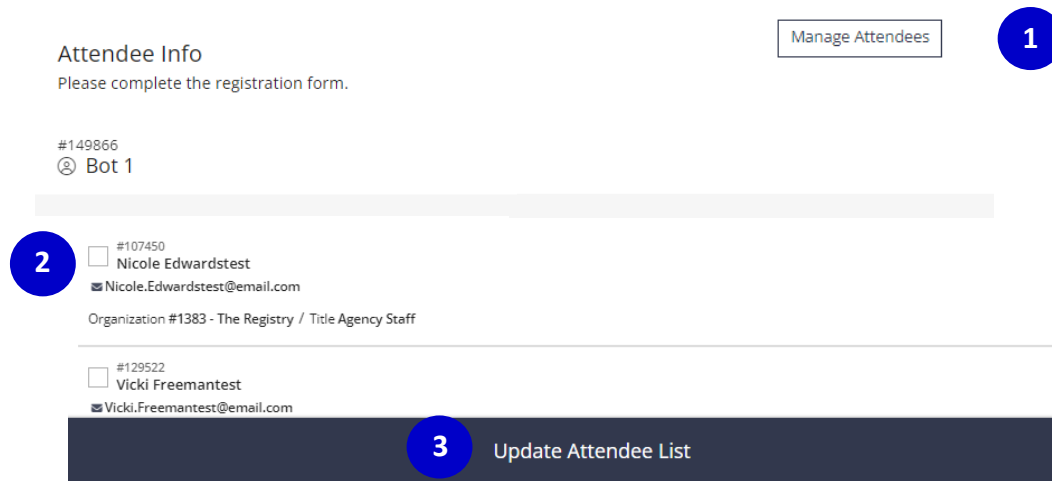
Though an invoice is emailed to you once you complete registration, you can also find your invoice in your Registry Personal Profile:

1. Click on the menu icon to open the left navigation menu.
2. Click on **INVOICES**. You will have the option to email paid invoices or submit payment for any unpaid invoices you might have.

APPENDIX A: REGISTERING STAFF

This appendix walks through the steps of how to register your staff. You will only have this option if you are an Organization Profile User and have administrative access to a Registry Program Profile.

STEP 6: Attendee Info



Attendee Info Manage Attendees **1**

Please complete the registration form.

#149866
🔍 Bot 1

2 #107450
Nicole Edwardstest
✉ Nicole.Edwardstest@email.com
Organization #1383 - The Registry / Title Agency Staff

#129522
Vicki Freemantest
✉ Vicki.Freemantest@email.com

3 Update Attendee List

1. Click **MANAGING ATTENDEES**.
2. Click the box next to the name of staff members you wish to register for the event. Only the staff members who have listed employment with your organization, on their Personal Profile, will be listed here. If a staff member is not listed, that individual will need to update their employment history on their Registry Profile. For more information about how you can request an individual to update their employment history, [download the Managing Employee Invitations support guide](#).
3. Click the **UPDATE ATTENDEE LIST** button to continue.

Attendee Info

Please complete the registration form.

Manage Attendees

#145789

👤 Margaret Brookstest - Attendee 1 of 2

Organization

Country
 4

Address

Apt/Suite #

Zip Code

City

State

County

📌 Enter a valid zip code to choose a county.

Email Address

Primary Phone

Mobile Phone

Registration Options

Please select your desired registration options from the list below.

Coupon Code
 Apply

Attendee Role

Please tell us your role in the field of childhood education.

- Administration
- Center based staff
- Family/Group Home Provider/Staff
- License-exempt provider
- School age staff
- Parent/Family

5

<input checked="" type="checkbox"/> Regular Registration <small>Available 5/9/24 - 5/14/24</small>	\$35.00	Total \$35.00
--------------------------------------------------------------------------------------------------------------	----------------	----------------------

📌 At least one registration option must be selected for each attendee to continue.

Previous Attendee
6
Next Attendee

4. Review the attendees contact information is correct. This information is pulled from the individual’s Registry account. If information is not correct, this will need to be updated on the Registry account after the registration has been completed.
5. Select the **ATTENDEE ROLE** and a **REGISTRATION OPTION**.
6. Select **NEXT ATTENDEE** and repeat #4 for each attendee.

CONTINUE TO STEP 7

(page 6 of this guide)